



INTERNATIONAL STADIUM

COVID SAFE Event Framework

Council understands the difficulties that have been faced by event operators during the COVID-19 pandemic. To assist you, and allow you to plan for your COVID Safe events at C.ex Coffs International Stadium, Council have developed the following framework:

Council are committed to	Event Operators are required to
<ul style="list-style-type: none"> • Being COVID SAFE: to ensure the venue remains COVID SAFE Council have undertaken the following: <ul style="list-style-type: none"> - Risk Assessment around COVID19 - COVID19 Safe Business Plan - Food & Beverage staff completed COVID Food safety courses - Registered as a COVID Safe Business on the Coffs Coast (Coffs Coast Cares) - Venue & Event staff have all completed briefings and are committed to assisting you deliver a COVID Safe event. • Assist with appropriate Record keeping by implementing a QR Code Guest Check in System for all guests to sign in as they enter the venue. Please note this does not remove the need for event operators to provide a reasonable method of record keeping • Temperature testing: all venue staff onsite throughout the event will be temperature tested upon arrival. • Keep Communication Open: your event coordinator will keep you updated as restrictions continue to change to ensure you have as much time as possible to make necessary changes for your event • Assist with physical distancing requirements by: <ul style="list-style-type: none"> - Encouraging spectators attending events are limited to essential only. - Reducing the maximum attendance within the venue to 500. - Reducing the number of people permitted in each venue space (internal and external) with clear signage demonstrating maximum capacities. - Installing appropriate physical distancing reminder signage around the venue. - Changerooms are only available for use at the discretion and management of the event organiser. Safe capacities noted on signage. - Installation of sneeze guards at kiosk service points. • Provide a clean & sanitised venue by: <ul style="list-style-type: none"> - Installing sanitiser stations throughout the venue - Having onsite cleaners during events to maintain regular sanitising of high touch surfaces (door knobs, taps, light switches, handrails etc.) in high traffic areas such as public toilets & walkways - Undertaking a full clean and sanitisation of all areas and equipment following each event • Provide a venue induction with the Event Operator on event day to ensure full understanding on each parties' responsibilities regarding monitoring and adhering to venue COVID19 policies. 	<ul style="list-style-type: none"> • Be Flexible: regular dates may not be available due to the postponing of many events. <ul style="list-style-type: none"> - Events that run over multiple days may need to alter the event draw or run shorter games to reduce overall days and/or consider running over different days of the week - Spaces you traditionally use may not be changes to minimise Risk and Cleaning fees • Be Informed and Responsible: It is the responsibility of the event operator to ensure they are aware of all State and Federal guidelines and to ensure appropriate guidelines are being adhered to by event attendees, particularly in relation to physical distancing. This includes providing an onsite contact responsible for implementing your organisation's COVID Safe Plan during the event. (NB your onsite contact must be available during the event (i.e. should not be a player or official) • Proactively monitor identified COVID Hotspots and implement necessary risk management strategies as per your COVID Safe plan. • Assist with physical distancing requirements by: <ul style="list-style-type: none"> - Complying with venue guidelines and polices including capacities of event spaces - Ensure that the venues' maximum capacity is not in excess of 500 - Monitor attendees to ensure physical distancing and hygiene guidelines are maintained including making announcements over the PA system • Record names/contact details: provide a reasonable method of recording contact details of every person in attendance at the event as noted in your COVID Safe Plan or by providing personnel at the entry point to collect this data. For guidelines please visit https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules • Communicate and encourage use of Venue's QR Code Guest Check-in upon entry to ensure appropriate record keeping for the duration of your event. • Notify Stadium management immediately if there if you become aware of a Positive COVID case whilst your event was running. • Share the "Arrive, Participate, Leave" message: encourage participants to prepare/dress for the event at home and follow the principles of "arrive, participate, leave" • Manage equipment supplied by your organisation including moving between competition areas and sanitising between users (cones/markers/batons/shotput etc) • Provide Council with: <ul style="list-style-type: none"> - Your current Certificate of Insurance, - Your COVID Safe Risk Management Plan or COVID Safe Business Plan specific to your sport/event. • Keep Communication Open: please keep in touch with us regarding plans to change dates or cancel events as soon as practicably possible