

# Public Health (Restricted Activities – Gatherings, Business or Undertakings) Emergency Direction 2020 (No 13)

Notifiable Instrument NI2020-719

made under the

**Public Health Act 1997, s 120 (Emergency actions and directions)**

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## 1. Name of instrument

This instrument is the *Public Health (Restricted Activities – Gatherings, Business or Undertakings) Emergency Direction 2020 (No 13)*.

## 2. Commencement

This instrument commences at 9:00am on 13 November 2020.

## 3. Public Health Emergency Direction

I, Dr Kerry Coleman, Chief Health Officer, consider it necessary or desirable to alleviate the emergency declared under the *Public Health (Emergency) Declaration 2020 (No 1)* [NI2020-153] (the **declared emergency**) on 16 March 2020, to give the directions as set out in this instrument.

## 4. Duration

This Direction is in force for the period ending on the day the declared emergency (as extended or further extended) ends, unless it is earlier revoked.

## 5. Revocation

This instrument revokes the *Public Health (Restricted Activities – Gatherings, Business or Undertakings) Emergency Direction 2020 (No 12)* [NI2020-666].

Dr Kerry Coleman  
Chief Health Officer  
12 November 2020



# Public Health Emergency Direction

## *Public Health Act 1997*

*Made under the Public Health Act 1997,  
section 120 (Emergency actions and directions)*

I, Dr Kerry Coleman, Chief Health Officer, consider it necessary or desirable to alleviate the emergency declared under the *Public Health (Emergency) Declaration 2020 (No 1)* [NI2020-153] (the **declared emergency**) on 16 March 2020, to give the directions as set out below. The purpose of these directions is to restrict non-essential gatherings and the operation of non-essential businesses and undertakings in order to limit the spread of coronavirus disease 2019 (**COVID-19**), caused by the novel coronavirus SARS-CoV-2.

In making these directions I have had regard to relevant human rights and I am satisfied that the limitations imposed as a result of these Directions are both demonstrably justifiable in a free and democratic society and necessary to protect the ACT community from the serious public health risk posed by COVID-19.

## PART 1 — NON-ESSENTIAL GATHERING, BUSINESS OR UNDERTAKING

### *Directions*

#### **A. Outdoor areas**

1. A person must not organise or attend a **gathering** that exceeds 1 person per 2 square metres or 500 people per **usable outdoor space** (whichever is the lesser).
2. Paragraph 1 does not apply to a **gathering** to which paragraphs 3, 4 or 6 apply.

#### **B. Non-residential premises**

3. A person who is the occupier of **non-residential premises** in the Australian Capital Territory must take reasonable steps to not allow or organise a **gathering** that exceeds:
  - a. 25 people across the whole premises; or
  - b. the sum of:
    - i. 1 person per 2 square metres per **usable outdoor space** up to 500 people, and
    - ii. 1 person per 4 square metres per **usable indoor space** up to 500 people,

whichever is the greater.



4. A person must not attend a **gathering in non-residential premises** that exceeds:
- a. 25 people across the whole premises; or
  - b. the sum of:
    - i. 1 person per 2 square metres per **usable outdoor space** up to 500 people, and
    - ii. 1 person per 4 square metres per **usable indoor space** up to 500 people,
- whichever is the greater.

5. Paragraphs 3 and 4 do not apply to a gathering to which paragraph 6 applies.

**C. Non-essential business or undertaking**

6. A person who owns, controls or operates a **non-essential business or undertaking** described in **Column 1** of an item in **Attachment A** must:
- a. comply with the requirements in **Column 2** of the item; and
  - b. subject to existing occupancy and licensing requirements under other laws, not allow a **gathering** in the premises that exceeds the occupancy limits listed in **Column 3** of the item, where:
    - i. a **worker** does not count towards the occupancy limit; and
    - ii. if the occupancy limit is expressed in terms of a maximum amount of tickets, each ticketed attendee counts towards the occupancy limit and the performers or participants in the event do not require tickets and do not count towards the occupancy limit; and
  - c. not temporarily divide any **usable indoor space** or **usable outdoor space** for the purposes of calculating **usable space**; and
  - d. develop and adhere to a **COVID-19 Safety Plan**, and produce the plan when requested by an **authorised person**; and
  - e. display a **sign** at the entrance to the premises, specifying the occupancy limit under this Direction of the premises; and
  - f. for contact tracing purposes, ask that each person who attends the business or undertaking record their attendance at the business or premises by either:
    - i. using the **Check In CBR app**; or
    - ii. providing a first name and contact phone number, and if provided, keep a record of those details, together with the date and time at which the person attended and produce the record if requested by an **authorised person**.
7. A person must not operate a nightclub under a *nightclub licence* within the meaning of the *Liquor Act 2010*.



#### D. Organised events

8. A person who organises a **gathering** of more than 200 people for a planned event or function must develop and adhere to a **COVID-19 Safety Plan** and adhere to the requirements for the gathering in the **COVID Safe Event Protocol**.

#### E. Exemption

9. The Chief Health Officer may, in writing and subject to any conditions that the Chief Health Officer considers necessary, exempt a person from this Direction, or a stated requirement under this direction, on compassionate or other grounds that the Chief Health Officer considers reasonable and appropriate.
10. If the Chief Health Officer exempts a person from this Direction, that person must comply with the conditions of the exemption.

*Note: For considerations about what is reasonable and appropriate in relation to the delivery of events, see the COVID Safe Event Protocol, available at [www.covid19.act.gov.au](http://www.covid19.act.gov.au).*

## PART 2 — MATTERS RELEVANT TO THESE DIRECTIONS

#### A. Enforcement

11. If a person fails to comply with any of the directions in this Direction, an **authorised person** may then direct the person to do such things as are reasonably necessary to comply with this Direction including, upon request, to produce proof of identification to the **authorised person**.
12. If a person fails to comply with any of the directions in this Direction, then the **authorised person** may take all reasonable steps to enforce compliance with this Direction pursuant to section 121 of *Public Health Act 1997*.

#### B. Guidance

13. Risk mitigation guidance is provided at **Attachment B** to this Direction. This guidance relates to all situations in which people are gathered together, whether included or excluded from the definition of **gathering**. It also relates to all businesses and undertakings, whether included or excluded from the definition of **non-essential business or undertaking**.

#### C. Gatherings

14. The definition of **gathering** in paragraph 20 sets out the kinds of **gatherings** that are not subject to restriction under this direction.

#### D. Definitions

For the purposes of this Direction:

15. **Authorised person** means an authorised person under section 121 of the *Public Health Act 1997*.
16. **Betting agency** means a TAB or KENO agency either in a stand-alone venue or within a licensed venue.



17. **Casino** has the same meaning as in the *Casino Control Act 2006*.

18. **Check In CBR app** means the app developed by ACT Health for contact tracing purposes which, when used by a person, provides ACT Health with details of their attendance at a **non-essential businesses or undertaking**.

*Note: The information provided is stored for 28 days before being deleted, and is only used in accordance with ACT Health's privacy policy.*

19. **COVID-19 Safety Plan** means a plan:

- a. in writing that addresses how the business or undertaking will manage its operations to minimise the risks posed to any person by **COVID-19** because of the operation of the business or undertaking; and
- b. developed with regard to guidance material set out in **Attachment C**.

20. **COVID Safe Event Protocol** means the protocol set out in **Attachment D**.

21. **End of year event** means a school graduation, formal, or end of year ceremony, concert or assembly.

22. **Gathering**, except where otherwise provided in this Direction, means a group of 2 or more people occupying a single **usable indoor space** or **usable outdoor space** at the same time, but does not include a **gathering**:

- a. at an airport that is necessary for the normal business of the airport; or
- b. in relation to public transportation, including in public transport vehicles or at public transportation facilities such as stations, platforms and stops; or
- c. for the purposes of or related to private transportation; or
- d. at a medical or health service facility that is necessary for the normal business of the facility; or
- e. in relation to providing support or care to a person with a disability; or
- f. for emergency services purposes; or
- g. for law enforcement purposes; or
- h. at a disability or aged care facility that is necessary for the normal business of the facility; or
- i. at a correctional centre, place of detention under the *Children and Young People Act 2008* or other place of custody; or
- j. at a court or tribunal; or
- k. at the Australian Capital Territory Legislative Assembly or Commonwealth Parliament for the purpose of its normal operations; or
- l. at a food market, supermarket, grocery store, retail store, or shopping centre that is necessary for the normal business of those premises; or



- m. to attend at a restaurant or café to collect or deliver takeaway meals and beverages and where social distancing of 1 person per 4 square metres is observed; or
  - n. at an office building, workplace factory or construction site (or any other workplace that is not excluded from operation by Part 2 of this Direction), that is necessary for the normal operation of those premises; or
  - o. at a school, university, educational institution or childcare facility that is necessary for the normal business of the facility; or
  - p. at a hotel or motel that is necessary for the normal operation of accommodation services.
23. For paragraph 22(o), a school event that involves members of the community in addition to staff and students is not necessary for the normal business of the facility unless:
- a. the event is an **end of year event**; and
  - b. is operated in accordance with published guidance material endorsed by the Chief Health Officer.
24. **Hydrotherapy pool** means a heated swimming pool (heated to 33 to 36 degrees Celsius) for use by people receiving hydrotherapy, who use the pool to undergo that therapy either on their own or with assistance from another person.
25. **Indoor space** means an area, room or premises that is, or are, substantially enclosed by a roof and walls (of permanent solid construction and stretching from floor to ceiling), regardless of whether the roof or walls or any part of them are open or closed.
26. **Non-essential business or undertaking** means a business or undertaking described in **Column 1** of an item in **Attachment A**, whether operated on a for-profit or not-for-profit basis or purely as a private social activity.
27. **Non-residential premises** has the same meaning as premises in the *Public Health Act 1997* but does not include residential premises.
28. **On licence premises** means premises in relation to which any of the following licences is held under the *Liquor Act 2010*:
- a. an *on licence* subclass (other than a *nightclub licence*);
  - b. a *general licence*;
  - c. a *club licence*;
  - d. a *special licence*.
29. **Organised sporting activity** means sporting activities arranged through peak sporting organisations, community clubs, commercial providers or individual activities, and includes dance classes and training, but does not include dance performance or professional sport.
30. **Outdoor space** means a space that is not an **indoor space** or a part of residential premises.



31. **Place of worship** means a building or place used for the purpose of religious worship by a congregation or religious group, whether or not the building or place is also used for counselling, social events, instruction or religious training.
32. **Sign** means information displayed adjacent to or in close proximity to an entrance that is clearly visible to a member of the public.
33. **Usable** for an **indoor space** or **outdoor space** means the space that people can freely move around in, but not including the following areas:
- a. stages and similar areas;
  - b. restrooms, changerooms and similar areas;
  - c. areas occupied by fixtures, fittings, and displays; and
  - d. staff only areas and areas that are closed off or not being used.
34. **Worker** means an individual who carries out work in relation to a business or undertaking, whether for reward or otherwise, under an arrangement with the person conducting the business or undertaking, and includes an employee, independent contractor, outworker, person doing a work experience placement, volunteer, and an official for an organised sporting activity.

#### E. Note

35. Any requirement in this Direction to keep a record or where a record is provided pursuant to these directions, of name, contact phone number, and date and time of visit, requires the record to be kept for 28 days.
36. If there is any inconsistency between this Direction and any of the directions specified below, this Direction is inoperative to the extent of any inconsistency:
- a. the *Public Health (Self-Isolation) Emergency Direction 2020 (No 4)* [NI2020-662];
  - b. the *Public Health (COVID-19 Interstate Travellers) Emergency Direction 2020 (No 3)* [NI2020-713]; and
  - c. the *Public Health (Returned Travellers) Emergency Direction 2020 (No 8)* [NI2020-663].

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**Dr Kerry Coleman**

Chief Health Officer

12 November 2020



## **Penalties**

Section 120 (4) of the *Public Health Act 1997* provides:

A person must not, without reasonable excuse, fail to comply with a direction under this section.

### **Maximum Penalty:**

In the case of a natural person, \$8,000 (50 penalty units).

In the case of a body corporate, \$40,500 (50 penalty units).

In the case of a utility that is a body corporate, \$1,620,000 (2000 penalty units).





## ATTACHMENT A – Requirements, Including Occupancy Limits, for Non-Essential Businesses or Undertakings

(see paragraphs 6(a) and 6(b) of this direction)

*Note 1: Part 1 paragraph 6 imposes requirements for all **non-essential businesses or undertakings** for safety plans, signs, and contact tracing measures, which apply unless otherwise noted.*

*Note 2: Part 1 paragraph 6(b) governs when workers or other participants count towards the limits in **Column 3** of this attachment.*

	<b>Column 1 Business or undertaking</b>	<b>Column 2 Other requirements</b>	<b>Column 3 Occupancy limit</b>
<b>1</b>	<ul style="list-style-type: none"> <li>a. a business that supplies liquor for consumption on <b>on licence premises</b>, whether or not it also supplies food; or</li> <li>b. a hotel to the extent it supplies food or beverages for consumption on its premises, whether or not the premises are <b>on licence premises</b>, but not including any part of the hotel constituted by a bottle shop, accommodation provision, function facilities, takeaway meals or a meal delivery service; or</li> <li>c. a restaurant, café or canteen, whether or not its premises are <b>on licence premises</b>, but not including: <ul style="list-style-type: none"> <li>i. the extent to which it provides takeaway meals or a meal delivery service; or</li> <li>ii. a café or canteen at a hospital; or</li> <li>iii. a café or canteen at a residential aged care facility; or</li> <li>iv. a café or canteen at a school; or</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. except to the extent it is unreasonable or impracticable, customers remain seated when in an <b>indoor space</b>; and  <i>Examples of unreasonable or impracticable: entering and exiting the premises, ordering and paying for food or beverages, using the restrooms, playing a game of pool, operating a jukebox machine.</i></li> <li>b. the venue displays a <b>sign</b> at the entrance to the premises and each <b>usable space</b>, specifying the occupancy limit under this Direction;</li> </ul>	<p>the operator's choice of:</p> <ul style="list-style-type: none"> <li>a. 25 people across the whole premises; or</li> <li>b. for premises with a total usable space of 101 square metres or more, 50 people across the whole premises; or</li> <li>c. the sum of: <ul style="list-style-type: none"> <li>i. 1 person per 2 square metres per <b>usable outdoor space</b> up to 500 people; and</li> <li>ii. 1 person per 4 square metres per <b>usable indoor</b></li> </ul> </li> </ul>



	<b>Column 1 Business or undertaking</b>	<b>Column 2 Other requirements</b>	<b>Column 3 Occupancy limit</b>
	<ul style="list-style-type: none"><li>v. a café or canteen at a correctional centre; or</li><li>vi. a café or canteen at a community sporting facility; or</li><li>vii. a military café or canteen; or</li><li>viii. a café or canteen that provides food or drink to those experiencing homelessness;</li></ul>		<b>space</b> up to 500 people
<b>2</b>	a food court	<ul style="list-style-type: none"><li>a. except to the extent it is unreasonable or impracticable, customers remain seated; and</li></ul> <p><i>Examples of unreasonable or impracticable: entering and exiting the premises, ordering and paying for food or beverages, using the restrooms, playing a game of pool, operating a jukebox machine.</i></p> <ul style="list-style-type: none"><li>b. the business that provides the tables and chairs in the food court is responsible for the actions outlined under Part 1, paragraphs 6(d) and 6(f);</li></ul>	1 person per 4 square metres per <b>usable indoor space</b> up to 500 people



	<b>Column 1 Business or undertaking</b>	<b>Column 2 Other requirements</b>	<b>Column 3 Occupancy limit</b>
<b>3</b>	a. a gym, health club, fitness centre, wellness centre; or b. a centre providing yoga, barre or spin classes; or c. a bootcamp or personal trainer;		The greater of:  a. 25 people across the whole premises; or  b. if staffed, 1 person per 4 square metres per <b>usable outdoor space</b> or <b>usable indoor space</b> up to 500 people
<b>4</b>	a. an <b>organised sporting activity</b> , except where the activity is described in <b>Item 11</b> ; or b. a swimming pool, but not to the extent that it is being used as a <b>hydrotherapy pool</b> ;		the sum of:  a. 1 person per 2 square metres per <b>usable outdoor space</b> up to 500 people, and  b. 1 person per 4 square metres per <b>usable indoor space</b> up to 500 people
<b>5</b>	a. a community centre or facility, or a youth centre or facility; or b. an event at a conference or convention venue; or c. an indoor or outdoor play centre, or an indoor arcade or amusement centre; or	<i>Note: If the venue is being used for the supply of liquor, service of a meal, an <b>organised sporting activity</b>, or another function/activity addressed separately in this Direction, the provisions relevant to those activities also need to be complied with.</i>	the greater of:  a. 25 people across the whole premises; or  b. the sum of:



	<b>Column 1 Business or undertaking</b>	<b>Column 2 Other requirements</b>	<b>Column 3 Occupancy limit</b>
	<ul style="list-style-type: none"><li>d. musical rehearsals, including for choirs, bands and orchestras, except where the rehearsal is taking place in a venue described in another item; or</li><li>e. a gaming or gambling venue, a <b>casino</b> or a <b>betting agency</b>; or</li><li>f. a hairdresser or barber; or</li><li>g. a nail salon; or</li><li>h. a tattoo or body modification studio; or</li><li>i. a place that provides beauty therapy, tanning or waxing services; or</li><li>j. a day spa or place that provides massage services, steam-based services (including saunas, steam rooms, steam cabinets and bathhouses); or</li><li>k. a strip club, brothel or escort agency; or</li><li>l. an auction house; or</li><li>m. a real estate auction, display home or open home;</li></ul>		<ul style="list-style-type: none"><li>i. 1 person per 2 square metres per <b>usable outdoor space</b> up to 500 people; and</li><li>ii. 1 person per 4 square metres per <b>usable indoor space</b> up to 500 people</li></ul>
<b>6</b>	a <b>place of worship</b> , including for a religious ceremony, but not including for a wedding or a funeral	<p>the requirements under Part 1 paragraph 6 are subject to the following modifications:</p> <ul style="list-style-type: none"><li>a. Part 1 paragraph 6(d) only applies to <b>gatherings</b> of more than 25 people; and</li></ul>	<p>the greater of:</p> <ul style="list-style-type: none"><li>a. 25 people across the whole premises; or</li><li>b. the sum of:</li></ul>



	<b>Column 1 Business or undertaking</b>	<b>Column 2 Other requirements</b>	<b>Column 3 Occupancy limit</b>
		b. Part 1 paragraph 6(f) does not apply, but it must provide a visitor book in which attendees can enter their first name, contact phone number, and date and time of visit if they choose;	i. 1 person per 2 square metres per <b>usable outdoor space</b> up to 500 people; and  ii. 1 person per 4 square metres per usable indoor space up to 500 people
<b>7</b>	a. a wedding; or b. a funeral; or c. a <b>gathering</b> following a wedding or funeral, such as a reception or a wake (however described)	<i>Note: If the <b>gathering</b> takes place at a venue being used for the supply of liquor, service of a meal, or another function/activity addressed separately in the Direction, the provisions relevant to those activities (other than gathering size) also need to be complied with.</i>	1 person per 4 square metres per <b>usable outdoor space</b> or <b>usable indoor space</b> up to 500 people.
<b>8</b>	a. a gallery, museum, national institution or historic site; or b. an outdoor amusement park or attraction; or c. a library	<i>Note: If the venue is being used for the supply of liquor, service of a meal, or another function/activity addressed separately in this Direction, the provisions relevant to those activities also need to be complied with.</i>	a. 1 person per 2 square metres per <b>usable outdoor space</b> , and  b. 1 person per 4 square metres per <b>usable indoor space</b>



	<b>Column 1 Business or undertaking</b>	<b>Column 2 Other requirements</b>	<b>Column 3 Occupancy limit</b>
<b>9</b>	a cinema or movie theatre	a. it is ticketed and attendees remain seated  b. the venue displays a <b>sign</b> at the entrance to the premises and each <b>usable space</b> that is a theatre, specifying the occupancy limit under this Direction;	50% of seating capacity, up to 500 tickets, in each cinema or theatre
<b>10</b>	an open-air drive-in cinema		500 vehicles and 500 people per <b>usable outdoor space</b>
<b>11</b>	except where the activity is described in <b>Item 12</b> :  a. an event performance in any location with forward facing and tiered seating, such as a concert venue, theatre, arena or auditorium; or  b. an <b>organised sporting activity</b> in an outdoor venue that is enclosed and has permanent tiered stadiums	it is ticketed and attendees remain seated	50% of seating capacity, up to 1000 tickets
<b>12</b>	an event at GIO Stadium or Manuka Oval	it is ticketed and attendees remain seated	50% of seating capacity



## ATTACHMENT B – Risk Mitigation Guidance

This Direction should be read in conjunction with the guidance material prepared by the Chief Health Officer, including the COVID Safe Event Protocol and guidance material about how to prepare a **COVID-19 Safety Plan**, which are available at [www.covid19.act.gov.au](http://www.covid19.act.gov.au).

It is suggested that, as far as reasonably practicable, the following risk mitigation measures be applied to gatherings of 2 people or more:

- In a given occupied space, there be a density of no more than 1 person per 4 square metres for a **usable indoor space** or 1 person per 2 square metres for a **usable outdoor space**, and in any event no more than 500 people in any **usable space**, and this should take into account objects and items that may impact the total free space;
- Hand hygiene products and suitable waste receptacles should be available, to allow for frequent cleaning and waste disposal;
- Promote physical distancing of at least 1.5 metres between people, and physical contact should be avoided wherever possible, taking reasonable steps to require this when patrons are queuing outside a venue;
- The occupancy allowance should be displayed at the entrance of each venue or space;
- The recommendations for unwell individuals to isolate at home and not attend published by the Commonwealth Department of Health should be promoted and displayed prominently so that they can be seen and read easily by a person at or near an entrance to the **indoor space**;
- For settings where there is ongoing movement and an increased number of interactions between people (for example food markets) and an individual's attendance is not in the course of their employment at the place, an individual's attendance should be less than 2 hours duration;
- Buffets and self-service for food, beverages, and condiments should not be provided; and
- Where activities involve the use of equipment, that equipment should be regularly cleaned and, where practicable, not be shared by people other than members of the same household.

### Accessibility

If you have difficulty reading a standard printed document and would like an alternative format, please phone 13 22 81.



If English is not your first language and you need the Translating and Interpreting Service (TIS), please call 13 14 50.

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# FACTSHEET

## Guidelines for your COVID Safety Plan



Thank you for working with us to reduce the impact of COVID-19 in the ACT.

**This document provides guidance for the following businesses and undertakings that are required to develop a COVID Safety Plan:**

- › Restaurants and cafés offering dine-in services (includes casino and hotel-based restaurants, bars and food courts)
- › Gyms, health clubs and fitness or wellness centres
- › Yoga, barre, pilates and spin facilities
- › Swimming pools
- › Boot camps and personal trainers
- › Personal services (e.g. hairdressers, barbers, nail salons, tattoo or body modification studios, day spas and non-therapeutic massage services)
- › Steam-based services including saunas, steam rooms, steam cabinets and bathhouses
- › Organisers of weddings and funerals
- › Auction houses
- › Real estate agencies conducting open home inspections or auctions
- › Libraries

- › Galleries, museums, national institutions and historic sites
- › Clubs, and licensed venues
- › Cinemas, movie theatres and open air or drive-in cinemas
- › Choirs, bands and orchestras
- › Dance classes
- › Concert venues, theatres, arenas, auditoriums or outdoor venues
- › Conference and convention venues
- › Indoor amusement centres, arcades, and outdoor or indoor play centres
- › Hotels
- › Organised sport
- › Betting agencies and gaming venues

For places of worship and religious ceremonies, a COVID Safety Plan is required for those who wish to increase gatherings to more than 25 people.

### What is a COVID Safety Plan?

A COVID Safety Plan is a plan that sets out how you will keep your employees and customers safe during the COVID-19 pandemic. It will also help you ensure your business or undertaking is complying with relevant laws and regulations.



## Templates

The ACT does not require the use of a standard template for ACT businesses when developing their COVID Safety Plan. This is to help maintain a level of flexibility for businesses.

Your COVID Safety Plan should consist of a document in a written or electronic form that can be produced during a compliance check. When developing your COVID Safety Plan you should take into consideration the requirements of the Public Health Directions and any other requirements for your sector/industry specific to the ACT, along with the information and advice provided in these guidelines.

It should include your policies in relation to matters outlined in these guidelines, including:

- › Ensuring physical distancing
- › Cleaning, sanitising and hygiene activities
- › Managing staff or customers presenting with illness
- › Additional requirements for certain businesses and organisations, including those required to request contact information from patrons or visitors and record it if received
- › Compliance and enforcement

Some jurisdictions and industry peak bodies have developed templates.

For businesses seeking a template the NSW and Commonwealth Government websites may have some useful information. Alternatively get in touch with your industry peak body.

## NSW COVID-safe business plans

Can be found on the [NSW Government Safe Businesses web page](#).

## Return to Play in a COVID Safe Environment Plan

The ACT Government has developed specific guidelines for sporting clubs and venues to follow. If your sporting organisation or club has a 'Return to Play in a COVID Safe Environment Plan', this will meet the requirements of the COVID Safety Plan. Therefore, there is no requirement to produce an additional COVID Safety Plan.

Visit the [Sports ACT website](#) to download the guidelines for developing a Return to Play in COVID Safe Environment plan.

## AIS Return to Sport Toolkit

Can be found on the [Sports Australia website](#).

## COVID Safety Plan for Adult Venues

The ACT Government has developed a specific plan for strip clubs, brothels and escort agencies to follow that offers specific advice for the industry and employees.

For more information about developing a COVID Safety Plan for an adult venue go to [business and work section of the COVID-19 website](#).

## Your obligations

The ACT Public Health Directions requires all venues, facilities and businesses that are permitted to open to develop and follow a COVID Safety Plan.

Your COVID Safety Plan does not need to be submitted for approval, but must be available to be produced on request by compliance and enforcement officers.

The development of a COVID Safety Plan is an important step in ensuring that you keep your staff and the broader community safe. You should consult with your staff as you

develop your COVID Safety Plan to ensure they are aware of their responsibilities and are able to carry them out.

The COVID Safety Plan should identify the risks posed by COVID-19 to your staff (including contractors and volunteers), business and customers, and should be guided by these guidelines.

Your COVID Safety Plan should be revisited and updated following further updates to public health advice, and any changes to the Public Health Directions. The most recent Public Health Directions can be found on the [COVID-19 website](#).

Not all the points in this checklist will apply to every business, and this checklist is not intended to be exhaustive.

Completing a COVID Safety Plan does not replace your responsibilities under the *Work Health Safety Act 2011* (ACT).

## Physical distancing

- › All businesses and undertakings should implement physical distancing as outlined in the Public Health Directions.
- › All venues can have 25 people (excluding staff) across the entire venue. If venues wish to have more than 25, venues can use the sum of:
  - one person per four square metres of usable space for each indoor space (up to a max of 500 people); and
  - one person per two square metres of usable space for each outdoor space (up to a max of 500 people).
- › Hospitality venues may consider using an additional option when determining their venue capacity if this suits them. That is, venues with usable space between 101 and 200 square metres can have 50 people across the whole venue (includes all indoor/outdoor venues).
- › Ensure appropriate physical distancing measures are in place, including maintaining a distance of 1.5 metres between people who do not know each other wherever possible.

- › For more information about how to implement physical distancing measures in your premises go to go to the business and work section of the [COVID-19 website](#).

## Cleaning, sanitising and hygiene activities

- › All businesses and undertakings are required to demonstrate appropriate hand and general hygiene.
- › Businesses should also ensure they maintain appropriate cleaning and sanitising practices and supplies.
- › It is strongly recommended that all people working within a business, whether they be owners, employees or contractors, undertake relevant training.
- › A range of training options are available, some of which are nationally recognised and free to complete.
- › For more information on COVID-19 Infection Control training go to [Skills ACT website](#).
- › Checklists about keeping your workplace COVID safe can be found on the [Safework Australia website](#).
- › For practical resources go the signs and factsheets page on the [COVID-19 website](#).

## Managing staff or patrons/visitors presenting with illness

- › The Government is urging everyone to stay home if they are unwell. This applies to staff and the broader community.
- › Businesses and undertakings should be prepared to turn patrons or visitors away if they have clear symptoms of illness.
- › A Hardship Isolation Payment is available for eligible workers who are unable to temporarily work under a COVID-19 direction or health guidance. For more information go to the [Families and households page](#).
- › Ensure your staff are aware of any workplace policies on paid pandemic leave, if available.
- › If a direction is issued requiring your workplace to close due to a confirmed case of COVID-19, you must notify WorkSafe ACT.

## Additional Requirements

Some businesses and organisations will be required to provide additional information in their COVID Safety Plans and request contact information from patrons and visitors and record such details if they are provided.

## Collecting contact details

The following businesses must request all patrons provide their first name and contact details:

- › Restaurants and cafes offering dine-in services (includes casino and hotel-based restaurants, bars and food courts)
- › Gyms, health clubs and fitness or wellness centres
- › Yoga, barre, pilates and spin facilities
- › Boot camps and personal trainers
- › Personal services (includes hairdressers, barbers, nail salons, tattoo or body modification studios, day spas and non-therapeutic massage services)
- › Organisers of weddings and funerals
- › Auction houses
- › Real estate agencies conducting open home inspections or auctions
- › Clubs, licensed venues and nightclubs that are operating as bars
- › Cinemas, movie theatres and open air or drive-in cinemas
- › Concert venues, theatres, arenas or auditoriums
- › Conference and convention venues
- › Indoor amusement centres, arcades, and indoor play centres
- › Hotels
- › Betting agencies and gaming venues
- › Strip clubs, brothels and escort agencies
- › Places of worship where gatherings will exceed 20 people

## Collection methods

We understand the process of collecting information from every patron is time consuming. Most people would now be aware of the requirements for businesses

to request their details for contact tracing, and are happy to oblige, however some may have privacy concerns.

For example, an A4 notebook left out the front of a restaurant with all seated guests' details on display for the next person to see, copy / take a photo of, or handing over an electronic device for patrons to enter their own information, is highly discouraged.

Physical and electronic security must be considered to help guarantee that your patrons' personal information is secure and the workspace can facilitate good privacy practices.

## Paper-based collection

Consider having a staff member collect patrons' details on arrival (or once they are seated) on a form that is kept private from other patrons.

Once filled in, the forms should be kept in a place that is secure and out of sight of other patrons and unauthorised persons.

## Electronic collection

The Check In CBR app is a contactless, secure and convenient way for customers to sign into a Canberra venue.

The app enables individuals to check-in to venues and have their data stored securely with ACT Health in the event contact tracking is needed.

When you register your business you will be provided a unique QR code unique, customers with the Check In CBR app simply scan the QR code and show your staff that they have successfully checked in.

To find out more and register your business visit the Check In CBR page on the [COVID-19 website](https://www.covid19.act.gov.au).

Businesses collecting personal data via other electronic means (such as an iPad) must ensure systems are privacy compliant.

Devices should also not be handed to patrons to enter their personal details as this creates a hygiene risk. Instead, have your staff operate the device.

Ensure passwords are regularly changed and your application protects data against unauthorised access.

Some businesses are using QR codes to collect customer details. A QR code is just like a barcode, with information that can be read by a smart phone camera. QR codes are convenient for businesses and customers. They also provide a hygienic, contactless way of signing into a venue. Businesses can find QR code guest registration services by searching online or if you have an IT services provider, ask them for advice. Make sure you read the full terms and conditions of the service carefully.

## Compliance and enforcement

Developing and following a COVID Safety Plan is an important step in keeping your staff, customers, and the broader community safe as we continue to manage the impacts of the pandemic.

Compliance efforts will be focused on education and support. However, penalties could apply and may be issued for those who put the community at risk through serious or repeated breaches of the legal requirements and obligations.

## Signage

All venues, facilities and businesses must clearly display occupancy allowance at entrance to each venue or space.

Consider also displaying information to your customers and staff about your COVID Safety Plan.

- › Templates for posters and signage are available on the signs and factsheets page of the [COVID-19 website](#).
- › Consider placing your COVID Safety Plan on your website or Facebook page.

## Calculating Usable Space

For businesses operating under the one person per 4 square metre rule for indoor space and one person per 2 square metre rule for outdoor space, you should refer to the fact sheet that assists you to calculate your business' usable space which can be found on the signs and factsheets section of the [COVID-19 website](#). You should only factor in usable space when calculating how many people you can have in your premises. Usable space means the space that people can freely move around in, but does not include:

- › stages and similar areas,
- › restrooms, changerooms and similar areas,
- › areas occupied by fixtures, fittings, and displays, and
- › staff only areas and areas that are closed off or not being used.

## Review and monitor

- › This document provides an overview of the risks that are likely to apply to most or all businesses. You should consider and address risks that may be specific to your business.
- › Regularly review your policies and procedures to ensure they are consistent with current directions and advice provided by ACT Health.
- › Ensure there is an accessible copy of your COVID Safety Plan available on your premises as it must be produced if requested from a relevant compliance and enforcement officer. This may include producing an electronic copy.

### **Failure to comply with directions may result in significant penalties.**

Have a question? Looking for advice about operating in a COVID safe environment? Call the Access Canberra Business Liaison Line on **(02) 6205 0900**.

# COVID Safe Event Protocol

## A Safe Return to Events in the ACT

November 2020 (Version 3)

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### Disclaimer

This protocol is intended to provide supportive guidance to event organisers and is not intended to be a complete or comprehensive guide to the coordination and delivery of events in the ACT.

Event organisers need to ensure that they source information from a variety of sources to assist them in the planning, delivery and implementation of their events and they may wish to seek professional advice as appropriate and relevant.

### Purpose

This Protocol provides guidance to event organisers planning an 'event' within the ACT and/or are seeking to pilot a COVID safe event which goes beyond those permitted by the Public Health Directions by applying for an exemption.

### Background

Large events, including mass gatherings, present a high risk for COVID-19 transmission due to the crowd density, number of participants involved, difficulties in maintaining safe physical distancing, contact tracing complexities, and the potential for widespread infection dispersion with the return of participants to their home locations.

This Protocol provides high level public health principles that should be considered during event planning, to reduce the risk of transmission of COVID 19 at events, and to help organisers plan a safe event. This Protocol does not replace or alter existing approvals and safety requirements for events in the ACT.

It is also noted that each event will come with its own unique set of circumstances and risks, all of which may not be covered within this guidance document.

**For updates, visit [covid19.act.gov.au](https://covid19.act.gov.au)**

## Public Health Emergency Directions

All Australian jurisdictions have introduced a range of public health control measures restricting movement and association to reduce the transmission of COVID-19. These measures have been successful in slowing and reversing the growth of COVID-19 cases in the ACT and across other jurisdictions.

The Public Health (Restricted Activities – Gatherings, Business or Undertakings) Emergency Direction 2020 currently restricts gatherings to a maximum of 500 people or one person per 4 square metres of usable space indoors (whichever is the lesser) or one person per 2 square metres of usable space outdoors (whichever is the lesser).

The Chief Health Officer may, in writing and subject to any conditions that the Chief Health Officer considers necessary, exempt a person from this Direction on compassionate or other grounds that the Chief Health Officer considers reasonable or appropriate. Should an exemption be granted, event organisers will need to comply with any terms and conditions contained in the exemption documentation.

## Very High Risk Environments

The Australian Health Protection Principal Committee (AHPPC) has issued a Definition of Very High Risk Social Environments for COVID-19 transmission<sup>1</sup>. Very high risk environments include:

- » Night clubs
- » Dance venues and events
- » Multi-Day events
- » Large unstructured outdoor events, such as:
  - Holiday celebrations where crowds gather
  - Music festivals
  - Food festivals
  - School graduation festivals
  - Carnivals
  - Some community sporting events
  - Other unticketed spectator events.

Very high risk environments carry risk of COVID-19 transmission due to:

- » Their large numbers
- » Crowding and queuing
- » People are in close proximity
- » Mixing between people who do not know each other
- » Loud volume speech, cheering, singing
- » Activities such as dancing and singing
- » Intimate physical contact such as hugging and kissing

<sup>1</sup> AHPPC Statement of Very High Risk Environments, published 2 September 2020 – <https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppcstatement-on-very-high-risk-environments>



- » Service of alcohol and use of illicit drugs
- » Ventilation can be poor in indoor venues
- » Increased risk of the virus being present on surfaces that lots of people touch
- » Multiple venues operating at the same time
- » People visiting multiple venues on any given day or night
- » People attending from, and returning to, regional and interstate areas.

## Planning Your Event – COVID Safe Event Plan

Event organisers have primary responsibility for hosting a COVID Safe Event. It is a requirement that all event organisers in the ACT have in place a **COVID Safe Event Plan** which identifies and seeks to minimise the risks posed by COVID-19 to your staff (including contractors and volunteers), business and customers/participants, and should be guided by this Protocol.

The COVID Safe Event Plan must be in writing and available to be produced on request by compliance and enforcement officers.

The ACT Government does not require the use of a standard template for event organisers to use when developing their COVID Safe Event Plan, however Attachment A outlines critical considerations for COVID Safe Event Planning.

The development of a COVID Safe Event Plan is an important step in ensuring that event planners keep staff and the broader community safe.

Event organisers should consult early with staff as they develop their COVID Safe Event Plan to ensure they are aware of their responsibilities and are able to carry them out.

The development of the COVID Safe Event Plan is the responsibility of the event organiser, not of the operator of the event venue, noting that event venues will have a COVID Safe Plan for the operation of their own business. Event organisers should also consult with venue owners and operators to ensure that their COVID Safe Event Plans are consistent with public health measures in place at the venue.

Remember that completing a COVID Safe Event Plan does not replace your responsibilities under the Work Health and Safety Act 2011 (ACT).

Events of over 200 people are required to submit their COVID Safe Event Plan to the Office of the Chief Health Officer, even if they do not require an exemption. Please see page 7 for details on how to submit your Plan.

## COVID Safe Event Plan - Checklist

Attachment A provides a detailed checklist that seeks to outline the minimum considerations required for the COVID Safe Event plan.

### Core considerations

As an absolute minimum event organisers should consider the following public health measures in their planning:

- » Ensure density limits (one person per 4 square metres indoors or one person per 2 square metres outdoors) can be maintained across the event site at all times, and

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that physical distancing requirements (1.5 metres) can be maintained where possible and as much as possible.

- » Ensure measures are in place to enable staff, volunteers, businesses and participants to maintain good hygiene (hand washing, cough and respiratory hygiene).
- » Clear messaging to stay home if unwell and get tested – both for staff and participants.
- » Regular venue cleaning and disinfecting, particularly for high touch areas.
- » Carefully consider crowd numbers, taking into consideration restrictions posed by the Public Health Emergency Directions.
- » Consider transport arrangements to, and from, the event to reduce crowding on public transport (stagger ingress and egress, or consider hire of transport charter services to reduce transport risks).

## Risk Assessment and Management

In planning an event, organisers should undertake a thorough risk assessment and put in place measures to mitigate the identified risks. The risk management plan should be included as an annexure to the COVID Safe Event Plan.

Each individual event should have a separate risk assessment that is unique to that event.

The ACT encourages event organisers to source relevant risk assessment tools to assist them in their planning. The World Health Organisation (WHO) has developed a series of tools that could be adapted to assist in planning for risks.

It is also important for event planners to continue to review their risk assessments on a regular basis, and particularly if the situation within the ACT deteriorates and requires further control measures to be put in place.

As a minimum, the risk assessment should consider:

- » Identification of possible risks
- » Rating of each risk using a tool like the WHO risk assessment and mitigation checklist (see Attachment A for more detail and resource links)
- » Actions to be taken to minimise or reduce identified risks
- » Resources which can be utilised to assist in minimising or reducing identified risks
- » Planning for ongoing review of risks to ensure that these remain relevant.

## Exemptions from Public Gathering Restrictions

It is acknowledged that events are an important part of our community. They contribute to our culture, economy and are an important part of our community's connectedness.

However, we must all accept that we need to operate in a COVID safe way for the foreseeable future.

It is further acknowledged that some events may only be viable with gatherings greater than what the Public Health Emergency Directions currently provide. For this reason, a formalised exemptions process has been established to consider events which fall outside of the current public gathering requirements.



## Event Classes

### Class A (low risk)

*These are events of 200 people (excluding workers) or less which are held either indoors or outdoors in accordance with the Public Health Emergency Directions.*

- » These events can proceed by following the event organiser's COVID Safe Event Plan which should be developed in accordance with the COVID Safe Event Protocol, and must be produced on request.
- » There is no requirement to consult with the Office of the Chief Health Officer.
- » Event organisers must ensure all other legislative and regulatory requirements are met.
- » The first name and contact number of all attendees must be requested. This can be done using the Check In CBR app.

### Class B (mid-level risk)

*These are events of 201 to 500 people (excluding workers). They can be held either indoors or outdoors.*

- » These events must develop a COVID Safe Event Plan, which includes a summary of risks and risk mitigation measures.
- » You must submit your COVID Safe Event Plan and details of your event to the Office of the Chief Health Officer via the online form.
- » An approved exemption from the Chief Health Officer is not required unless your event falls outside the requirements of the Public Health Directions.

### Class C (high risk)

*These are events of more than 500 people (excluding workers). They can be held either indoors or outdoors.*

- » These events must develop a detailed COVID Safe Event Plan, as well as a Risk Management Plan.
- » The Plan is to be submitted to Access Canberra for consideration by ACT Health, and for events over 1,000 and multi day events, by an Event Assessment Committee.
- » An approved exemption from the Chief Health Officer is required.
- » Where seated venues (i.e. stadiums) have the capacity to hold numbers significantly higher than 5,000 people, consideration will be given for events to have a maximum of 50% capacity.
- » Where spectators are seated in permanent tiered seating (i.e. theatre or grandstand), events are able to have a maximum of 50% capacity, up to a maximum of 1,000 tickets.
- » Events of more than 5,000 people will not be considered at this stage (with the exception of events at stadiums).
- » Events of more than 500 people, which run over multiple days with the same attendees may be considered but organisers must demonstrate a solid understanding of the risks involved and outline risk mitigation measures. Communal camping is considered a very high risk and unlikely to gain approval.

Please note: The number of people permitted within each event class above may be subject to change depending on the COVID-19 situation/risk. Should the situation in the ACT continue to remain the same, and the situation in surrounding jurisdictions improve, these numbers may increase. Alternatively should the situation worsen, numbers may need to be further restricted. Event organisers are encouraged to consider scalable options for their events during this uncertain period.

## Event Assessment Committee

An Event Assessment Committee has been established, with representation from the Office of the Chief Health Officer, the Chief Minister, Treasury and Economic Development Directorate, ACT Policing, Access Canberra and Transport Canberra and City Services. The Committee's key role will be to review and assess Class C event proposals over 1,000 attendees and multi-day events.

If required, the Committee will also consider seeking specialist advice from other experts.

After each meeting, the Committee Chair will provide a recommendation to the Chief Health Officer in relation to whether an exemption should be made for each Class C event considered.

Events under 1,000 may also be considered by the Committee, if referred by the Office of the Chief Health Officer due to complexity.

If a Class C event is complex, this may require a lengthy assessment and discussion/liaison process with the event organisers involved.

## Assessment of Exemption Applications

In reviewing the Exemption Applications for Class B and C events, the Office of the Chief Health Officer, the Chief Health Officer, and the Event Assessment Committee (if applicable) will consider:

### Local situation, including surrounding areas

- » Local case numbers and virus transmission in the community
- » National situation, including surrounding jurisdictions
- » Risk of disease importation
- » Public health restrictions in place within the ACT
- » Capacity of public health authorities to contact trace.

### Assessment of event, including COVID Safe Event Plan and Risk Management Plan

- » Quality of COVID Safe Event Plan and risk mitigation planning, including any innovative approaches to managing risks
- » Characteristics of the event and venue
  - Location
  - Size

- Duration of event
- Indoor or outdoor
- Crowd density and flow arrangements
- Ventilation
- Transport, arrival and departure arrangements (particularly for Class C)
- » Interactions between participants during the event
- » Activities being undertaken in the event
- » Capacity of event organisers to apply prevention and control measures.

### **Notification of your event (Events from 201 to 500 people)**

You must submit a notification of your event to Access Canberra. Documentation required to be provided includes:

1. Exemption Cover Sheet
2. Event specific COVID Safe Event Plan

Your notification will be reviewed and if your event falls outside the requirements of the Public Health Directions, you will be contacted by ACT Health.

### **Submitting an Application for Exemption (Events over 500 people)**

You must submit an application for exemption to Access Canberra.

Documentation required to be provided includes:

1. Exemption Cover Sheet
2. Event specific COVID Safe Event Plan
3. Risk Management Plan (for Class C events)
4. Transport Plan (if appropriate)
5. Event Layout or description of how seating allocation will be applied
6. Details regarding staffing and volunteer arrangements

Exemption applications are required to be submitted by the organisation/individual that is ultimately responsible for the operations of the event, including crowd control.

Exemption applications can be submitted via the smart form on the ACT COVID-19 website: [www.covid19.act.gov.au/eventexemption](https://www.covid19.act.gov.au/eventexemption)

### **Timing for assessment of applications**

Exemption applications can be submitted via the smart form on the ACT COVID-19 website. Event organisers who are seeking an exemption should ensure their COVID Safe Event Plans are submitted at least **three full weeks** prior to the event, and ideally up to two months prior. It is our strong suggestion that exemptions are obtained in advance of when any other approvals might be required from other regulatory bodies.

## Withdrawal of Exemptions

If an exemption is granted and there is a subsequent tightening of restrictions in the Public Health Directions, event organisers will be contacted by the ACT Government to discuss a possible reassessment of their event.

Event planners need to be mindful of the changing situation in all jurisdictions. If the COVID-19 situation in the ACT worsens, the event may need to be revisited or postponed, even if an exemption had been previously granted.

## Event Organisers' Information Pack

An Event Organisers' Information pack has been developed to provide event organisers with a collection of resources to assist in the running of a COVID-safe event. There are a series of resources which can be downloaded and printed for use.

You can view the pack at [www.covid19.act.gov.au](http://www.covid19.act.gov.au). Information and resources will be added so please continue to check back.

### Key Contacts:

Access Canberra Event and Business Coordination Team

Email: [EventApprovals@act.gov.au](mailto:EventApprovals@act.gov.au)

Office of the Chief Health Officer

Email: [covidexemptions.events@act.gov.au](mailto:covidexemptions.events@act.gov.au)

### Resources

- » ACT Government's COVID-19 website  
[www.covid19.act.gov.au/](http://www.covid19.act.gov.au/)
- » Factsheet: Organising an Event  
[www.covid19.act.gov.au/what-you-can-do/act-covid-safe-event-protocol](http://www.covid19.act.gov.au/what-you-can-do/act-covid-safe-event-protocol)
- » Safe Work Australia has a number of useful resources  
[www.safeworkAustralia.gov.au](http://www.safeworkAustralia.gov.au)
- » Australian Health Protection Principal Committee (AHPPC) Statement  
[www.health.gov.au/committees-and-groups/australian-health-protection-principalcommittee-ahppc](http://www.health.gov.au/committees-and-groups/australian-health-protection-principalcommittee-ahppc)
- » Check In CBR app  
[www.covid19.act.gov.au/business-and-work/check-in-cbr](http://www.covid19.act.gov.au/business-and-work/check-in-cbr)

## Attachment A

### Considerations for COVID Safe Event Planning

COVID Safe Event Plans should consider all the following points (where applicable).

#### **Undertake a risk assessment and develop a risk management plan**

- » The World Health Organization (WHO) has developed a tool that:
  - Gives a score to each risk factor and control measure
  - Calculates an overall risk score
  - Gives a defined risk category
  - Helps with decisions
- » Resources are available at:
  - How to use WHO risk assessment and mitigation checklist for Mass Gatherings in the context of COVID-19
  - Mass Gathering risk assessment COVID-19: key considerations
  - Decision tree for risk assessment for mass gatherings

N.B. these are example resources and will need to be customised to your local setting.

#### **Management of Attendees**

- » Is the event seated or will attendees be free to move around, noting that seated events present less risk?
- » If movement is allowed, consider the flow of attendees to ensure interactions are minimised.
- » Is there a defined and controlled boundary for the event?
- » Ensure all physical distancing requirements can be met for the number of participants.
- » Ensure patrons remain seated if alcohol is served indoors, even at a private function.
- » Will participants be entering the ACT from other jurisdictions?

#### **Location of the Event**

- » Is the event indoors or outdoors, noting that outdoor events present less risk?
- » If the event is held in a public or licensed venue, all rules relating to that venue (e.g. liquor licensing, occupancy) must also be followed.

#### **Pattern of attendance – is the event ticketed or non-ticketed?**

- » If the event is not ticketed, consider how participant numbers will be monitored and contact details obtained.
- » Events that are ticketed, or provide for some other registration process, are preferred.

## Ticketing

- » Use the Check In CBR app to keep a record of everyone attending your event.  
For details go to **[www.covid19.act.gov.au/check-in-cbr](http://www.covid19.act.gov.au/check-in-cbr)**
- » If the event is ticketed, ticketing should be electronic and allocate specific seating where applicable; identify every ticket holder.
- » Ticketing systems should record contact details for each ticket holder:
  - If you are not using the Check In CBR app, ensure contact details are held for a period 28 days, and are available to public health authorities to assist with contact tracing if requested.
  - Link ticket information to a seating map organised by row and section.
  - Remember to record the contact details of anyone present who may not be ticketed, such as staff and contractors.
- » Event organisers may also wish to consider adapting ticket Terms and Conditions so that they contemplate the following:
  - Monitoring location/address of ticket buyers, with the ability to rescind the right of entry of ticket purchasers from a designated hot spot location
  - Full refund for ticket holders if the event is cancelled
  - Full refund for ticket holders who don't attend due to being unwell if they have a medical certificate
  - No right of transfer without the approval of the event organiser
  - Physical distancing and other behavioural considerations
- » During the ticketing process, prospective attendees should be provided with the following details:
  - Recommended physical distancing and hygiene behaviour.
  - Details about controls in place to minimise the risk of transmission.
  - Advice for individuals who may be at higher risk of severe disease and warnings about the risk of attendance.
  - Recommendations to download and activate the COVIDSafe app and the Check In CBR app if you will be using it.
  - Clear advice provided that individuals are not to attend the activity if they:
    - Are unwell
    - Have been in close contact with a known active case of COVID-19
    - Have travelled overseas in the previous 14 days
    - Have been to a COVID affected area in the previous 14 days  
(refer **[www.covid19.act.gov.au](http://www.covid19.act.gov.au)**)
  - Clear advice to leave the event immediately if any symptoms of illness develop.
  - Consider refunding the ticket purchase price to patrons who are unwell.

### **Consider the duration of the event, noting that events less than two hours in duration are lower in risk**

- » Look at staggering start times to avoid large queues at entry.
- » Ensure appropriate staff are in place to assist participants to queue safely.
- » Create additional exit points to allow crowds to disperse.
- » Multi-day events (with the same participants) may be considered but organisers must demonstrate a solid understanding of the risks involved and outline risk mitigation measures.
- » Multiple sessions (with different participants attending) can be held throughout a day, but there must be sufficient spacing between sessions to ensure that participants do not come together, and to allow a thorough cleaning of the venue between sessions. If multiple sessions are to be held, event organisers should consider a lesser number of participants for each session.

### **Physical distancing strategies before, during and after the event**

- » Consider the layout of the event – ensure that there is appropriate floor space and/or distancing of furniture to comply with physical distancing requirements.
- » Consider whether there will be a registration desk and how this will be appropriately managed for staff and patron safety.
- » Consider how to reduce crowding and points of congregation (for example, in the bathroom amenities and food and beverage service areas).
- » Consider physical distancing between groups and limiting the interaction of people who do not know each other.
  - If the event is seated, people who have booked together can sit together, but groups unknown to each other should be distanced.
- » Ensure there are appropriate floor markers and signage as well as other controls to promote physical distancing requirements.
- » Consider whether additional personnel are required to assist with flow of patrons and to ensure control of crowds.

### **Personal hygiene strategies before, during and after the event**

- » Audio visual messages and signs.
- » Provision of alcohol-based hand sanitiser stations and/or hand washing facilities.
- » Adequate waste bins.
- » Appropriate environmental cleaning, sanitising and hygiene protocols – for before, during and after the event.
- » In particular, consider frequent cleaning of high traffic areas, including doors, chairs, bathrooms and toilets, hand rails and food and drink facilities.
- » Depending on the size of your event, consider whether you require designated staff for rolling COVID safety cleaning.

### **Management plan to identify staff or guests who present with illness**

- » Consider identifying a room or area where someone who is unwell (and is unable to leave quickly) or presents with symptoms, can be safely isolated.
- » Consider how they can be safely transferred from the event to appropriate transport.
- » Ensure staff know what to do if an event participant or staff member presents to them with symptoms.

### **Compliance and enforcement procedures**

- » Consider whether you need to hire private security or seek a police presence.

### **Catering arrangements and management of the flow of customers**

- » Ensure appropriate consideration is given to preparation and service of food, in accordance with relevant regulations.
- » Ensure all catering staff are aware of safe food handling practices and heighten health and hygiene policies and procedures, such as the importance of practicing good hand hygiene and regular sanitation of food preparation surfaces, equipment and any dining areas.
- » Ensure that any contractors providing catering are registered food businesses.

### **What is the likelihood of alcohol presence?**

- » Ensure that all requirements contained in the Public Health Direction relating to service of alcohol are followed. In particular, patrons are required to remain seated while eating and drinking indoors.
- » All other regulatory requirements must be followed.

### **Safety measures – first aid, crowd control, responding to medical emergencies, emergency evacuations**

- » Consider entry and exit points and management of crowds
- » Advice to participants pre event around limit of bag sizes.
- » Consider what screening will take place on entry to the event to avoid congestion.
- » Ensure queues are safely managed and flow allows for physical distancing.

### **Parking and transport arrangements to and from the event – consider developing a transport plan**

- » How will crowd movement be monitored and managed
- » Consider potential points of congestion
- » Direction signage to and from carparks
- » Consider transport arrangements to, and from, the event to reduce crowding on public transport (stagger ingress and egress, or consider hire of transport charter services to reduce transport risks).
- » Consider how deliveries prior to, and during, the event might take place
- » Ensure deliveries are contactless wherever possible with delivery drivers to remain in vehicles where possible and minimise physical interaction with workers.



- » Ensure drivers maintain good hand hygiene if needing to exit vehicles.
- » Use electronic paperwork wherever possible. If a signature is required, discuss providing a confirmation email instead, or taking a photo of goods onsite as proof of delivery.
- » Minimise deliveries during the event.

### **Consider staff training in COVID-safe event practises**

- » If private contractors or suppliers are being engaged they will need appropriate training and their own COVID Safety Plan.
- » Training materials are on hand and include information on respiratory hygiene,
- » Managing people who are unwell.

### **Contingency planning**

- » Consider what plans or actions might be taken if the situation in the ACT worsens (i.e. event postponement or cancellation) and restrictions are tightened in the Public Health Directions.
- » Consider how unexpected gatherings outside or around the venue might be managed.

### **Identify whether any of the following approved plans are applicable to the event in whole or in part**

- » COVID Safe Industry Plans for specific industries or venue types, such as community sporting events, live music venues and hotels.
- » COVID Safe Site-Specific Plan for the venue in which the event is being held, such as a stadium or convention centre.
- » COVID Safe Professional Sporting Code Plans for professional sporting events.