

# COVID-19 POLICY AND PROCEDURE COWRA SHOW SOCIETY INC



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## 1 PURPOSE

This Policy and Procedure provides guidance on identifying and managing the risks and legislative requirements associated with the COVID-19 Pandemic. These risks affect the NSW Dorset Championships, The Cowra Spring Show, The Cowra Wine Show, The Australian Single Vineyard Wine Show and the hire of The Cowra Show Society Pavilion.

## 2 REQUIREMENTS FOR THE COWRA SHOW SOCIETY INC

Well-being of staff, members, visitors and stakeholders.	
REQUIREMENTS	ACTIONS
Exclude all staff, members, visitors and stakeholders who are unwell	Persons that are unwell will be requested not to attend the premises/grounds
Provide staff, members, and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	<p>Training to be completed by all staff, stewards, contractors and committee members.  <a href="https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training#registration">https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training#registration</a></p> <p>Covid Marshall Training will also be completed by the Executive Committee and all Chief Steward.  <a href="https://marshal.clickontraining.com.au/">https://marshal.clickontraining.com.au/</a></p>
Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space shown a clear place of entry	<p>Signs will be placed in entries as to the relevant number of persons permitted in each section of the Main Pavilion. In other pavilions, signage will display the maximum number of persons permitted.</p> <p>All details will be released to the media 4 weeks prior to the commencement of each show.</p>
Keep a record for 28 days from the date the individual attended the venue. This enables contact tracers to quickly contact those who were potentially exposed in the event that a positive case of coronavirus (COVID-19) is detected at the venue.	<p>Where it is a restriction or condition of the current public health order, a person who is required to record information must:</p> <ul style="list-style-type: none"> <li>record and keep the name and contact details (either a phone number or email address) of every person including staff, customers and contractors, entering their premises for a period of at least 28 days</li> <li>ensure the information recorded is <a href="#">stored confidentially and securely</a> and</li> </ul>

	<p>only used for the purpose of tracing COVID-19 infections</p> <ul style="list-style-type: none"> <li>on request, provide the information to the Chief Health Officer.</li> </ul> <p>Refer to Record Keeping</p>
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<b>Physical Distancing</b>	
<b>REQUIREMENTS</b>	<b>ACTIONS</b>
Ensure capacity does not exceed one person per 4 square metres	<p>The Pavilion – This has a floor size of 1200 square metres. This allows for a maximum of 300 persons.</p> <p>The Committee Room - This has a floor size of 144 square metres. This allows for a maximum of 36 persons.</p> <p>The Kitchen - This has a floor size of 30 square metres. This allows for a maximum of 7 persons.</p> <p>The Henley Bar - This has a floor size of 40 square metres. This allows for a maximum of 10 persons.</p> <p>The Flower Room - This has a floor size of 144 square metres. This allows for a maximum of 36 persons.</p> <p>The Poultry Pavilion - This has a floor size of 312 square metres. This allows for a maximum of 78 persons.</p> <p>The Sheep Pavilion - This has a floor size of 1258 square metres. This allows for a maximum of 314 persons.</p> <p>The Goat Pavilion - This has a floor size of 192 square metres. This allows for a maximum of 48 persons.</p> <p>The Betting Ring - This has a floor size of 700 square metres. This allows for a maximum of 175 persons.</p> <p>The Show Grounds (Not including the Horse Rings) - This has a size of 73,000 square metres. This allows for a maximum of 18,200 persons.</p>
Ensure indoor group activities comply with one person per 4 square metres.	<p>The Pavilion – This has a floor size of 1200 square metres. This allows for a maximum of 300 persons.</p> <p>The Committee Room - This has a floor size of 144 square metres. This allows for a maximum of 36 persons.</p> <p>The Kitchen - This has a floor size of 30 square metres. This allows for a maximum of 7 persons.</p> <p>The Henley Bar - This has a floor size of 40 square metres. This allows for a maximum of 10 persons.</p> <p>The Flower Room - This has a floor size of 144 square metres. This allows for a maximum of 36 persons.</p> <p>The Poultry Pavilion - This has a floor size of 312 square metres. This allows for a maximum of 78 persons.</p>

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Ensure activities are non-contact as much as practical, including huddles or other events that cause crowding in the space. Accidental contact may occur but no deliberate contact drills.	All activities are Non-Contact
Ensure spectators/contractors/stakeholders comply with 1.5 metres physical distancing where practical, such as through staggered seating. People who live in the same household are not required to distance.	<p>Signage will be placed throughout the premises/grounds.</p> <p>Sanitiser stations will be place throughout the premises and grounds.</p> <p>Where seating is placed throughout the premises and grounds, the 1.5 metre distancing rule will be enforced.</p>
<p>For animal deliveries for competition and other stock movements ensure, where possible:</p> <ul style="list-style-type: none"> <li>• drivers assisting with loading of stock minimise contact with surfaces</li> <li>• competitors/stakeholders use their own equipment</li> <li>• communication over phone/loudspeaker rather than person to person</li> </ul>	Competitors will be notified prior to delivery of the COVID-19 requirements.
Consider how you might decrease the number of high touch surfaces. For example, leave doors open and reduce the number of people handling equipment or sharing items.	High touch areas will be cleaned on a continuous basis. All competitors and contractors will be instructed not to share equipment. Signage will be placed in appropriate areas.
Shearing stands should be 1.5 metres minimum apart. Wool handlers should wait until shearers are in the catching pens before wool pickup.	Stewards will be instructed to adhere to this requirement during shearing competitions.
Capacity must not exceed one customer per 2 square metres in an existing seated food or drink area, whichever is the lessor.	The Seating in the market areas will be restricted to 1 person per 4 sq metres using 1.5 metre social distancing
Alcohol can only be consumed by seated customers.	Seating will be supplied in each bar area and will not exceed one customer per 4 square metres whichever is the lessor.
Consider physical barriers such as plexiglass around counters with high volume interactions with customers.	This will be placed on all bar areas.
Have strategies in place to manage gathering that may occur immediately outside the premises/grounds/designated areas such as with drop off and pick up zones.	Premises/grounds/designated areas will be monitored to ensure that gathering of persons does not occur at drop off and pick up zones. Signage will be placed in areas with regards to physical distancing.
Ensure any communal areas where people gather, such as kitchen facilities, maintain capacity limits of one person per square metres and appropriate physical distancing.	The Kitchen - This has a floor size of 30 square metres. This allows for a maximum of 7 persons.

	This will be continually monitored, and signage will be placed at entry points with the limit of 7.
Assess the safe capacity of communal facilities. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.	This will be continually monitored, and signage will be placed at entry points with the limit numbers.
Use telephone or video for essential meetings where practical.	When required, meetings have been held using Zoom
Put plans and systems in place to monitor and control the number of people on site at any given time to allow for physical distancing.	All areas of the grounds and pavilions have been measured. Signage will be placed on each pavilion as to the maximum numbers. This will be continually monitored.
Develop strategies to control the flow of crowds, such as separate entry and exit points and uni-directional marking on ground	All entry points to the grounds will be monitored by gate keepers ensuring that entry and exit separation is maintained.
Consider strategies to avoid crowding if entertainers/events/attractions are performing.	Physical distancing signage will be displayed. Seating will be maintained according to the physical distancing requirements.
Encourage workers to stay at stalls and to avoid interactions between stall workers (including meal breaks), where reasonably practical	Notification will be made to all stall holders
If seating is required, move or remove seating to comply with 1.5 metres of physical distance.	Physical Distancing requirements will be maintained at all times. Signage will also be placed in all areas re physical distancing requirements.

<b>Hygiene and cleaning</b>	
<b>REQUIREMENTS</b>	<b>ACTIONS</b>
Adopt good hand hygiene practices	
Ensure hand sanitiser is accessible at the venue entry and at all premises/grounds/designated areas	Hand sanitiser will be located at all pavilion entry points and around the grounds where required
Ensure bathrooms are well stocked with hand soap and paper towels	Bathrooms have adequate supplies of soap and paper towels.
Provide visual aids above all hand wash basins to support effective hand washing	How to hand wash poster is placed above all wash basins
No self-serve buffet style, or service staff carrying trays. If food is provided or share style, one person should be allocated to serve food and practice hand hygiene before and after service. No communal bar snacks or communal condiments	The Cowra Show Pavilion does not allow buffet style, grazing style or service staff carrying trays within its operation. There are no communal snacks or condiments allowed.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	The Cowra Show Society has a commercial grade dishwasher in its kitchen.
Clean frequently used indoor hard surface areas at least daily. First with detergent and water, and then with disinfectant. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.	Cleaning will be completed as per required levels
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish too.	Detergent, disinfectant and gloves will be made available as required.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with manufacturer's instructions.	Disinfectant will be purchased at the appropriate strength levels.

People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Gloves will be supplied
Encourage non - contact payment options.	Payments can be made electronically
If ticketing is required, consider electronic methods.	The Cowra Show Society uses Ticketek for its ticketing

### 3 RECORD KEEPING

<b>Record keeping</b>	
<b>REQUIREMENTS</b>	<b>ACTIONS</b>
Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purpose of tracing COVID-19 infections and are stored confidentially and securely.	Details of visitors to the pavilion are taken electronic QR Code and stored for a minimum of 28 days using the Service NSW QR Code. For those that do not have the App or have not got a phone, electronic recording is made through Bepoz. For the Shows, details of persons attending will be taken at the pre sale sites.
Make all stakeholders aware of the COVIDsafe app and its benefits to support tracing if required.	Posters will be place around premises. Social Media advertising will also take place.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 and notify SafeWork NSW on 13 10 50	The NSW Health Website is checked on a regular basis..

## 4 CHECKLIST

### COVID-19 CHECKLIST

As an event organiser The Cowra Show Society Inc is required to identify and manage the risks associated with all events. This checklist is designed to assist with managing COVID-19 risks ONLY.

Event Name			
Event Location			
Number of Participants* (Refer to <a href="#">NSW Government</a> for outdoor and indoor venue			
Event Description			
Event approved by	Name:	Date:	
<b>If "NO" is ticked below, please ensure that risks are controlled prior to event or alternate controls noted.</b>			
Pre-event Checks	YES	NO	NA
Have you considered the running of this event in relation to updated government advice on gatherings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the head of your business unit provide approval? (e.g. This can be an email that addresses why the event cannot be eliminated or substituted for a lower risk activity such as video conferencing. It should also provide any critical dates for the decision to PROCEED/STOP the event. Your manager can assist you in determining what is business-critical. The approval of this may need to be reconsidered based on regularly updated government information).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has current information been prepared and communicated to participants? (e.g. flyers, email, website. Refer to <a href="#">WHO</a> , <a href="#">Department of Health</a> , <a href="#">NSW Health</a> websites and below for general hygiene.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the risks been communicated to attendees and other workers? (e.g. The highest risk is to people with a pre-existing health. Anyone with a health condition may want to consider their own personal risk and make their own decisions about	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have event participants been advised not to attend if they are unwell?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have event participants been advised that if they have travelled overseas within the past 14 days from 15 March 2020 and they must not attend the event and self-isolate for at least 14 days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the event have a plan to manage the notification of flu-like symptoms? (who to contact locally and a nominated event contact person)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the event duration limited to as short as practical? (If practicable keep meeting to less than 2 hours or allow for regular 2 hourly breaks.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has signage been placed at the event entry/exit areas, near toilets and food preparation areas to remind people to practice good hygiene and social distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the event location have adequate equipment and/or facilities to support good hygiene practices (e.g. soap and water and/or hand sanitiser, paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Has the conference venues and other relevant providers confirmed they will heighten cleaning and maintenance of facilities and high touch/use areas for the duration of event? (e.g. bathroom door handles, desks cleaned during coffee/lunch breaks, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the names and contact details of all attendees being captured so they can be contacted post-event if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the facility large enough for participants to practice social distancing? (e.g. aim for at least 50% extra capacity for the number of participants so you are not closely seated and have designated seating.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the organiser confirmed with venue there will be no unwrapped snacks? (e.g. Lollies, teabags etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>During Event Checks</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Will information on the practice of social distancing and good personal hygiene be provided by the organiser/first speaker, and/or at the registration desk? (e.g. key talking points listed below) <ul style="list-style-type: none"> <li>Regularly wash hands (before meals, after using bathroom, after sneezing/coughing into hands).</li> <li>Inform organiser to notify bathroom facilities are unclean.</li> <li>Stay in your hotel room/home if you start to develop flu like symptoms and advise event organiser.</li> <li>Keep a distance of 1.5 metres between yourself and others during breaks and networking.</li> </ul> All hand shaking at event is discouraged similarly no hugging or kissing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A 'toolbox' talk is to be completed with event staff and other workers prior to the event to ensure all workers follow good hygiene guidelines? (A toolbox talk is a short safety briefing.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event organiser checked on the day that there are no unwrapped snacks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The facility has sufficient sanitisation stations at the event with hand sanitiser, tissues and wipes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There signage at the venue showing proper handwashing procedures and cough etiquette?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The conference venue kept clean throughout the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hygiene items are available to ensure microphones can be sanitised appropriately between speakers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desks are wiped down with antibacterial or similar wipes as far as practical during breaks to reduce cross contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the contact details of relevant staff made available to all participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the contact details of local health providers available to all participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The organisers are checking facilities during the event and report issues to venues/providers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other items identified, explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Post Event Checks</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
All participants were briefed during event closing sessions about social distancing and consulting/adhering to medical advice if experiencing flu-like symptoms post event, post-event? Briefing points included: <ul style="list-style-type: none"> <li>stay home if you are sick</li> <li>always to keep a distance of 1.5 metres between yourself and other people where possible at all times, particularly in public areas</li> <li>avoid visiting vulnerable people, such as those in aged care facilities or hospitals, infants, or people with compromised immune systems due to illness or medical treatment</li> <li>avoid crowds and mass gatherings where it is difficult to keep the appropriate distance away from others</li> <li>avoid small gatherings in enclosed spaces, for example family celebrations</li> <li>avoid shaking hands, hugging, or kissing other people</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional actions summary**

For each proposed risk control, provide a recommended action and allocate a responsible person and timeframe for completion in consultation with the responsible person, confirm completion of each action.

Ref no	Additional action	Accountable Area	Responsible Person	Target completion date	Actual completion date
1					
2					
3					



**General Hygiene Tips**

For good handwashing technique refer to [NSW Food Authority handwashing poster](#). Posters such as

Remember, the best way to protect yourself from common viruses including COVID-19 is:

- Clean your hands with soap and water and/or use hand sanitiser.
- Cover your nose and mouth when you cough or sneeze and wash or sanitise your hands after. Avoid close contact with anyone with cold or flu-like symptoms.
- Stay home if you are sick.
- Avoid visiting vulnerable people, such as those in aged care facilities or hospitals, infants, or people with compromised immune systems due to illness or medical treatment.
- Aim to keep a distance of 1.5 metres between yourself and other people where possible, for example when you are out and about in public place.
- Avoid crowds and mass gatherings where it is difficult to keep the appropriate 1.5 metres distance. Avoid small gatherings in enclosed spaces, for example family celebrations.
- Avoid shaking hands, hugging or kissing others.

this should be placed in key areas such as bathroom and entry exit areas at your event.

Details of site-specific emergency contacts.

<b>EMERGENCY CONTACTS:</b> in an emergency situation dial 000			
<b>Local Hospital:</b>		<b>Nearest GP:</b>	
<b>Nearest</b>		<b>Event Organiser:</b>	
<b>Other:</b>		<b>Other:</b>	

**5 APPROVAL AND REVIEW DETAILS**

<b>Approval and Review</b>	<b>Details</b>
Approval Authority	Cowra Show Society Inc Executive Committee
Administrator	Cowra Show Secretary
Next Review Date	December 30 <sup>th</sup> 2020

<b>Approval and Amendment History</b>	<b>Details</b>
Original Approval Authority and Date	
Amendment Authority and Date	
Notes	