

COVID Management Plan Template

How to Complete This Plan

When completing this COVID Management Plan (CMP):

- Complete each section of the plan from top to bottom.
- Carefully read the information provided and answer all prompting questions.
- Only include information relevant to each section below.
- Provide sufficient detail so that someone with limited understanding of the venue/event/activity could follow and implement your plan.
- Ensure that your responses consider the entire event schedule, including ingress and egress. If this is not done, additional information will likely be sought.
- Ensure your responses consider who will be responsible for implementing each part of the plan.
- Ensure your plan is consistent across all pages and with supporting attachments (e.g. if a room is 60 square meters in the attached diagram and 40 square meters in the plan clarification will be sought).
- Where separate documents are provided to support your plan, refer to them within relevant sections of the plan.
- **Ensure your plan is submitted at least 4 weeks before your event or your event's critical date.**

Section 1 - General Information

Complete Section 1 by providing accurate general information about the venue.

1. Trading company/business name:

Any Excuse – event styling and planning

2. Venue Owner/Event Coordinator name and title:

Ms Lea McBride – Festival Director

3. Contact details of Venue Owner/Event Coordinator:

0414437553 admin@veganfestival.info

4. ABN: 43622328634

5. This application for approval of the COVID Management Plan is to (check all boxes that apply):

- Hold more than 1,000 people
- Licensed premises that provides entertainment of a sexually explicit nature
- Operate a nightclub or licenced premises for between 200 and 999 patrons with multiple dancefloors or designated dancing areas .

6. Liquor license type, number and capacity:

Alcohol free

7. Venue/event/activity name:

MAB Tonsley – Vegan Palooza, an event for compassionate foodies

8. Location of venue/event/activity:

Innovation District Eastern Promenade Clovelly Park, covered roof, open walled space

9. Nature of the application:

Once off

10. Start date (for once-off events only):

Saturday, 10 July 2021

11. End date (for once-off events only):

Saturday, 10 July 2021

12. Duration of the activity:

11am-5pm

13. Adjacent activities:

none

14. Critical date for CMP assessment/approval:

May 12 (stalls will be advised by 15 May)

15. Total venue/event/activity floor size in square metres:

5,600 square meters

16. Total venue/event/activity publicly accessible floor size in square metres:

3864 square meters -this is public only areas and considers all structures

17. Maximum number of patrons at capacity:

2898 depending on current regulations of 3 persons every 4 square meters

18. Requested maximum number of patrons for the venue/event/activity:

2600 including seating spaces adjacent (indoor forest, grass areas, set structure seats)

19. Detailed description of the activity:

The festival is an outdoor food event, with roof coverage (large shed with no walls) with approximately 25 food & beverage stalls, scattered seating | Kids area will have shared craft items and will be cleaned after each use by volunteers. Forest area is mainly trees with secured bench seating. There is no grass or floor seating. Hourly cleaning of tables etc by professional staff, hand sanitiser and staff to maintain disinfecting Patrons will visit food stalls and be seated throughout with multiple scattered seating areas throughout. Pod structures on map are private businesses who are closed over the weekend and not available for patrons. An event schedule will be provided. Stall holders will be asked to provide a copy of their own Covid Safety Plan.

Section 2 – Seating

Effective seating is an important measure to have in place to promote physical distancing and reduce COVID-19 risks to the community.

- Seating must be arranged such that distancing and density principles can be effectively implemented as per the current [Emergency Management \(Public Activities\) \(COVID-19\) Direction](#).
- For fixed seating, potential seating arrangements to consider include:
 - If patrons wear a mask for the duration of the activity the total number of patrons should not exceed **75% of the place's normal occupancy** (mask wearing is not required for children under 12 years and patrons who have a relevant medical condition, including problems with their breathing, a serious condition of the face, a disability or a mental health condition); or
 - The total number of patrons should not exceed **50% of the place's normal occupancy** if patrons do not wear masks.
- For non-fixed seating, there must be **1.5m between each seat** in front, behind, and to the sides.

1. Seating – Will your venue/event/activity have the following (check all boxes that apply):

- Fixed seating (cannot be moved)
- Non-fixed seating (can be moved)
- Assigned seating

If yes to any of the above, provide more detail below.

Map provided will adhere to guidelines and be regularly cleaned. Approximately 15-18 tables non-fixed 4 person per table totalling seating for 60 people. Fixed seating in Forest has approximately 80 seats. Combination of booths & benches (capacity of tables vary from 4-12 people per table/bench etc) situated in and around the pods area total of 140 seats. Marked on the map in light sketch pencil lines/squares (trees are the circles)

Section 3 – Distancing and Density

Distancing and density management are important measures to have in place to reduce the risk COVID-19 poses to the community.

It is important that:

- There are sufficient measures in place such that all people keep **1.5 metres distance** from each other (or other social groups) wherever possible (including in outdoor areas and separate rooms); and
- There are sufficient measures in place such to ensure the current density requirement is not exceeded across all indoor and outdoor areas. For the current density requirements, please refer to the [Emergency Management \(Public Activities\) \(COVID-19\) Direction](#).

1. People capacity - Complete the table below by including each separate area at your venue, the publicly accessible area, and the maximum number of people allowed as per the density requirements.

What density requirement are you planning to follow? Check the box that applies:

- 1 person per 2 m²
- 3 person per 4 m²
- Other - describe: [Click here to enter text](#).

If following multiple density requirements across the venue/event/activity, please highlight what you are following in each area in the table below.

People capacity					
Requested maximum number as per Section 1 = 2600 (e.g. 2,000)					
Venue area	Inside or outside	Total area in m ²	Public accessible area in m ² (excluding occupied space)	Maximum number of people in the area (excluding those employed, engaged to work or undertake official duties)	
				At 1 person per 2 m ²	At 3 persons per 4 m ²
Main food stalls	Outside	1600	1264	632	948
Forest	Outside	1456	900	450	675
Fixed Seating +Stalls	Outside	2100	1700	850	1275
TOTAL		5156	3864.	1932	2898

2. Map/diagram – Attach a detailed map/diagram of the entire venue to this plan, including floor plan, entry and exit points, all food and beverages services, toilets, seated areas and all other amenities and facilities.

3. Control measures – check all boxes that apply

a. Capacity signage – Will you have signage indicating venue area capacity for all areas mentioned above?

If yes, provide more detail below.

Signage will be made and added to templates provided by SA Health. Examples from previous festival attached.

b. Distancing signage – Will you have signage indicating distancing requirements?

If yes, provide more detail below.

We will use templates of SA Health distancing signage around the venue

c. Floor markers – Will you have floor markers indicating distancing requirements placed across the venue (e.g. in the venue areas mentioned above)?

If yes, provide more detail below.

Floor markings to re-enforce distancing measures. • Dedicate separate entry and exit doors from entrance areas, mark pathways to encourage “one-way” traffic. • Floor markings to indicate social distancing in front of stalls to indicate queuing • Seating to be placed to allow distancing between social groups. • separate bathrooms to be cleaned hourly • Stalls to be placed with 1.5-2m between each frontage to ease congestion in lines • Signage and communication to reinforce patron distancing messages on site and shared on social media in lead up • COVID19 Marshalls to remind festival goers of social distancing while in line ups etc. Stalls will be 2 meters apart with amble room for distancing in each queue, therefore floors markings will be used and unless other wise advised no bunting will be used Infront of vendor area.

d. PA announcements – Will you use PA announcements to communicate distancing and density requirements?

If yes, provide more detail below.

We do not currently have a PA system at this venue

e. Physical barriers – Will you use physical barriers such as plexiglass screens, tensile barriers or temporary fencing to manage distancing or density requirements (e.g. to section off areas at the venue, separate entry and exit doors, create alternative pathways, encourage one-way traffic etc.)?

If yes, provide more detail below.

Stalls will be 2 meters apart with ample room for distancing in each queue, therefore floors markings will be used and unless otherwise advised no bunting will be used Infront of vendor area.

Barriers will be used at entry points to help with distancing.

f. Ticketing – Will you use a ticketing system to manage capacity and density (e.g. limiting ticket sales)?

If yes, provide more detail below.

The event is a gold coin donation entry and will be monitored by security clicking / counting guests in.

g. Staggered entry and exit times – Will you stagger entry and exit times to assist with distancing or density?

If yes, provide more detail below.

Staggering by allowing 1 in and 1 out may occur if we reach capacity but do not anticipate that at this event

h. Pre-event communication – Will you use pre-event communication to promote distancing and density requirements?

If yes, provide more detail below.

A campaign will be held via social media with images of capacity, social distancing, hand sanitisation etc in the lead up to the event and on our website

i. Social group identifiers – Will you implement measures to identify social groups?

If yes, provide more detail below.

As with our 2020 Vegan Festival, Covid19 Marshals asked groups if they were together.

j. Pods – Will you utilise 'pods' (e.g. separate areas allowed only for specific people to reduce the interaction of unknown groups) to manage distancing or density requirements at your event?

If yes, provide more detail below.

Click here to enter text. Include a description of the measures you will have in place, how it will work, the number of people per pod, and the reason for choosing this number and methodology.

k. Other – Will you use other measures (not outlined above) to manage distancing and density requirements?

If yes, provide more detail below.

We will limit the number of large tables to discourage sharing with strangers and will put labels on the tables displaying the maximum capacity.

4. Monitoring – What measures will you have in place to proactively ensure that capacity numbers and distancing in each venue area is complied with? Include detailed descriptions of the measures you will have in place to monitor total number of patrons at the venue and monitor distancing. Include how measures will be implemented for each area. Descriptions can be grouped by type e.g. BOH (staff), FOH (public), toilets etc.

For distancing:

2 X marks will be placed in front of all stalls and along the main entry points to help with distancing. All Security officers have marshal training along with festival staff and a number of volunteers who will be allocated to the gates and staggered within the area to monitor prime areas. A map of proposed locations for these will be provided

There will be multiple lanes at entry and exit points to help with distancing.

COVID marshals will be monitoring the lanes and entry point to ensure distancing between social groups.

COVID marshals will be monitoring to ensure distancing between social groups is adhered to within the venue.

Multiple QR Codes will be placed at entry to minimise queuing. COVID Marshals will assist to manage distancing at entry and QR codes will be placed along sections upon entry to the site.

Non-fixed seating will be spaced 1.5m apart in the venue

For density:

All Security, festival staff and a number of volunteers will be allocated to the gates and staggered within the area to monitor distancing. A map of proposed locations for these will be provided. Security will use clickers, ceasing entry if capacity reaches its peak, strategic Marshal positioning, table separation of 1.5m and use of smaller tables only in common areas. Signs will be placed on larger tables stating capacity.

As there are multiple entry points, regular update on numbers of patron will be provided to head COVID marshal/event coordinator to ensure capacity is not exceeded. Security regularly radio check with numbers to ensure all staff are aware

Fencing will be erected with designated entry and exit point/s. We will hire barriers for entry entrance or utilise furniture i.e. trestle tables that also double as bag check in areas.

Section 4 – COVID Marshals

COVID Marshals are an important measure to have in place to reduce the risk COVID-19 poses to the community.

The following is expected for venues/events/activities that operate under a COVID Management Plan:

- There is a ratio of **1 COVID Marshal per 200 patrons** in attendance at the venue at any one time. Where appropriate these marshals may undertake dual roles (e.g. security guards who would already oversee crowd behaviour, ushers who already assist with seating); and
- Marshals are trained using material provided at this [link](#); and
- There is a **Head COVID Marshal** responsible for managing all Marshals on duty. This person is a dedicated COVID Marshal who doesn't undertake any other role; and
- All COVID Marshals are briefed on their roles and responsibilities and understand the requirements set out within this plan; and
- There is a **COVID Marshal Register** which includes the full name of each Marshal, start and finish time, their location within the venue/event and their responsibilities. The register is to be made available during the event/activity for inspection by authorised officers as defined in the [Emergency Management \(Public Activities\) \(COVID-19\) Direction](#).

1. Marshal breakdown - Complete the table below including each area at your venue, the type of Marshal that will be based there (e.g. dedicated or dual role – if dual role what is the other role?), and the quantity.

Marshal breakdown		
Marshals required based on capacity calculations = 13 (e.g. 10)		
Venue area	Type of Marshal	Quantity of Marshal
Main Food Stalls	Dedicated to the food lines & any tables	4
Entrances	Dual role (collect payment & advise covid rules)	3
Information booth	Dual role (information)	1
Seating zones	Dual (ensure spacing, cleaning, assist stalls)	2
Forest area	Dedicated to seating areas	1
Security Officer	Dual security and marshal	2
TOTAL		Click here to enter text. 13 (e.g. 7)

2. Map/diagram – Included Marshal positions on the map/diagram of your venue. Marked in **X**

3. Head Marshal – Provide the name and contact details for your Head Marshal(s).

Lea McBride 0414437553 & Neil security 0415 886 772

4. Overall Marshal strategy – Describe your overall Marshal strategy.

COVID19 Marshalls to be allocated zones in the festival space as indicated by green dot on map provided. All Marshall's will have undergone training, be marked visibly to festival goers and be advised on further requirements of the event. All security and cleaning hired staff have also completed COVID19 Marshal training. Head of security and the festival director will oversee marshals during the weekend. Marshalls will monitor crowd density, remind patrons to maintain social distancing in lines, advise where hand sanitizers stations are located. General marshals will report to the Head Marshalls if they have any concerns and positions of marshals will be revised during the event as needed. While some marshals will be dual tasked such as information booth volunteers, they will be able to assess the crowd and advise other staff to take action. A volunteer/staff manual will be provided and regular correspondence in the lead up with an induction on site in the morning to go over roles.

Section 5 – Contact Tracing

Contact tracing is an important measure to have in place to reduce the risk COVID-19 poses to the community.

The following is expected for venues/events/activities that operate under a COVID Management Plan:

- An approved South Australian Government [COVID SAfe Check-In](#) system is used to collect contact tracing information details for **all those attending the venue**, including both patrons and non-patrons (e.g. staff, contractors, participants); and
- Where patrons do not have smart phones, a paper-based contact tracing method is used and associated data is stored for at least 5 weeks post event; and
- Contact tracing **requirements are communicated** to all those attending the venue; and
- There is a **procedure** in place that staff can follow when there is **non-disclosure** of information.

1. Control measures – check all boxes that apply

a. Approved contact tracing system – Will you utilise the South Australian Government [COVID SAfe Check-In](#) system to collect contact tracing details for all those attending at every entry point to your event/venue? Please note that this includes patrons and non-patrons (players, officials, performers, staff, contractors etc.)

b. Contact tracing back-up – Will you utilise a paper-based contact tracing method in the case that the approved contact tracing system cannot be used (e.g. if patrons do not have smart phones) and store the associated data for at least 5 weeks post event and supply to SA Health if requested?

2. Contact tracing implementation – How will you implement the South Australian Government [COVID SAfe Check-In](#) system at the entry points to you event/venue?

Advise patrons in advance of contact tracing requirements via social media. • Question patrons upon entry if they are unwell, have travelled recently or been in contact with anyone known to have the virus • A logbook recording any security issues or contact details of anyone being turned away for signs of illnesses maintained by security staff at each entry and exit point. • mentions through various media and multiple social media posts • A policy for patron non-compliance with tracing requirements. Security company to assist with this • QR code poster will be printed and placed in a number of locations along entry (we estimate 12 signs to cover 3 access points), All vendors MUST ALSO CHECK IN VIA QR CODE upon entry. Paper copies of the form will be at each entrance with pens and cleaning wipes for used and new pens. Details recorded from this will be kept for SA Health access for 28 days. Signage with directions on this and the QR code image to allow completion while in line to avoid congestion at the gates. As we do not have additional activities at this event, we expect flow of patrons to be mainly through the 2 entry points with patrons walking through main stall area with scattered seating

At entry point/s Security/COVID marshals will ensure that each patron has checked-in using the SA Government QR code (sighting green tick on mobile phone).

All people on site (Security/COVID marshals/ Volunteers and patrons) will sign in using the SA government approved QR code including delivery staff

COVID Safe Plan		
Please provide details of your COVID Safe Plan. If multiple plans are in place for zones within the event please provide all receipt numbers.		
Name of Business	Receipt number*	Zone or venue area (if applicable)
Vegan Palooza	9786663	Entire site
Stall holders to supply	Unknown until accepted	Stall areas
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

* This information is contained in the subject line of the email and in the PDF title for the approved COVID Safe Plan.

3. Communication – How will you communicate to all parties and ensure contact tracing requirements are met?

Social media campaigns outlining the QR code requirements, reminders of social distancing in queues. Staff, volunteers and stall holders will be provided with information also and reminded to personally check in. High volume stall holders may be advised to assist with providing directional barriers to avoid congestion

A health message advising Security/COVID marshals/ Volunteers and patrons not to attend the event if they have any flu like symptoms, will be posted on our social media sites/websites/adverts in local newspapers before the event.

Section 6 – Health and Wellbeing

Observing and monitoring the health and wellbeing of people at your venue is an important measure to have in place to reduce the risk COVID-19 poses to the community.

The following is expected for venues/events/activities that operate under a COVID Management Plan:

- There are measures in place such that health and wellbeing for every person attending the venue is determined via a **health declaration**; and
- There are measures in place such that those with COVID-19 symptoms are **identified, and asked to leave the venue, get tested and self-isolate**.

1. Patron health– How will you communicate to attendees their health and wellbeing responsibilities prior to being allowed to enter the venue?

Pre event via social media and our website will explain all requirements. Signage will be at each entry asking patrons not to enter if they are unwell or show symptoms. Terms & Conditions of entry will ask that people do not enter if they are showing symptoms. Security and staff will be on watch for anyone who looks unwell and to approach to ask to leave and get tested and self-isolate.

2. Non-patron health declaration method – How will you acquire a health declaration for all non-patrons (e.g. staff, volunteers, performers, athletes, contractors etc.) before being allowed to enter the venue?

We will provide all staff, volunteers and stall holders with the same information that we will share with the public. Staff will also have access to our staff manual with information. ALL staff, stall holders, contractors will be asked to check in with the QR code on arrival as with the general public. Volunteer sign in folders will have all covid information and details check within.

3. Observed symptoms – What is your procedure for when COVID-19 symptoms are observed in patrons or non-patrons?

We will ensure that they leave the event and that we have taken their full contact details for any follow up or reporting. Event staff will advise that get tested and self-isolate. Masks and gloves will be available to staff at the information desk.

Section 7 – Hygiene and Cleaning

Appropriate hygiene and cleaning practices at your venue are important measures to have in place to reduce the likelihood of virus transmission and the risk COVID-19 poses to the community.

The following is expected for venues/events/activities that operate under a COVID Management Plan:

- All **high touch surfaces are cleaned at least once per hour** and more frequently during peak periods; and
- All **toilets are cleaned at least once per hour** and more frequently during peak periods; and
- **Tables** available to the general public (i.e. not allocated) for food and beverage consumption are cleaned in between each use; and
- **Hand sanitiser** is provided outside of each toilet, all entry and exit point entrance to the venue, at all food service areas, and other high touch/interactive points; and

- Contactless payments are encouraged.

1. High-touch surface cleaning – Describe how will you clean high-touch surfaces.

Professional cleaning staff will be on site who have managed us through a covid time festival in 2020 and have great experience. They will use industry standard cleaner on all shared tables & chair backs, toilet areas, water dispensers and handles every hour. Stalls will be advised to ensure their eftpos machines are wiped down hourly and that sanitiser is provided on their counters. Cleaners will have staff in the seating area at all times walking through the zones. They have in the past dedicated staff for this role and aim to clean regularly as tables turn over patrons. This will be done hourly as requested and more frequently as turn over requires. Hand sanitiser stations are to be available at entry points.

The kids area will have shared craft items (pencils, paper, glue etc) and will be cleaned after each use by volunteers.

2. Hand washing facilities – Describe how you will manage hand washing facilities.

Cleaners will keep up stock of toilet handwash etc over the day and signage will be placed on entrance ways, walling inside the main hall and toilets as per the SA Health handwash templates.

3. Hand sanitiser – Describe how you will distribute hand sanitiser across all venue areas.

Hand sanitiser stations will be at each entrance and around 4-5 stations inside the venue. All stalls are to supply sanitiser for customer use. Hand Sanitiser will also be placed in the toilet areas near the doors and on the basin bench. This will be advertised via social media also using the images on SA Health templates

4. Contactless payment – Describe how you will encourage the use of contactless payment.

Stall holders have been advised that the event is to be contactless payment and again, a campaign on social media and signage at the entrance to the venue will be used.

5. Other – If you will use other control measures (not outlined above) to manage hygiene and cleaning requirements, provide more detail below.

[Click here to enter text.](#)

6. Communication – Describe how you will communicate and encourage personal hygiene principles to all patrons and non-patrons.

As per our 2020 Vegan Festival, an online campaign in the month lead up will be used showing images of all signage we will use. The SA Health templates clearly state requirements. A Terms & Conditions of entry sign will advise people to ensure personal hygiene is adhered to. Stall holders have been made aware of links and requirements from the application process also.

7. Monitoring – Describe the measures you will have in place to proactively ensure that hygiene and cleaning requirements in each venue area are complied with.

Marshals on site will remind guests of sanitiser stations. Our cleaners are great at reminding patrons to wash their hands while in the bathroom areas. Cleaning checklists will be made between festival managers and cleaners to ensure all areas are covered.

Section 8 – Food and Beverage

Appropriate food and beverage practices are important measures to have in place to reduce the risk COVID-19 poses to the community.

The following is expected for venues/events/activities that operate under a COVID Management Plan:

- There are no **communal food or beverage service** areas (such as buffets or salad bars); and
- Food, beverage, and utensils are **not shared** among people; and
- Food and beverage related utensils, crockery, and cutlery are:
 - cleaned and sanitised between use; or
 - are disposable.

1. Communal food or beverage – Describe how you will ensure that there are no communal food or beverage service areas (such as buffets or salad bars).

Stall holders are made aware that food is to be served individually and no tastings to be provided to customers in shared items.

2. Food and beverage overview – Describe all food and beverage related activity that will occur.

Onsite purchase and consumption with takeaway an option. Available food and beverage on offer will be coffee, assorted non-alcoholic drinks. water, takeaway food, snack food etc. Some items will be premade packaged or made to order on site. Some drinks will be pre-filled with others made to order such as coffee/juice. Takeaway food trucks, single serve, compostable disposable cutlery, plates, and cups to comply with our standards and the state's new regulations on no plastics.

3. Other control measures – Describe any other food and beverage related control measures (e.g. online ordering and collection).

No pre ordered items on site. Water dispensers by SA Water that will be single bottle filling with foot application and cleaned regularly by our cleaning staff.

4. Seated consumption – If seated food and beverage consumption is required under the [Emergency Management \(Public Activities\) \(COVID-19\) Direction](#) at the time of your event/activity, describe how will you manage this for all patrons and non-patrons.

Seating numbers were sufficient in 2019 for crowds and we will advise patrons that they must be seated to eat if this is necessary at the time. We have a supply of picnic rugs for patrons that can be used in the forest area if needed. Covid Marshals will advise crowds while supervising the areas.

Section 9 – Non-compliance

Appropriate non-compliance practices are important to have in place.

1. Non-compliance – Describe your procedure for when there is non-compliance for each of the distancing, density, health and wellbeing, hygiene and cleaning, food and beverage, or contact tracing requirements (e.g. non-disclosure of contact details, non-disclosure of health and wellbeing, patron congestion etc.). If you are operating a dance floor, what is the de-escalation policy if density and distancing is not maintained on the dance floor (e.g. DJ announcements, music turned off).

Marshals will ask patrons to adhere to regulations as the first point of call. If they do not respond, security officers will be called into ask them to comply, take details if necessary and ask them to leave site if they will not adhere to the safety measures. Security are highly skilled (Titanium security) in dealing with crowd control and will take reasonable measures to ensure public safety and assess if authorities need to be advised.

Section 10 – Responsibilities

1. Responsibility – Describe who will be responsible for the implementation of each of the measures outlined in this plan.

The festival event coordinator will be responsible for the overall covid19 requirements and nominated as Head COVID Marshal. They will keep up to date with SA Health changes, monitor the official website and make changes accordingly to the event, venue layout, social media campaigns, staff training etc. Marshalls to be allocated zones in the festival space as indicated by green dot on map attached. All Marshall's will have undergone training, be marked visibly to festival goers and be advised on further requirements of the event. All security and cleaning hired staff have also completed COVID19 Marshal training. Head of security and the festival director will oversee marshals during the weekend. Social distancing reminders, signage and marking will be overseen, along with capacity/density, health and wellbeing of patrons and staff and suppliers, hygiene and cleaning requirements will be ordered and overseen at the event, food and beverage regulations will be checked and stall holders asked to provide covid safe plans at their stalls ensuring they are also aware of recommendations. Contact tracing documents will be kept by organisers for 5 weeks after the event. Head of security Neil(?) will step in when the director is unavailable and has vast experience in covid management and crowd control.

Section 11 – Declaration

The following declarations are in recognition that the COVID-19 situation and associated restrictions can change quickly.

1. Density Direction changes – Will you comply with all density related requirements (e.g. 1 person per 2m² etc.) outlined within the [Emergency Management \(Public Activities\) \(COVID-19\) Direction](#) in place at the time of your event/activity?

Yes

2. Seating arrangement Direction changes – Will you comply with all seating related requirements (e.g. 50% / 75% capacity, checkerboard seating etc.) outlined within the [Emergency Management \(Public Activities\) \(COVID-19\) Direction](#) in place at the time of your event/activity?

Yes

3. Consumption Direction changes– Will you comply with any consumption of food and/or beverage related requirements (e.g. seated indoor/outdoor consumption of food and beverage etc.) as outlined within the [Emergency Management \(Public Activities\) \(COVID-19\) Direction](#) in place at the time of your event/activity?

Yes

4. Marshal Register – Will you have a COVID Marshal register including the full name of each Marshal, start and finish time, location within the event, and responsibility that is made available during the event for inspection by authorised officers as defined in the [Emergency Management \(Public Activities\) \(COVID-19\) Direction](#)?

Yes


5. Dancing Direction changes– Will you comply with any dancing related requirements (e.g. dancefloor capacity, number of dancefloors etc.) as outlined within the [Emergency Management \(Public Activities\) \(COVID-19\) Direction](#) in place at the time of your event/activity?

Yes

6. Vendor COVID Safe Plans– You have provided details of your COVID Safe Plan and if your event has multiple vendors operating within it you will maintain copies of and be able to produce upon request all vendor COVID Safe Plans.

Yes

I have supplied the following information to outline how I will ensure that both patrons' and non-patrons' safety will be maintained during the course of business. I will implement these measures to ensure my operations are COVID Safe to reduce the risk of transmission of COVID-19.

Full name and title	Leanne Irene McBride
Signature	Click here to enter text. 
Date	Sunday, 18 April 2021

Next Steps

Ensure your Plan and all attachments (e.g. site plan) are submitted at least 4 weeks before your event or your event's critical date.

Once complete submit your plan via email to Health.COVIDManagementPlan@sa.gov.au.

When submitting ensure it aligns with the principles outlined at the beginning of the document.

Once your plan is received by SA Health it will undergo an extensive review process. Ensure that you are available to make any updates or additional to your plan as required.

If you have any queries in relation to your submitted plan contact SA health at Health.COVIDManagementPlan@sa.gov.au.

Any changes required to an approved plan must be submitted to SA Health via the [COVID Management Plan amendment form](#).