

EVENTS RISK REDUCTION – COVID 19

Standard Operating Procedures

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A. PURPOSE

The main objective of this document is to define and document the Standard Operating Procedure (SOP) developed to establish protocols for the City of Cape Town Events Industry and the value chain for Event production for the duration of the national state of disaster declaration as a result of the Covid-19 pandemic.

The purpose of the SOPs is to stipulate measures to be followed to protect the health and safety of workers, officials and the members of public who enter any event workplace/space and include the implementation of policies and procedures to protect workers, officials and patrons from the risk of exposure and to mitigate against the spread of the coronavirus.

This document provides guidance on dealing with the novel coronavirus 2019 (COVID-19) in a company/workplace/venue and outlines the basic technical and organisational measures for contagion prevention and risk assessment.

The SOPs are subject to change in accordance with the latest promulgated Risk Adjusted Strategy Regulations, Directions and Guidelines applicable to the Covid-19 pandemic.

B. SCOPE

This SOP applies to Events Industry, the Events production value chain as well as venues hosting events.

This document also provides guidance on the issues to address when dealing with a coronavirus disease 2019 (COVID-19) infected worker employed in a company/ or event workplace.

C. REGULATORY CONTEXT

The SOP is informed by and subject to all National Covid-19 Regulations and Directions; Regulations and Guidelines issued by the Department of Co-Operative Governance and Traditional Affairs; the Disaster Management Act, 57 of 2002 including but not limited to the following legislation / guiding documents:

- Directions issued in terms of regulation 4(10) of the Regulations made under section 27(2) of the Disaster Management Act, 2002 (Act No.57 of 2002);
- Disaster Management Act, 57 of 2002 – Regulations issued in terms of section 27(2) of the Disaster Management Act;
- All subsequent Regulations, Directions and Guidelines promulgated in terms of the Risk Adjusted Strategy by various Ministerial Departments.
- Safety at Sports and Recreational Events Act 2 of 2010
- City of Cape Town Events Amendment By-law, 2016;
- Any other applicable legislation.

D. DISCLAIMER/NOTICE

This Standard Operating Procedure and accompanying information are provided as general information and guidelines only and does not constitute medical, legal, or professional advice.

The event organiser/s and event owner/s are solely responsible for assessing and implementing appropriate safety and security measures to be taken at event(s) and for assuring compliance with all laws, regulations and directions applicable at the time of hosting of the event - which should take precedence over the general information presented in this document.



1. STANDARD OPERATING PROCEDURES

1.1 Role of the City of Cape Town

The City of Cape Town in accepting and considering event permit applications during this period, confirms that:

- (a) the health and safety of all clients and patrons, event staff, service providers, including production personnel attending any events, facilities or workplaces is a top priority;
- (b) all necessary Covid 19 risk assessments and risk mitigation implementation plans and measures will be implemented at all events, event venues, facilities and workplaces;
- (c) monitoring compliance with all applicable legislation, Regulations and Bylaws will be undertaken. Non-compliance will be dealt with in terms of prescribed sanctions and/or remedies;
- (d) for the purposes of these SOPs an Event Organiser/s or his/her/their principal/s are deemed to an employer and that the event site/venue is deemed to be a workplace and accordingly subject to all applicable legislation, regulations and directions including but not limited to the Department of Labour legislation;
- (e) it will determine appropriate processes and time-frames for submission and approval of event permits for the duration of the national state of disaster declaration related to the Covid-19 pandemic. These measures may include:
 - (i) electronic communication and online/virtual meetings being the preferred methods of engagement;
 - (ii) face to face meetings with Event Permit Office staff and City Services allowed by appointment and under exceptional circumstances only.
 - (iii) No random walk-ins will be entertained;
 - (iv) Event Permit applicants to submit a venue/workplace risk assessment (HIRA) and implementation plans for each confirmed event and/or event venue.
 - (v) a phased-in approach to opening up events based on, inter alia, regulations, size, impact, event type, audience profile or any other



factor/s deemed necessary to protect public health and mitigate the spread of the Coronavirus pandemic.

- (f) each event permit application will be assessed on its own merit.

1.2 Role of the Events Industry and Event Services Industry in Preventing the Spread of the Covid 19 Coronavirus

In the Events environment, there is usually lots of recurring short, casual contact between many people. Additionally, prolonged contact between patrons, events staff and crew occurs often depending on the nature of the event. Each of these interactions present a potential for the transmission of the coronavirus.

The health and safety of patrons, crew and service providers on production workplaces and venues is a top priority. To that end, the following measures to help ensure safe and healthy workplaces and venues are to be put in place.

The guidelines below are based on the latest regulations and best practice available at the time of drafting. All event organisers, employers, service providers and individuals are to take personal responsibility to ensure the implementation of the Standard Operating Procedures and play an active role in creating and maintaining clean and healthy workplaces venues and events.

Various industry bodies, production and service companies and unions may have additional Occupational Health and Safety regulations, standards and guidelines related to, e.g. event production, patron management, infrastructure and equipment handling, staffing catering, etc. to:

- Reduce the risk of transmission. (through Physical distancing, Disinfection, PPE, Work from home strategies, etc.)
- Identify High Risk Employees. (e.g. over 60 years old, immune-compromised, etc.)
- Increase Disease surveillance and prevention. (through Daily Screening, Testing and Tracking).

These SOPs do not replace such regulations, standards and guidelines and must rather be read in conjunction with them. This requires all Event organisers, their crew, service providers, etc. to honour the latest restrictions set by the DMA regulations in respect of, inter alia, curfew times; location restrictions; travel restrictions; etc.



2. Measures to Prevent Spread of Coronavirus

2.1 Preparation of the Workplace

In accordance with the Risk Adjusted Strategy Regulations dated 29 April 2020:

All industries, businesses, entities, both private and in the public sector which are permitted to operate during applicable alert level at the time of the event must:

- (a) Designate a COVID-19 Compliance Officer who will oversee the:
 - (i) implementation of the plan referred to in sub-regulation (b); and,
 - (ii) adherence to the standards of hygiene and health protocols relating to COVID-19 at the workplace;
- (b) Develop an implementation plan for the phased-in return of their employees to the workplace prior to reopening the workplace for business which must correspond with Annexure E (of the regulations dated 29 April 2020) and be retained for inspection and contain the following information:
 - (i) which employees are permitted to work - ensuring that the number of staff/patrons/crew does not exceed the number of persons permitted in terms of the latest regulations at any given time;
 - (ii) plans for the phased-in return of their employees to the workplace;
 - (iii) what health protocols are in place to protect employees from COVID-19; and
 - (iv) the details of the COVID-19 Compliance Officer/s and their respective areas of responsibility for the duration of the event.
- (c) Develop measures to ensure that the workplace meets standards of health protocols, adequate space for employees and physical distancing measures for the public and service providers, as required.
- (d) Perform a Risk Assessment of the Workplace to determine likely points where people would interact with each other and for places where contact between people and objects would occur.
- (e) Devise practical measures for each of the identified contact points to limit such contact and to implement disinfection measures after contact.
- (f) Complete a health questionnaire for all staff/patrons/crew to determine if someone could have been exposed to the coronavirus recently or may be



displaying possible symptoms associated with coronavirus. This questionnaire may have to be updated closer to the event date/s.

- (g) Screen all staff, patrons and crew daily at the start of each shift for symptoms of Coronavirus and record details of their daily temperature. Where available and staff agree to its use, a non-touch heat sensor can be used to check for a raised temperature. This should ideally be done off-site/outside prior to entry of the event venue to protect the integrity of the event venue as much as possible. All health questionnaires/records of screenings must be stored and readily accessible.
- (h) Incorporate pertinent COVID-19 considerations into Daily Safety Meetings/Briefings. Scheduling and carrying out multiple meetings may be required where there are staggered start times and/or physical distancing is problematic.
- (i) Display appropriate messaging and Train staff/patrons/crew on how to prevent the spread of coronavirus at the workplace and at home.
- (j) Ensure all necessary PPE measures are in place at the venue.
- (k) Provide staff /crew with the necessary PPE.
- (l) Ensure that all persons accessing the event precinct has the necessary PPE and wears a facemask, or similar, covering both mouth and nose.
- (m) Ensure that no person is allowed to access the workspace or event venue without the necessary PPE.

2.2 Event Venue/Workplace Protocols:

- (a) Information regarding the risk of spreading COVID 19, and what behaviour is expected from everyone must be displayed in common areas and communicated to all personnel.
- (b) The name, contact details of COVID-19 Compliance Officer must be clearly displayed at the workplace entrance/s.
- (c) Workplaces should ideally have separate entrances/ exits to allow for management of the number of persons in the workplace.
- (d) The number of people in the workplace at any time must be limited in compliance with physical distancing guidelines.



- (e) Staff members should be placed at workplace entrances and exits to control access and egress and to ensure relevant guidelines are complied with, e.g. use of cloth masks, hand sanitizers, physical distancing in communal areas, catering areas, etc.
- (f) A daily on-site register of all persons accessing the workplace must be maintained and include their full contact details and daily temperature. The daily register must be filed by the COVID-19 Compliance Officer and kept for a minimum of 90 days to ensure the accuracy of contact tracing in the event of any employee becoming infected or having been in contact with an infected person.
- (g) Ensure all persons accessing the workplace **must** clean their hands using an alcohol-based hand sanitiser that contains at least 70% alcohol before they enter the Workplace and when they leave the Workplace. Spray the hand sanitiser on hands. Do not allow individuals to handle the sanitiser container/dispenser.
- (h) Staff/Crew may need to be hired to disinfect the workplace during and at the end of each day.
- (i) Clean workplace equipment, props & storage containers before they are returned to storage/service/equipment provider. This can be done by a production staff member or service/equipment providers.
- (j) Offer alcohol based sanitising wipes to clean the props, equipment regularly and between takes.
- (k) Catering services should no longer provide cafeteria-style buffet meals and snacks. Meals should be pre-packed single-servings from an approved/compliant service provider in designated areas where physical distancing measures can be implemented.
- (l) Meal times/Lunch breaks to be staggered to maintain physical distancing protocols.
- (m) There will have to be an extra level of protection measures built around staff/crew/performers whose health is crucial to keeping an event/production going.
- (n) As performers/artists may not want to perform wearing protective equipment, special measures must be put in place to ensure physical distancing, sanitizing of equipment, etc. during and between acts.



- (o) Backstage personnel coming into contact with performers, artists, directors, etc. must wear masks and other necessary PPE at all times.
- (p) The use of communal water coolers will need to be managed in compliance Covid 19 mitigation measures and appropriate Covid 19 pandemic measures to ensure adequate hydration of staff/clients and service providers must be put in place.
- (q) The sharing of tools, equipment, radios and cell phones should not to be allowed.

2.3 Physical Distancing:

- (a) Employers should, wherever possible, allow staff to work from home.
- (b) The best way to protect staff/patrons/crew from infection is for individuals to keep a distance of 1.5 metres (2 arm lengths) away from one another.
- (c) Avoid crowded areas and having staff/patrons/crew being crowded together at work.
- (d) Where possible, rearrange work spaces so that each staff/patrons/crew members can maintain a distance of 1.5 metres from others. If physical distancing is not possible, then barrier protection should be considered.
- (e) Do not allow staff/patrons/crew members to gather in common areas such as kitchens, catering areas, etc., where social distancing measures cannot be managed and maintained.
- (f) Where possible divide up backstage space and/or other areas into sections with various production teams isolated from each other.
- (g) Where possible, have one department in a work area at a time.
- (h) Reduce unnecessary movement of managers and staff between venues/locations/workplaces where possible.
- (i) Avoid handshakes and physical contact with people.
- (j) Ventilation in all spaces must be guaranteed at all times.
- (k) When staff/patrons/crew members are required to travel in public or designated staff vehicles the transportation of persons must be undertaken in compliance with the latest applicable regulations.



2.4 Regular Hand-Washing and Hygiene Measures

- (a) All persons must regularly sanitise / wash their hands with soap and water for at least 20 seconds. Staff/patrons/crew members must wash their hands after they have touched any person, surface or object.
- (b) All persons should avoid touching their mouths, noses and eyes.
- (c) Where staff/patrons/crew members are in a situation where they have to touch people and/or handle items such as props or equipment, then they should offer them an alcohol-based hand sanitiser that contains at least 70% alcohol to clean their hands before assisting them. Do not allow several individuals to handle the sanitiser container/dispenser. - hand sanitiser can be dispensed by dedicated staff or by touch-free or foot operated dispensers.
- (d) The event organiser must provide sufficient staffed sanitisation / hand washing points within the event space.
- (e) Clean surfaces, props and equipment regularly with soap and water, or wipe down with either an alcohol-based hand sanitiser that contains at least 70% alcohol or a diluted solution of bleach. Assign one individual per department/area to be responsible for constant sanitizing of surfaces and equipment.
- (f) Staff/patrons/crew members should cough into their elbow or a tissue. All used tissues **must** be disposed of into a bin and hands must be washed immediately.

2.5 Staff Training

- (a) All event companies and employers must make sure that all employees receive training on the ways in which the coronavirus can be spread and the measures to be taken to mitigate the spread and to prevent infection.
- (b) All employers must regularly provide information and train employees and food delivery persons on the COVID-19 health protocols issued by the Minister of Health from time to time, including protocols on the following:
 - The procedures related to the use, reuse and wearing of masks;
 - the utilisation of Personal Protective Equipment;



- keeping physical distance;
 - basic hygiene practises including the washing of hands;
 - cleaning and disinfecting of equipment and surfaces;
 - contactless operations;
 - package handling; and
 - handling of orders and delivery to customers, if applicable.
- (c) All employers must inform employees, food delivery persons on the responsibility to advise the employer if they are tested positive for COVID - 19 or have been in contact with someone who is COVID-19 positive.
- (d) All employees must clearly understand what activities of their respective jobs poses risk of infection and which prevention measures apply specifically to them.
- (e) Safety messaging should be repeated at regular intervals and supported by appropriate signage.

2.6 Monitoring Employee Health

- (a) All employees must be informed that they **MUST** stay away from the workplace and attend a coronavirus testing centre if they develop any of the following symptoms:

Symptoms

- Fever/Chills
- Cough
- Sore Throat
- Shortness of Breath
- Body Aches
- Redness of the eyes
- Loss of smell or loss of taste
- Nausea/vomiting/diarrhoea
- Fatigue
- Weakness

Testing to be done on the following high risk persons presenting with symptoms:

- 55 years old and above



- Persons with comorbidities
 - Healthcare Workers
- (b) Persons presenting symptoms and who does not fall in the high risk group should be advised to stay home under self-isolation for a minimum of 14 days from the day of presenting any of the symptoms.
- (c) Persons presenting any of the symptoms listed above and who are identified as high-risk persons should attend a coronavirus testing centre immediately. Advice on which testing centre to attend is available from the provincial COVID-19 hotline number on

(021) 928 4102

- (d) Any employees or employees of event service providers that have become infected with the coronavirus **MUST** inform their respective employer immediately in order for them to
- assist the employee, as well as other employees,
 - to assess and implement measures to stop any further spread of the corona virus at the workplace. Employees to establish everyone that may have been in contact with the infected employee and to commence contact tracing.
 - any Event service provider that has any employee that has become infected must inform their client/s of the infection and what mitigation measures are being put in place.
- (e) All persons should be screened/monitored daily on arrival at the workplace.
- (f) Temperature checks of staff/patrons/crew members must be done with a non-contact thermometer (thermal scanner). Any person with a temperature of above 37.4 degrees, and/ or displaying any of the symptoms described in at 6.(a) above must not be allowed access to the workplace/venue.
- Anyone showing symptoms during the day needs to be isolated immediately by a designated COVID-19 Compliance Officer or on-site medic and placed in a designated, well-ventilated room.
 - The designated COVID-19 Compliance Officer or on-site medic must immediately isolate the infected person, provide with them fresh PPE



- and immediately dispose of any used PPE in accordance with the Western Cape Health Care Risk Waste Regulations.
 - The designated COVID-19 Compliance Officer must immediately sanitize the workspace and ensure tracking & contact tracing is commenced.
 - The designated COVID-19 Compliance Officer or on-site medical service provider must immediately contact the following authorities:
 - **Western Cape Department of Health: (021) 928 4102**
 - **National Department of Health - Covid-19 hotline: 0800 02 9999**
 - **Depart of Employment and Labour: David.Esau@labour.gov.za**
- (g) The City's Events Permit Office should immediately be notified of any person displaying symptoms or confirmed positive cases linked to an event/event venue in order to keep an updated database and monitor any possible outbreaks within the local Events industry – **(021) 417 4035** or Events.permit@capetown.gov.za.

2.7 Administrative, pre and post production services staff:

- (a) Where possible administrative, pre and post production staff should be allowed to work from home
- (b) If work from home is not possible, the number of staff in a workspace must be minimised and subject to physical distancing guidelines.
- (c) Non-essential visitors/staff/patrons/crew should be minimised wherever possible
- (d) All visitors must be made aware of all Covid 19 prevention measures upon arrival at the Workplace and be required to fully comply with all prevention measures.
- (e) All persons undertaking venue recces, pre-production planning meetings and activities at any venue/site/facility must comply with all Covid 19 mitigation measures and requirements applicable at such site/location/facility.
- (f) Should there be any uncertainty about the Covid 19 measures applicable to any site/location/facility, the measures contained in this document



should be applied pending clarity being obtained from the persons responsible for the venue/site/facility.

2.8 Personal Protective Equipment (PPE)

- (a) All event organisers/operators/owners, service providers, vendors and
- (b) independent contractors must ensure that all staff, service providers, casual workers and volunteers have sufficient appropriate OHS PPE items to safely undertake their work.
- (c) To minimize the risk of exposure to coronavirus employers, event organisers/operators/owners, service providers, vendors and independent contractors must further ensure that sufficient and appropriate Covid 19 mitigation measures are in place, including but not limited to face coverings/masks. Workers must not be required to provide their own PPE.
- (d) The Covid Compliance Officer will assume responsibility for the ensuring compliance and reporting on same to the Event Safety Officer and VOC Commander – where applicable.
- (e) Any person not wearing the necessary PPE must not be allowed access to the workplace or event venue.

2.8.1 Use of Cloth Face Masks:

- (a) The wearing of cloth face-masks) is an essential part of the workplace PPE regime and respiratory hygiene or etiquette. -.
- (b) The use of cloth face-masks does not reduce the need for other Covid mitigation/ prevention strategies and should never be promoted separately from hand-washing (or sanitising), physical distancing and other components of cough/sneeze hygiene.
- (c) Surgical (medical) or N-95 respirator masks should preferably be supplied to/worn by medical and EMS personnel.
- (d) Cloth face masks (preferably 3- layer) or similar mouth/nose coverings must be used by all event staff, service providers and crew BUT they must use them properly.



- (e) When wearing a cloth face mask, all persons must still follow all other measures to prevent transmission of the Covid 19 virus, i.e. keep a 22 metre distance from other people, wearing appropriate PPE, regular washing and/or sanitizing of hands, sanitizing and wiping down equipment, etc.
- (f) Everyone must also be educated on how to put on, wear and take off a facemask.

Please note of the following advice for wearing cloth face masks:

- Wash your hands before putting on the mask
- Place the mask with the correct side facing your nose and mouth. Make sure both the nose and mouth are covered well at all times.
- Tie the strings behind your head or if the mask has elastic bands, make sure they are tight.
- Once you have put on the cloth face mask and you are comfortable with the fit of the mask, DO NOT TOUCH YOUR FACE, MOUTH, NOSE & EYES OR THE MASK until you take off the mask
- Do not store the mask around your neck when not in use.
- Wash your hands thoroughly after taking off the mask.
- Wash cloth masks in warm water and iron everyday
- If you need to take off your mask during the work day (e.g. during tea/lunch break) and is then required to put it on again, care must be taken to only handle the masks by the strings of the mask. The mask must be stored in a paper bag (clearly labelled with the person's name) when not in use.

2.8.2 Use of Face Shields or Visors:

- (a) The use of face shields in a work environment to prevent person to person transmission is currently the subject of much debate. Visors are bulky, often impractical and are frequently touched and could potentially contaminate your hands.
- (b) However, in some instances/jobs they do provide protection and should you wish to use them, the same precautions as for the use of facemasks apply.



2.8.3 Use of Gloves:

- (a) Gloves are not generally recommended for regular use by staff/crew but may be required by gear handling and other specialist crew.
- (b) Staff/crew should rather wash their hands frequently or use an alcohol-based hand sanitiser that contains at least 70% alcohol.
- (c) Note that food handlers (e.g. catering/craft staff) should continue to wear disposable plastic gloves and should adhere to all food safety handling measures and removal of PPE guidelines.

3. Event Venues, Facilities & Workspaces

3.1 Ventilation:

Ventilation in venues/workplaces/stores should be maximised where possible. This can be done by for example, using extractor fans, leaving doors fitted with security gates open, opening windows, etc.

3.2 Staff bathroom facilities:

- (a) Encourage staff to wash their hands regularly by displaying appropriate signage.
- (b) Ensure that there is sufficient water and soap available for hand washing. Contactless tap systems or taps operated with elbows are preferred.
- (c) Make use of paper towels that can be disposed of into sealed bins (operated by a foot pedal).
- (d) Ensure that bins are large enough to contain sufficient paper towels and all bins are emptied frequently.
- (e) Toilets and hand basins should be cleaned and sanitised after each use.
- (f) All common use areas must be frequently cleaned and sanitised.

3.3 Daily Cleaning Routines

- (a) The Covid Compliance Officer/s will be responsible for ensuring daily cleaning and sanitizing of the workplace.
- (b) Cleaning and sanitising of the environment needs to occur before commencement of work, during the day and after each day.



- (c) There must be dedicated cleaning staff to regularly sanitise and clean spaces during the day.
- (d) Cleaning Staff must be trained to:
 - Always read and follow the directions on the labels to ensure safe and effective use;
 - Wear skin protection and consider eye protection for potential splash hazards;
 - Ensure adequate ventilation;
 - Use no more than the amount recommended on the label;
 - Use water at room temperature for dilution purposes (unless stated otherwise on the label);
 - Avoid mixing chemical products;
 - Label diluted cleaning solutions;
 - Store and use chemicals out of the reach of children and pets;
 - Never eat, drink, breathe or inject cleaning products or apply directly onto the skin;

3.4 Handling of Waste:

- (a) Waste from waste containers should be disposed of into plastic bags and sealed before discarding into the general waste for refuse collection.
- (b) Staff handling waste must wear utility gloves, face masks and other required PPE.
- (c) Waste handlers and cleaning staff should wear appropriate PPE and closed shoes.
- (d) All Medical waste must be handled and dealt with as per the Western Cape Health Care Waste Management Act, 2007 (Act 7 of 2007): Western Cape Health Care Risk Waste Management Regulations, 2013.

3.5 Receiving goods and equipment from suppliers:

- (a) Drivers should remain in their vehicles as far as possible
- (b) All persons handling delivered goods and equipment, including drivers and assistants must wear appropriate PPE, be screened and their details logged/registered.



- (c) Physical distancing should be maintained when handling delivered goods and equipment
- (d) Drivers/drivers assistants must use an alcohol-based hand sanitiser that contains at least 70% alcohol sanitiser before and after handing over any goods/equipment.
- (e) Ensure regular hand washing/use of an alcohol-based hand sanitiser that contains at least 70% alcohol by all delivery and receiving staff
- (e) Frequently interacted with and touched surfaces and objects should be cleaned and disinfected regularly.
- (f) Use soap and water to clean areas where possible. Then disinfect with a diluted bleach solution (dilute 30ml of bleach per litre of water).
- (g) If an area cannot be cleaned with soap and water, then wipe down the area carefully with a 70% alcohol solution.

3.6 Catering and Hospitality Protocols - including informal food traders and food trucks

- (a) The event organiser must provide a detailed Catering and Hospitality plan detailing Covid 19 mitigation measures to be implemented. The plan should include/detail the following:
 - Records/details of all caterers/catering service providers, including a daily record of –
 - the full names, Identity Number or Passport Number, nationality, nature of position (i.e. temporary, casual or permanent), residential address, and cell phone numbers of employees, food delivery persons (including third party food delivery agents);
 - every food delivery, including the name and address of the person to whom the delivery is made;
 - Such records must be readily available, should it be required;
 - Records must be kept for the duration of the national state of disaster and retained for a period of six weeks after the end of the national state of disaster.
 - Employees and food delivery persons (where applicable) must maintain a distance of at least 1.5 metres apart at all times;



- Employees occupy scullery areas, and use hand wash basins, one at a time;
- Employees that work in clearly defined spaces stay in their space as far as possible;
- Employees must move about using clear pathways with care and attention and not to come in close contact with one another or patrons;
- Where contact between employees takes place, employees must wash hands and go back to safe - spacing as quickly as possible
- Staggered work shifts, break times and serving times so as to minimise the number of staff/patrons/crew in any food courts, catering and hospitality areas, break rooms or canteens at a time;
- Where possible (depending on the specific facility and weather) staff/patrons/crew must be encouraged to spend their breaks outdoors and remind them to continue to wear PPE and practice physical distancing;
- Display signage encouraging staff and patrons to wash their hands thoroughly before eating and to wear PPE and maintain physical distancing;
- Ensure that there are sufficient wash basins and soap available in catering, hospitality areas, break rooms and canteens for staff and patrons to use;
- All surfaces must be cleaned thoroughly and frequently.

(b) Entry and Sit Down:

The Hospitality section must, in respect of guests or customers -

- conduct a screening questionnaire and take precautionary measures to protect the person and other persons on the premises. Such measures may include denying such a person access to the premises;
- not allow any person onto their premises, if that person is not wearing a cloth face mask, or a homemade item that covers the nose and mouth or another appropriate item to cover the nose and mouth;
- ensure that customers or guests wear masks at all times while they are on their premises except when eating or drinking;
- ensure that all customers or guests are sanitised before entering the premises;



- demarcate in a visible manner a distance of at least 1.5 metres –
 - o from the point of sale or serving counter towards the guest or customer;
 - o between customers or guests queuing next to each where two payment tills are opened;
- ensure that customers or guests queue at least 1.5 metres apart behind each other or sideways;
- enforce distancing of 1.5 metres between guests or customers.

(c) Lounges

The following measures must be implemented:

- furniture must be spaced out and excess furniture must be removed as far as possible;
- a notice must be displayed to indicate the number of people that can safely be seated;
- discretion can be used for people from the same small family.

(d) Food Service:

The following measures, as prescribed in legislation, must be implemented:

- No buffets may be offered to guests for self - service;
- Food may only be plated and/or provided in covered single portions;
- Guests may pick up pre - portioned items and any other buffet service should be handled by food service employees only from behind perspex or similar protective shields;
- Disposable containers, crockery, cups and cutlery should be instituted where possible;
- Tables must be sanitised before and after each guest use;
- Where possible, tablecloths should be removed from tables. Only essential items such as salt and pepper, should remain on tables and be sanitised after each guest;
- Items on waiting stations must be minimised;
- Clearing and cleaning systems with designated containers for different items and sealable refuse containers for food waste must be implemented and used.



(e) Self-service food stations:

- Self-service food stations in which food items are left partially covered or uncovered so that customers can help themselves are prohibited.
- Only pre-packed lunch boxes prepared by an accredited service provider that has the necessary COAs and is Covid compliant are to be distributed.

(f) Food preparation areas (Kitchens):

The following measures must be implemented:

- Food preparation and hospitality areas must be well ventilated.
- Workstations must be demarcated to indicate the physical spacing required and Perspex or, similar protective shields may be used to separate facing and side-by-side stations;
- Equipment must be cleaned and sanitised frequently using surface sanitisers. Handles, knobs, dials, switches and static equipment and utensils, pots and pans, and receptacles must undergo more frequent hot washing;
- Kitchen equipment and guest crockery and cutlery must be washed separately both on deep, high temperature wash cycles;
- The exterior of any packaged food item, not completely used up, and of all containers of food, must be sanitised with wipes after each use.
- All goods must be fully sanitised before entering the food preparation area.
- The entire food preparation area must be cleaned and sanitised at regular intervals.

(g) General Protocols for Catering and Hospitality:

- All equipment used for catering & hospitality purposes must be cleaned and sanitised before entering the event space including all food delivery vehicles.



- A cleaning regime must be in place which indicates the person responsible, cleaning areas that needs to be cleaned and sanitised and how often.
- There must be a sufficient supply of potable water, wash hand basins and soap available in the catering and hospitality areas, break rooms and canteens for the use by staff and patrons.
- Gloves must not be used by food handlers, except for cleaning purposes.
- Awareness posters/signage with regards to the washing of hands before eating, maintaining a social distancing of at least 1,5m and the wearing of personal protective clothing must be displayed.
- Electronic payment machines used must be cleaned and sanitised before and after every customer.

3.7 Sound Department

- (a) Disinfect all equipment before and after each use.
- (b) Label mics with the name of the user and disinfect mics and transmitters before and after each use.
- (c) Regularly replace mounting components that cannot be thoroughly cleaned.
- (d) PPE should be worn for the duration of person-to-person contact.
- (e) Utilize boom-only audio where possible
- (f) Physical distancing must be maintained at all times.

3.8 Communication Devices

- (a) Devices (radios, phones, loud-hailers, etc.) should be sanitized and signed out individually on the day before the start of the event in a designated area.
- (b) Devices should be individually bagged and handed to the user in its bag on the day.
- (c) No sharing of devices is to be allowed.
- (d) Replacement batteries should be disinfected in between uses, bagged, and handed out to the crew as needed.



3.9 Front of House/Video Village Set Up

- (a) Chairs/seating should ideally be plastic as they are easier to sanitize/disinfect.
- (b) All Chairs/seats should be disinfected before and after use.
- (c) Front of House /Video Village should be set up outside in a well ventilated area if possible.

Additional equipment/monitors should be set up to allow for physical distancing.

3.10 Venue/ Facility Safety and Hand Over Process

- (a) Venue Owners/ managers and event organisers must agree on and document their respective roles and responsibilities regarding COVID 19 mitigation implementation measures pre, during and post an event. This agreement/document must be included along with all SLAs in the Event Safety Plan.
- (b) Venue owners must ensure that the venue is compliant in terms of COVID 19 Protocols upon handover to the event organiser.
- (c) The venue owner must certify that the venue has been cleaned and sanitised prior to handing over to Event Organiser. The cleaning and sanitising must not have been done more than 48 hours prior to the handover.
- (d) The venue owner and event organiser must perform their respective roles and responsibilities as per the agreement mentioned in 3.10 (a) above.
- (e) The event organiser will be responsible for handing back the venue as per the agreement referred to in 3.10 (a) above.
- (f) In terms of health and safety of the staff and direct service providers of the venue owner, the venue owner must ensure all workplace Covid 19 mitigation measures and protocols are implemented for venue operational staff. This must be made explicit in the agreement referred to in 3.10 (a) above.
- (g) The venue owner, upon entering in negotiations regarding the hosting of an event, must ensure that the Event Organiser/event operating company is compliant in terms relevant Department of Labour regulations.



- (h) All venue safety plans, HIRA/Risk Assessments must be submitted to the Event Safety Officer for inclusion in the Event Safety Plan.

4. Transportation

As and when the regulations are eased and events are allowed to be hosted event organisers will need to consider ways to protect staff, artists, crew and patrons and slow the spread of COVID-19 when using transportation.

When considering transportation options, think about what is feasible, practical, and acceptable in terms of public safety as well as the particular needs associated with the event.

- (a) Reconfigure precinct layouts/parking areas to limit congregation points and ensure proper separation of staff/patrons/crew (e.g. closing every other parking space, pre-determining and identifying crowd movement, entry and egress routes,).
- (b) Where possible all staff, patrons and crew must use their own transport.
- (c) Encourage employees/patrons to use transportation options that minimize close contact with others (eg. walking or cycling, driving or riding by car – alone or with household members only).
- (d) Where possible, allow employees to re-arrange shifts/working hours so they can commute during less busy times;
- (e) Where transport is provided, transport operators must comply with the latest Department of Transport directions/guidelines.
- (f) All transportation staff must be regularly briefed on latest the regulations pertaining to transportation.
- (g) Transport operators must ensure that all transport vehicles doors, window handles, armrests and hand rails are sanitized after every load/trip and that passengers' hands are sanitized before entering a vehicle.
- (h) Ensure one driver is assigned per vehicle and is responsible for the Covid compliance requirements for the duration of a shift.
- (i) The COVID Compliance Officer/s must monitor compliance of this process.



5. Medical

5.1 Medical Plan

- (a) All Event Medical Plans must include contain a Covid 19 specific Risk Assessment and Covid 19 Mitigation Plan detailing:
- Covid 19 Risk Assessment and Mitigation plans.
 - Designated COVID-19 Compliance Officer to oversee the implementation of the Covid 19 plan and adherence to the standards of hygiene and health protocols relating to COVID-19 at the event/venue;
 - a designated, well-ventilated room/structure/area for Covid 19 isolation purposes - in addition to the medical facilities normally required the event;
- (b) All event medical plans must be submitted for approval by the City.
- (c) All event medical plans for events of 1000 person or more must be submitted for approval by the Western Cape Government - Directorate: Emergency Medical Services, Special Events - prior to submission to the City.

5.2 Medical Facilities

- (a) Every workplace or event venue must - in addition to the medical facilities normally required for such a workplace or venue - have at least one designated, well-ventilated room/structure for Covid 19 isolation purposes.
- (b) Events that are either hosted along a route, or with different start/finish venues, or that are regarded as large events may be required to have more than one (1) Covid 19 isolation area/structure.
- (c) Any person presenting with symptoms must be referred and transported to a medical facility/testing centre at the earliest convenience to mitigate the risk of contamination.
- (d) All medical facilities, including Covid 19 isolation facilities, must be sanitised after every medical/ Covid 19 incident.
- (e) All medical facilities, including Covid 19 isolation facilities, must have dedicated access/egress routes for medical/emergency vehicles.



5.3 Medical Personnel

- (a) An event medic may NOT be designated as the Covid Compliance Officer
- (b) Event Medical staff appointed for an event should be deployed in a supportive role in executing COVID-19 protocols to minimise COVID-19 transmissions.
- (c) Medical staff on duty for the event should assist in the re-screening of isolated attendees or attendees displaying increased temperatures/symptoms.
- (d) Medical staff should complete a symptom check and screening questionnaire based on the Depart of Health requirements on persons displaying high temperatures or symptoms described in 6 above.

For relevant forms go to:

- <https://www.nicd.ac.za/diseases-a-z-index/covid-19/covid-19-resources/>
- (e) Should any attendee/employee/crew answer positively to any of the COVID-19 symptom questions they must be isolated and/or prohibited entry to the event as a precautionary measure.
- (f) Medical staff must immediately communicate their screening outcomes and recommendations to the Covid Compliance Officer, Event Safety Officer, the Event Organiser, all services deployed at the event and, if applicable, the VOC Commander.
- (g) Additional medics may be needed to screen/manage the screening of artists, crew, patrons, service providers, visitors, etc.
- (h) Where the response time for transporting medical patients is more than 30 minutes the Event Organiser will need to ensure the deployment of additional medical transportation/ambulances.
- (i) Events that are graded as low risk and only require minimal medical personnel deployment will need to identify and deploy a Covid Compliance Officer at the event. The details of the Covid Compliance



Officer must be contained in the Covid Compliance Plan that is included Event Safety Plan for the event.

6. Security

(a) Security Deployment

- All security companies/staff to comply with and ensure compliance with all Covid 19 protocols and Covid 19 mitigation measures;
- Only screened security staff may be deployed at any event.

(b) Security Plans

- The Event Security Plan must detail the Covid 19 mitigation measures and responsibilities of security staff (e.g. Covid19 screenings, etc.), in addition to their "normal" responsibilities at an event.

6.1 Mag and Bag Areas

- (a) Venue Entry / Exit Layout plans detailing Covid 19 mitigation measures must be submitted as part of the Event Plan
- (b) COVID Screening must be conducted prior to reaching the mag and bag areas.
- (c) Flow rates will decrease/slow down due to implementation of COVID 19 Screening and mitigation measures. Adequate time must be built into event programming to allow for slowed/extended access phases for the event.
- (d) The Covid 19 mitigation Screening / Mag and Bag Areas and procedures are to be included in the Risk Assessment /HIRA.

6.2 Searching / Search points

- (a) All Patrons must open, unpack/ repack their own bags under supervision of security staff.
- (b) All Security must wear the required PPE and to sanitize between individual searches/pat downs.



- (c) Security placement – security staff are to remain at their designated search points/ positions until completion of the event. This may increase security deployment totals.
- (d) Information regarding the implementation of Covid 19 mitigation measures and the need for patrons to allow for the additional time required for entry to event must be communicated to attendees prior to the event and included on all event tickets and promotional media.

7. Event Logistics and Plans

7.1 Accreditation Plan

- (a) An Accreditation plan must be submitted and include COVID 19 Protocols/measures to be put in place.
- (b) All accreditation to be collected prior to the event day.
- (c) Individual (rather than bulk) collection of accreditation must be encouraged.
- (d) Physical distancing measures must be implemented upon collection of all accreditation, VAPS, etc.

7.3 Ticketing Strategy

- (a) The Event Ticketing Strategy must address/assist with the generally accepted Covid 19 mitigation measures and protocols applicable at the time and the specific measures implemented for the event.
- (b) The Event Ticketing Strategy must clearly identify whether/how the Event Organiser will address:
 - Pre-Screening at time of ticket sales (e.g. use of online questionnaires, etc.);
 - Resale/bulk purchasing of tickets;
 - Minimization of interpersonal contact at access (use of contactless, tap-and go technology, etc.)



- Ticketing Sales methodologies (e.g. online platforms, remote/off-site/on-site sales, etc.)
- On-site Ticket verification points and processes.

7.4 Venue/ Facility Safety and Hand Over Process

- (a) Venue Owners/ managers and event organisers must agree on and document their respective roles and responsibilities regarding COVID 19 mitigation implementation measures pre, during and post an event. This agreement/document must be included along with all SLAs in the Event Safety Plan.
- (b) Venue owners must ensure that the venue is compliant in terms of COVID 19 Protocols upon handover to the event organiser.
- (c) The venue owner must certify that the venue has been cleaned and sanitised prior to handing over to Event Organiser. The cleaning and sanitising must not have been done more than 48 hours prior to the handover.
- (d) The venue owner and event organiser must perform their respective roles and responsibilities as per the agreement mentioned in 3.10 (a) above.
- (e) The event organiser will be responsible for handing back the venue as per the agreement referred to in 3.10 (a) above.
- (f) In terms of health and safety of the staff and direct service providers of the venue owner, the venue owner must ensure all workplace Covid 19 mitigation measures and protocols are implemented for venue operational staff. This must be made explicit in the agreement referred to in (3.10 a) above
- (g) The venue owner, upon entering in negotiations regarding the hosting of an event, must ensure that the Event Organiser/event operating company is compliant in terms relevant Department of Labour regulations.
- (h) All venue safety plans, HIRA/Risk Assessments must be submitted to the Event Safety Officer for inclusion in the Event Safety Plan.



7.2 Access and Egress Management

(a) Queueing.

- The Event Plan must detail all access routes, plans, etc.
- Queues must not impede emergency access and routes
- Separate pedestrians from vehicle traffic,
- Queues must ensure consistent physical distancing,
- Queues must ensure adequate space for other pedestrians to safely pass.
- Where queuing space inside or outside a venue is limited, the Event Organiser Venues must meet with public safety authorities to discuss and make arrangements to safely manage queues, including early-arriving patrons;
- Queues can be managed using common methods such as lines marked on the ground, rope and stanchions, fencing or bike racks in combination with workers;
- Queues can be managed by staff who provide information about anticipated wait time and ingress procedure and also enforce social distancing.
- Queuing and waiting areas should have signage displaying Disclaimer / Right of Admission notices informing patrons of the implementation of mandatory COVID 19 Protocols at the event, the event's health and safety rules - including physical distancing guidelines, face covering requirements, etc.

(b) Management of physically challenged/persons with disabilities

- Separate access and health screening measures may be required to manage physically challenged persons /persons with disabilities;



- Venues, even those with temporarily reduced capacity, must offer accessible, physically distanced seating, including companion seating, to comply with applicable legislation.
- Patrons whose disability precludes them from queueing must be accommodated through expedited access procedures;

(c) VIP Management and Access

- The Event Organiser must ensure that all COVID Protocols related to the event are communicated to all VVIPs, protocol staff, sponsors, etc. and are adhered to in the interests of public safety at all times.

(d) Emergency Egress.

- Event organizers will have to coordinate with all stakeholders, including venue owners, public health and public safety officials, to re-evaluate emergency plans as larger events gradually return.
- The area/s of refuge must be able to accommodate the number of patrons, staff and persons present at the venue - while maintaining physical distancing.
- Event staff, workers and volunteers will need to be trained to manage crowds exiting during an emergency while still attempting to minimise the risk of contagion.

7.3 Media Management

All media and media operations will be subject all Covid 19 mitigation and protocols measures in place for the event.

7.4 Communication

- (a) Information regarding the implementation of Covid 19 mitigation measures and the need for patrons to allow for the additional time required for entry to event must be communicated to attendees prior to the event and included on all event tickets and promotional media.



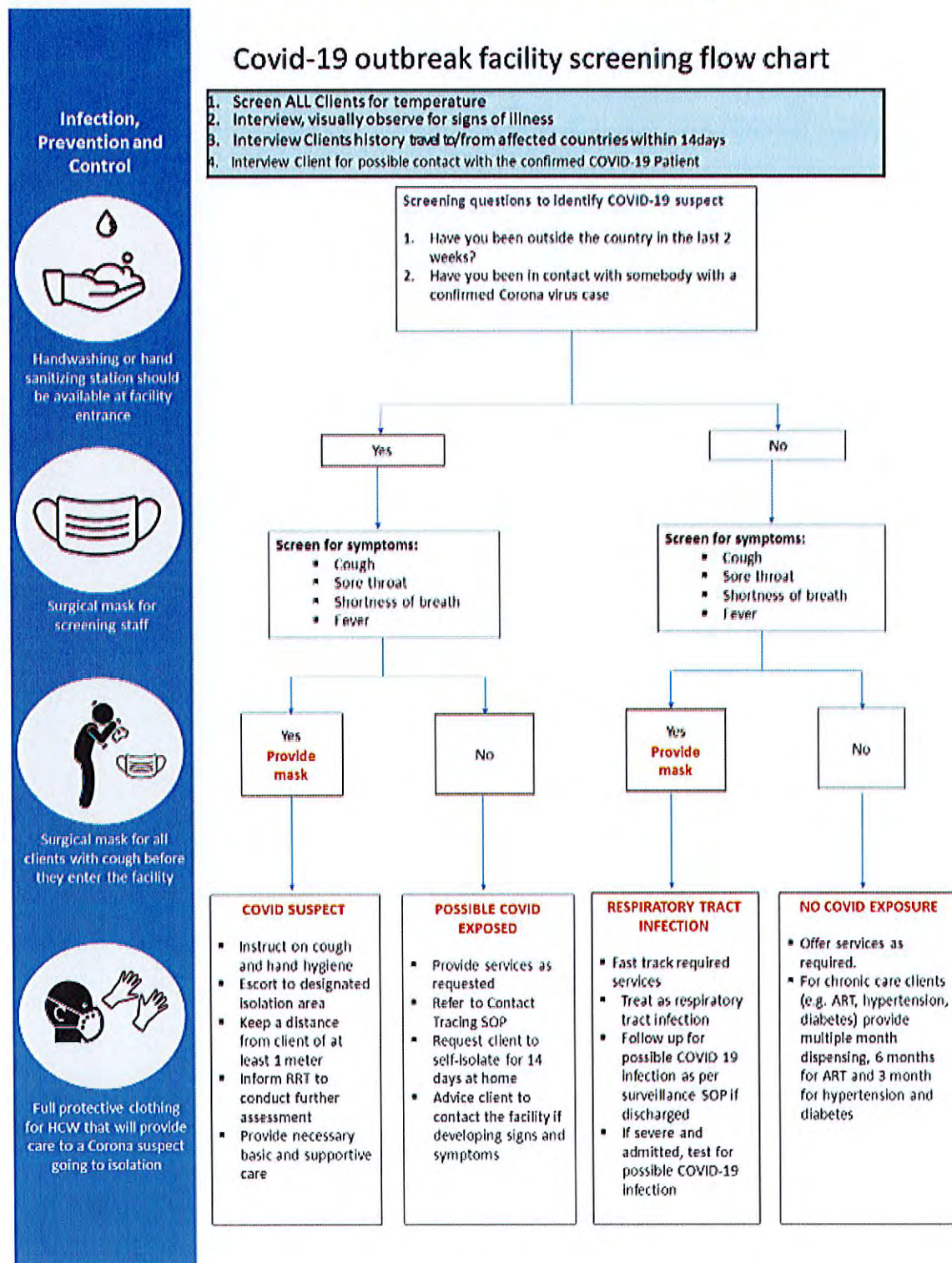
- (b) Pre- event communication should also assert the rights of the Event Organiser and/or Event Owner/s to implement any appropriate measures deemed appropriate to prevent the spread of the Corona virus at the workplace/event.

7.5 Disclaimer / Right of Admission Notices

- (a) The Event Organiser must provide appropriate Right of Admission Notices and communication asserting the right of the Event Organiser and/or Event Owner/s to implement any measures deemed appropriate to prevent the spread of the Coronavirus at the workplace/event, including, inter alia, the cancellation of the event, refusing admission to and/or removal of persons in instances of non-compliance with Covid 19 mitigation measures put in place for the event, etc.
- (b) Disclaimer / Right of Admission notices must be displayed at all entry points and around the venue.
- (c) Disclaimer / Right of Admission notices should also be included on all event tickets and promotional material.



Annexure A: Covid 19 Outbreak Facility Screening Flowchart



Annexure B: Standard Precautions – Dealing with Suspected Infections

Standard Precautions/recommended measures for suspects include the following:

- 1) Ask the patient to wear a medical mask and move them to a single room with the door closed
- 2) Staff entering the room should use standard, precautions – including wearing a fit-checked P2 respiratory (or a N95) mask, disposable gown, gloves and eye protection – in addition to standard precautions.
- 3) Ensure that the patient, potentially contaminated areas, and waste are managed appropriately.
- 4) Cover nose and mouth during coughing or sneezing with tissue or flexed elbow for others.
- 5) Perform hand hygiene after contact with respiratory secretions.
- 6) Rational, correct, and consistent use of available PPE helps to reduce the spread of the pathogens.

These precautions should continue if the patient is admitted and moved (maintaining infection control) to another hospital area.

Standard Precautions for Contact and Droplet precautions for suspected COVID-19 infection:

- 1) Place patients in adequately ventilated single rooms
- 2) When single rooms are not available, can put patient in one room maintain the distanced of at least 1 meter between beds. As much as possible avoid mixing together of suspected and Confirmed cases.
- 3) Apply Infection prevention and control measures when providing health care where COVID- 19 infection is suspected, the Interim Guidance in addition to Standard Precautions, all individuals, including family members, visitors and HCWs should apply Contact and Droplet precautions is to:
 - Place patient beds at least 1-m apart;
 - Use a medical mask
 - Use eye/facial protection (i.e. goggles or a face shield);
 - Use a clean, non-sterile, long-sleeved fluid resistant gown;
 - Use gloves;
 - Use either single use disposable equipment or dedicated equipment (e.g. stethoscopes, blood pressure cuffs and thermometers). If equipment needs to



be shared among patients, clean and disinfect between each patient use (e.g. ethyl alcohol 70%);

- Refrain from touching eyes, nose or mouth with potentially contaminated hands;
- Avoid the movement and transport of patients out of the room or area unless medically necessary.
- Use mobile equipment as much as possible to minimize shifting of patients, e.g. portable X-ray.
- If transport is required, use pre-determined transport routes to minimize exposures to staff, other patients and visitors and apply medical mask to patient;
- Ensure that HCWs who are transporting patients wear appropriate PPE as described above and perform hand hygiene; refer to transport SOP
- Notify the receiving area of necessary precautions as soon as possible before the patient's arrival;
- Routinely clean and disinfect patient-contact surfaces;
- Limit the number of HCWs, family members and visitors in contact with a patient with suspected COVID-19 infection;
- Maintain a record of all persons entering the patient's room including all staff and visitors.



Annexure C: Useful Resources & Links

Guidelines and information about the novel corona virus continues to change regularly. The resources and associated information below are believed to be current as at the time of drafting of this document. Accordingly, you must review the most up to date resources and applicable local laws, regulations and directions on a regular basis leading up to your event - which should take precedence over any of the general information presented in this document.

World Health Organization

- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
- <https://www.who.int/publications-detail/considerations-for-public-health-and-social-measures-in-the-workplace-in-the-context-of-covid-19>
- <https://www.who.int/publications-detail/contact-tracing-in-the-context-of-covid-19>
- <https://www.who.int/publications-detail/cleaning-and-disinfection-of-environmental-surfaces-in-the-context-of-covid-19>
- <https://www.who.int/publications/m/item/guidance-for-the-use-of-the-who-mass-gatherings-sports-addendum-risk-assessment-tools-in-the-context-of-covid-19>
- <https://www.who.int/publications/i/item/10665-332235> -
(Key planning recommendations for mass gatherings in the context of the current COVID-19 outbreak)

National Institute for Communicable Diseases (NICD):

- <https://www.nicd.ac.za/>
- <https://www.nicd.ac.za/diseases-a-z-index/covid-19/covid-19-resources/>
- <https://www.nicd.ac.za/wp-content/uploads/2020/04/Guidance-for-symptom-monitoring-and-management-of-essential-staff-with-COVID-19-related-illness-final-2.pdf>
- <https://www.nicd.ac.za/diseases-a-z-index/covid-19/covid-19-guidelines/quarantine-and-isolation-in-relation-to-covid-19-exposure-and-infection/>

American Chemistry Council's (ACC) Center for Biocide Chemistries -Novel Coronavirus (COVID-19)—Fighting Products

- <https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>



National Institute of Occupational Health

- <http://www.nioh.ac.za/national-resources/>
- http://www.nioh.ac.za/wp-content/uploads/2020/05/HSPractioner-guide_1May2020.pdf
- <http://www.nioh.ac.za/wp-content/uploads/2020/05/COVID-19-Worker-Risk-Assessment-guide.pdf>
- <http://www.nioh.ac.za/wp-content/uploads/2020/03/g-DoEL-Workplace-Preparedness-COVID-19-Guidelines-22March2020.pdf>

Natl Govt/Dept of Health:

- <https://sacoronavirus.co.za/covid-19-risk-adjusted-strategy/>
- <https://sacoronavirus.co.za/guidelines-and-relief/>
- https://sacoronavirus.co.za/wp-content/uploads/2020/07/guide_positive_worker_19May20.pdf
- https://www.gov.za/sites/default/files/gcis_documents/Coronavirus%20Survival%20Guide.pdf
- https://www.gov.za/sites/default/files/gcis_documents/Poster-Prevent_COVID-19.pdf
- https://www.gov.za/sites/default/files/gcis_documents/Infographics-COVID-19.pdf
- https://www.gov.za/sites/default/files/gcis_documents/keymessages.pdf
- <https://www.gov.za/coronavirus/faq>
- <http://www.health.gov.za/index.php/component/phocadownload/category/676-national-public-hygiene-strategy-and-implementation-plan>

Other Resources, Links:

- <https://www.eventsafetyalliance.org/esa-reopening-guide>
- <https://www.eventbrite.com/l/covid19-event-safety/>
- <https://www.ufi.org/industry-resources/coronavirus/>



Protocols for Hosting Safe Events during Covid 19

What must You Do

1. Risk Assessment – Covid 19

- Identify inherent risks and other factors that may affect your event and understand mitigation options that may reduce COVID-19 transmission risk at an event;
- Update the risk assessment with new information and guidance regularly as the event approaches
- The risk assessment process will determine the level of risk of transmission at your event and assist in making informed decisions about risk acceptance for an event including whether to postpone or delay an event, or materially change its format.
- Forms part of the overall Hazard Identification and Risk Assessment (HIRA) for your event.

2. Compliance

- Ensure compliance with all prevailing legislation, applicable guidelines and standards.
- Appoint the necessary COVID 19 Compliance Officer/s.
- Ensure all necessary measures are in place and undertake constant monitoring and evaluation of such measures.
- Ensure all your service providers are compliant with prevailing guidelines and legislation
- Ensure all staff, workers and service providers are adequately trained and equipped with the necessary PPE.
- Ensure that all necessary cleansing and sanitation measures and protocols are implemented.

3. Venues/Facilities and Routes.

- Must allow for mandatory Physical distancing – persons and vehicles.
- Ensure Separate access and egress routes and dedicated Emergency access
- Venue Owners/ managers and event organisers must agree on and document their respective roles and responsibilities regarding COVID 19 mitigation implementation measures pre, during and post an event. This agreement/document must be included along with all SLAs in the Event Safety Plan.
- Venue owners must ensure the venue is compliant in terms of COVID 19 Protocols upon handover to the event organiser. Cleaning and sanitising must not have been done more than 48 hours prior to venue handover
- Event Organisers are be responsible for handing back the venue as per the agreement referred to above.

4. Event Plans and Logistics

- All venue safety plans, HIRA/Risk Assessments, COVID 19 Mitigation plans must be submitted to the Event Safety Officer for inclusion in the overall Event Safety Plan



- Event Plans and Logistics must speak to COVID 19 Risk Assessment and event specific HIRA.
- Detail measures to protect the health and safety of workers, officials and members of public from the risk of exposure and to mitigate against the spread of the coronavirus at all stages of your event, including build-up and breakdown.
- Include COVID-19 mitigation measures in all event plans and processes, such as physical distancing, cleansing and sanitisation, medical, security, access and egress, catering and hospitality plans, etc.
- Medical Plans
 - Must detail COVID 19 facilities, procedures and mitigation measures.
 - Event Venue must have at least one designated, well-ventilated room/structure for Covid 19 isolation purposes - in addition to the medical facilities normally required for the event.
 - An event medic may NOT be designated as the COVID Compliance Officer
- Security Plan
 - Must include COVID 19 facilities, procedures and mitigation measures to be implemented, including venue entry/exit layout plans, screening and search points, etc.
- Ticketing Strategy
 - Must assist with implementation of COVID 19 mitigation measures such as:
 - Pre-Screening at time of ticket sales (e.g. use of online questionnaires, etc.);
 - Resale/bulk purchasing of tickets;
 - Minimization of interpersonal contact at access (use of contactless, tap-and-go technology, etc.)
 - Ticketing Sales methodologies (e.g. online platforms, remote/off-site/on-site sales, etc.)
 - On-site Ticket verification points and processes.
- Disclaimer / Right of Admission Notices
 - The Event Organiser must display appropriate Disclaimer / Right of Admission Notices which assert the right to implement appropriate measures to prevent the spread of the Corona virus at the event including the cancellation of the event.
 - Notices must be displayed at all entry points and around the venue and be included on all event tickets and promotional material.