

**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**

## Your COVID-19 Safety Plan

### Outdoor gatherings for music rehearsal and performance

#### Organisation details

Organisation name	Australian South Sea Islanders Port Jackson
Organisation location (town, suburb or postcode)	Pymont
Completed by	Emelda Davis
Email address	<a href="mailto:assi.pj@gmail.com">assi.pj@gmail.com</a>
Effective date	3 January 2021
Date completed	6 January 2021

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#### Wellbeing of staff and visitors

##### **Exclude staff, performers and audience members who are unwell.**

Ensure staff, volunteer staff, cultural performers and registered audience members notify that they are unwell and advise them to take the appropriate actions of testing and isolating.

**Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, cleaning, and how to manage a sick visitor.**

Staff and volunteers are instructed on COVID-19 severity, to maintain physical distancing

and cleaning and to see their doctor or nearest testing clinic if they develop symptoms.

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

N/A

**Display conditions of entry (website, social media, venue entry).**

Conditions of entry will be on display at entry points and all social media pages.

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## **Physical distancing**

Ensure the number of people does not exceed one person per 2 square metres of publicly accessible space (excluding staff) to a maximum of 500 people. Attendees must be assigned to a specific seat or to a designated seating area. Children count towards the capacity limit. Outside of Greater Sydney, there is a maximum of 3,000 people.

In Greater Sydney, indoor areas must not exceed one person per 4 square metres of publicly accessible space.

*Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.*

Experienced COVID marshals and an OHS/First Aid officer all in high vis branded jackets and equipped with sanitiser, masks and additional resources will be present throughout the event to ensure this.

**No more than 5 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, audience members should not participate in singing or chanting. In outdoor areas, audience members older than 12 years should wear masks if singing or chanting.**

Performers also receive instruction on COVID-19 severity and the practices necessary for COVID safety, that all singers should face forwards and not towards each other, should maintain physical distancing of 1.5 metres between each other and any other performers

and keep 5 metres distancing from all other people including the audience. COVID marshals at the event will also ensure these requirements are maintained and upheld.

**Support 1.5m physical distancing where practical, including:**

- **at points of mixing or queuing such as bars, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

COVID marshals present throughout the event will promote physical distancing and ensure people adhere to the physical distancing markers used. Staggered seating will be in place for the small audience of dignitaries to comply with the 1.5 metres physical distancing.

**Ensure audience members remain seated throughout the rehearsal or performance, where practical. There should be no dancefloors.**

There is no dance floor at the event. All physical distancing and all other regulations will be monitored and upheld by experienced COVID marshals throughout the day.

**Reduce crowding wherever possible and promote physical distancing with markers where people are asked to queue or stand.**

COVID marshals present throughout the event will promote physical distancing, ensure movement through the parklands and walkways, and ensure people adhere to the physical distancing markers used.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Hand hygiene signage is employed and good hand hygiene is practised by all staff.

**Ensure hand sanitiser is accessible at the venue entry and throughout the grounds.**

Hand sanitising stations will be available at key points as well as at applicable entry and exit points. COVID marshals and the OHS/First Aid officer will also carry and distribute hand sanitiser.

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.**

NSW COVID safety signage is employed on site and applicable bathrooms are well stocked with hand soap and paper towels.

**Ensure performers clean their instruments between each performance (as appropriate to the instrument).**

All performers will be instructed on COVID-19 severity and required to clean their instruments and equipment used between each performance. As a registered COVID safe business service provider the technician manager will also ensure that performers adhere to the regulations.

**Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use (as appropriate to the instrument).**

Performers will use their own instruments and any equipment that may be required to be shared will be cleaned between uses with supplied disinfectant wipes. The technician manager will also ensure that this takes place.

**Staff and performers should wash hands thoroughly with soap and water before and after cleaning, including of instruments.**

The wearing of gloves and associated hand washing practises will be adhered to when cleaning, including of instruments. The technician manager will also ensure that this takes place.

**Encourage contactless payment options.**

Contactless payment is practised and encouraged at all times.

**In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).**

For venue indoor areas windows and doors are kept open for natural ventilation where possible to maximise air flow and avoid recirculation of air.

## **Record keeping**

**Keep a record of name, contact number and entry time for all staff, volunteers, performers, audience members and contractors attending, where this is practicable, for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.**

All applicable record keeping required is kept in this manner and these rules will be adhered to upon request from an authorised officer.

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://nsw.gov.au).**

All care is taken to ensure confidentiality and security in record keeping and NSW government information is referenced and implemented.

**Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.**

COVID safety is paramount and all aspects are recommended to staff and volunteers.

**Music groups and organisations should consider registering their business through [nsw.gov.au](https://nsw.gov.au)**

ASSIPJ has been a registered organisation for 10 years.

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.**

These rules will also be adhered to when required to do so by NSW Health.

**I agree to keep a copy of this COVID-19 Safety Plan at the premises**

Yes