

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Glebe Music Festival
Business location (town, suburb or postcode)	Glebe Town Hall
Select your business type	
Community centres and halls	
Completed by	Edwin David George McIntosh
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Effective date	18 October 2021
Date completed	28 October 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell from the premises.

Agree

Yes

Tell us how you will do this

address. On the sign-in sheet they will be asked to declare that they are asymptomatic. They will also be asked to contact their GP should they develop symptoms within 7 days after the concert.

I am an infectious diseases specialist myself – I do not believe that measuring temperatures with those hand-held gadgets is of any benefit whatsoever, so I do not propose implementing those.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.

Agree

Yes

Tell us how you will do this

The best local resource I can identify is COVID-19 | NSW Government I shall make sure the musicians and any helpers have referred to this. I shall also ensure that the musicians and helpers are fully vaccinated. If they are not fully vaccinated, they will not be able to perform or help.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

The City of Sydney has displayed posters at entrances to venues to remind hirers of their responsibilities. The condition of entry poster reminds all those attending the venues that it is a requirement of entry that they are fully vaccinated, that they check in with the QR code provided by the City of Sydney at the venue, that they need to wear a mask, they need to maintain physical distancing, they need to practise good hand hygiene and to stay at home if unwell.

The following is displayed on the Glebe Music Festival website www.glebemusicfestival.com "Open to fully vaccinated people and those with medical exemptions. Masks required. Social distancing in practice. Your name will be checked

against the booking list on arrival. Those with symptoms may not enter. Check NSW Health". This is also included in the What's On In Sydney entries and will be displayed on-site and on the TryBooking ticket.

On the TryBooking site it states: "This is a COVID-safe event. See NSW Health."

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, visitors and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry where practical and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: This requirement applies at public swimming pools and indoor recreation facilities including gyms.

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.

Agree

Yes

Tell us how you will do this

See above (display conditions of entry.....). Vaccination status or medical exemption will be checked on arrival either by production of a paper copy (by performers, helpers, audience) or by the App (mobile phone to be used to check the QR code). Production of vaccination status or medical exemption is a pre-requisite for entry.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Note: Group classes at a gym and group dance classes at an indoor recreation facility must be limited to no more than 20 persons.

Note: Indoor swimming pools can only open for swimming lessons, squad training, lap swimming, and rehab activities.

Agree

Yes

Tell us how you will do this

Yes, Jenn Martin has informed us that there can be a maximum of 45 in the Main Hall and 22 in the Southern Hall. These numbers won't be exceeded. There is a limit on the number of tickets available at TryBooking.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Yes, the helpers will manage the audience and there will be no refreshments. We shall maintain a 1.5m distance between people and not exceed the advised capacity number in the Glebe Town Hall to a maximum of 45 in the Main Hall and 22 in the Southern Hall, provided that there is still 4 square meters per person available there. Verbal reminders will be given throughout the meeting about social distancing by the organiser.

Avoid congestion of people in any specific areas within the venue where possible,

such as change rooms and other communal facilities.

Agree

Yes

Tell us how you will do this

Yes, the helpers will manage the audience and guide audience members one-by-one to the toilet facilities as necessary. We shall remind people at the beginning of the concerts that there are limits on the number of people who can visit the toilet at any one time. We shall also remind them that they need to maintain physical distancing when they are waiting to check in using the vaccination certificate or when having their medical exemption checked.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Agree

Yes

Tell us how you will do this

This has never been a problem at the Glebe Town Hall and we shall ensure that there are no gatherings out on St John's Road. Audience members will be directed inside, checked in and then immediately to their seat. We shall ensure no crowding. Normally people arrive at the concerts in plenty of time and we shall ensure that there are helpers available at least 30 minutes before the start of the concerts.

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

There is no need for the audience to sing – the audience won't be singing.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

As many windows will be open as possible except if there is pouring rain in which case they will be opened minimally. I have reviewed the ventilation guidelines.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Not possible for these events.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

The City of Sydney has provided the following advice in relation to venues and we will nominate one person at our booking to follow the guidance below when we arrive at the venue and throughout our booking. If we require any further information or have any questions, we will contact the Community Venues team for further advice.

At buildings with a ducted air conditioning system (characterised by in-ceiling air outlets): Fresh air (drawn from outside the building) has been increased by up to 40%. The building has had a fresh air purge with outside air prior to the site re-opening, as

part of pre-occupation safety checks.

At buildings with split AC systems (an AC Unit on the wall): Where available, openable windows and doors are open for the maximum duration practical during operation and at least once at facility opening or at end of day. Mechanical extraction is in operation in bathrooms and some other spaces, these assist the building to draw fresh air.

At buildings that use natural ventilation: buildings are designed to naturally draw air in from outside and allow air to flow outside via vents and windows. Windows and doors are open where practicable, for the maximum duration possible. Ceiling fans should be left on where possible during operating hours. Where available, mechanical air extraction is in operation in bathrooms and other spaces (such as kitchens) which assists with drawing fresh air from outside the building.

Yes, we can turn on the fans if there is no natural ventilation through the windows.

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

As many windows will be open as possible except if there is pouring rain in which case they will be opened minimally. In any case, we always close them at the end of the concerts at the Glebe Town Hall. We shall nominate one helper to check that the ventilation is adequate and appropriate.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

Mechanical ventilation systems are regularly maintained and cleaned. The City has an ongoing contract for facilities maintenance to maintain systems and filter changes in accordance with legislation, regulations and codes of practice.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

The City is reviewing ventilation for further opportunities to increase fresh air, minimise air transfer between zones or floors, and provide additional filtration and monitoring. The City is consulting with relevant experts as required.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Note: People engaging in physical exercise are exempt.

Agree

Yes

Tell us how you will do this

Yes, masks compulsory. I have a plentiful supply of masks which I shall make sure are available.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Yes, hand sanitiser will be provided. I have a plentiful supply of sanitiser which I shall make sure is available. Helpers will be reminded to sanitise regularly.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

The City of Sydney will be responsible for providing soap, hand towels and posters on how to wash hands above handbasins in the venue. The hirer will be responsible for letting the Community Venues team know if there is no soap or paper towels in the venue by calling 9265 9333 or by email to communityvenues@cityofsydney.nsw.gov.au

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day. Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. Encourage visitors to wipe down equipment after they have finished using it

Agree

Yes

Tell us how you will do this

We shall wipe surfaces, door-handles, lift buttons, bannisters and other high touch points frequently with disinfectant. We shall use gloves and wash hands regularly.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.

Note: Community centres and halls are not required to collect electronic entry records but are strongly encouraged to do so.

Agree

Yes

Tell us how you will do this

The City of Sydney has provided a venue specific QR code for use by anyone over 18 attending this booking. This is located near the entrance and within the hireable space at the venue. The hirer will ask all people, as they enter the venue or hireable area, to scan the QR code and enter their name and phone or email contact on the online form. The hirer will have a device ready to assist with reading the QR code, opening the online form and collecting details from any attendees who are unable to complete this requirement themselves.

The hirer will ensure that all attendees will scan the QR code and complete the contact form before they are allowed to participate in the activity at the booking. The hirer understands that they will be contacted if it is found that the QR code is not used by people attending the venue for their booking and that this may mean that the hirer will be suspended from using the venue until such time as they agree to use the QR code for contact tracing purposes. The hirer will contact the Community Venues team if there is any issue with the use of the QR code.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

There will be helpers to assist with and monitor the checking-in process whilst, at the same time, ensuring physical distancing and sanitisation as appropriate.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

Yes, there is a record through TryBooking and, in addition, we shall document names, contact details, email and telephone number. This will be especially important for anyone who does not have a mobile phone. I shall contact Community Venues on 02-92467869 in the event that I am notified of a positive SARS-CoV-2 case.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

If I am contacted by NSW Health with regard to a positive case, I shall contact the Community venues team on 9246 7869 or communityvenues@cityofsydney.nsw.gov.au

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

Yes