

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

Your COVID-19 Safety Plan

Major recreation facilities, stadiums, showgrounds, racecourses

Business details

Business name	Dorper Sheep Society of Australia inc.
Business location (town, suburb or postcode)	ABRI - UNE Armidale NSW 2351. Plan for ER Sale Dubbo NSW 2830
Completed by	David Piper Eastern Region President for Sara Winn - EO DSSA
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Effective date	29 January 2021
Date completed	29 January 2021

Wellbeing of staff and customers

Review the 'COVID-19 safety guidance for large events' available on nsw.gov.au and consider which risks and mitigation measures are relevant to your event before completing this COVID-19 Safety Plan.

This is a fluid document and will be updated to reflect the current Covid protocols in place at the time of the event. DSSA is a registered Covid safe business.

Exclude staff and customers who are unwell from the premises.

People who are unwell, or from known hot-spots, are asked not to attend the Eastern

Region Sale, nor enter the venue. There will be a checkpoint area, including QR code sign in, when first arriving at the venue. Vendors are encouraged to have a backup plan if they have sheep in the sale. If they are unwell they will not be permitted to bring their sheep personally. The classing will be live streamed to the DSSA Facebook page, providing remote options for buyers to view sale sheep without attending the venue. The sale will be interfaced with Auctions Plus allowing buyers to bid and purchase sheep online, and have them delivered without attending the event in person. These options ensure that people can be involved with the event from their own homes and attend "virtually" by watching online if they are unwell.

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

All staff/attendees are up to date with the latest COVID-19 information and regulations and will keep informed of changes as they occur. If staff, or anyone attending the event is unwell and showing symptoms of COVID-19, testing is encouraged immediately. There are three recognised Covid testing centres in Dubbo. Dubbo Base Hospital is suggested to be the first contact: 02 6809 6809.

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

Staff are aware of their leave entitlements with their employer, Agricultural Business Research Institute. Anyone who is unsure, is asked to talk to their employer.

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

Current Covid 19 Protocols will be in place. Requirements will be posted on the Dorper Sheep Society website, and social media pages. Requirements will also be emailed to the DSSA members in the lead up to the event. Conditions of entry will be clearly marked at all venue entrances. Appropriate signage will be displayed in areas where exhibitors and vendors will be present. Everyone attending the event will be required to follow these instructions and conditions of entry.

Consider whether appropriate cancellation or flexible booking is available where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).

Exhibitors and vendors are encouraged to have a back up plan, if they cannot attend due to being unwell, awaiting test results or border closures. This could include sending sheep to the showgrounds and organising someone at the event to take care of them in their place, or withdrawing entries from the event. If staff or committee members cannot attend due to being unwell or awaiting test results, there are other members

who can take on their responsibilities at the event.

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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

No other public activities or public access will be conducted on the same day, at the venue.

In indoor areas, alcohol should only be consumed by seated customers. There should be no dancefloors.

Non applicable. No alcohol.

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.

Non applicable. Sheep Sale.

Physical distancing

Outdoor major recreation facilities can have 100% of seated capacity if ticketed and seated. Unstructured seating areas must not exceed one person per 2 square metres of publicly accessible space.

Indoor major recreation facilities can have 75% of seated capacity if ticketed and seated, OR one person per 4 square metres of publicly accessible space (Greater Sydney) and one per 2 square metres (other regions).

If there are separate premises in the major recreational facility, such as a food and drink premises, the maximum capacity in those separate premises is one person per 2 square metres and one person per 4 square metres in indoor areas in Greater Sydney. Children

count towards capacity limits.

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

The event is not ticketed. Allocated seating areas will not exceed 25% of its capacity. The DSSA will ensure that there is 2 square metres space per person at all times. (regional area)

In Greater Sydney, face masks must be worn by public facing staff in any hospitality premises, unless exempt.

Non applicable. Not greater Sydney. Regional area. Dubbo NSW.

Ensure 1.5m physical distancing where possible, including:

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

There will be a designated entry and exit clearly marked on all walkways. Social distancing measures will be followed in walkways, with the number of people allowed in a walkway determined by the 2m² rule as will the seating areas. Food and soft drinks will be available from caterers, social distancing must be observed by those eating and purchasing food.

Have strategies in place to prevent co-mingling of spectator groups, such as by using alternate sections and closing access corridors. Each section should have a designated entry/exit, toilets and food/drink service.

There will be a designated entry and exit clearly marked on all walkways. Social distancing measures will be followed in walkways, with the number of people allowed in a walkway determined by the 2m² rule as will the seating areas. Food and soft drinks will be available from caterers, social distancing must be observed by those eating and purchasing food.

Consider exiting each section in staggered times to avoid crowding outside the venue. If a venue has multiple grounds, consider staggering the start times of different shows/matches to minimise crowding.

When moving around venue people will be instructed to adhere to social distancing and be referred to the Covid plan. There will be 2 m² space per person at all times. It will not

be a large event, crowding outside the venue will not occur.

Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or to order food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.

As mentioned above, there will be a designated entry and exit clearly marked on all walkways. Social distancing measures will be followed in walkways, with the number of people allowed in a walkway determined by the 2m2 rule as will the seating areas. Food and soft drinks will be available from caterers, social distancing must be observed by those eating and purchasing food.

Use signage at entrances to halls or exhibit areas to communicate the maximum safe capacity, and consider displaying signage with arrows to direct the flow of visitors.

Conditions of entry will be clearly marked at all venue entrances. Appropriate signage will be displayed in areas where exhibitors and vendors will be present. Everyone attending the event will be required to follow these instructions and conditions of entry. These conditions, as mentioned previously, will be emailed to those potentially attending the event and the Covid plan will be publicly in a number of social network areas, with the first contact for additional information the DSSA.

Consider implementing a time-based booking or ticketing system for showground events or popular exhibits to minimise crowding.

The size of the event allows for easy application and adherence to the 2m2 rule. This has been covered above in the "Ensure 1.5m section".

If there are security bag checking arrangements in place, have strategies to minimise crowding such as additional staffing and asking people to open their bags for quick visual inspection. If staff need to touch the bag or items within, have hand sanitiser available for them to use before and after.

Non applicable. No bags checks or security.

Consider strategies to manage crowding during breaks, such as allowing people to bring their own food and drinks into the venue, or hiring additional personnel to assist with crowd control.

Social distancing to apply at food vans. Breaks will be long enough to ensure there is no crowding or rushing to get food. Everyone will be permitted to bring their own food and

drinks.

Promote online ticket purchasing and electronic ticket checking.

Non applicable.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).

All people in attendance to adhere to 1.5m rule.

Use telephone or video for essential staff meetings where practical.

Any meetings will be held prior to the event by teleconference. No staff/committee meetings will take place at the event. Vendor meeting on day of sale will be spaced out appropriately and only include vendors.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

Breaks will be staggered for staff and committees, and long enough to ensure there is no crowding or rushing to get food.

Consider physical barriers such as plexiglass around counters with high volume interactions with customers. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

Nutrien Ag Solutions will take relevant measures to ensure there is no close contact at their registration desk on the day of the sale. Social distancing will be adhered to throughout the entire venue. Food vans will also have their own Covid protocols and signage in place.

Review regular deliveries and request contactless delivery and invoicing where practical.

Non applicable.

Have strategies in place to manage gatherings that may occur immediately outside the premises, or in staff meeting or break rooms.

All visitors will be asked not to gather immediately outside the premises before or after the event. Numbers will be below what's recommended at the time.

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger shows/matches if crowding on public transport may occur.

Non applicable. no public transport to venue.

Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.

Anyone attending the event will be encouraged to use private transport options where possible. Parking is available and is free of charge. If school students are in attendance, the school will advise parents to drop their students off and not enter the sheds unnecessarily. They will be asked to comply with the Covid-19 Safety plan.

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.

Non applicable. Definitely no chanting at the venue.

Hygiene and cleaning

Adopt good hand hygiene practices.

Everyone attending the event will be required to wash or sanitise their hands upon arrival. Washing hands for 30 seconds, using soap/sanitiser will be encouraged throughout the events. Hand sanitiser will be available throughout the venue. Physical contact will be discouraged.

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

The DSSA will liaise with showground manager to ensure bathrooms are well stocked with hand soap, paper towels and hand dryers. The committee will inspect the bathrooms before the event.

Have hand sanitiser at key points around the facility, such as entry and exit points.

The DSSA will ensure there are adequate hand sanitiser stations, which are easily identified, throughout the venue.

Clean frequently used indoor hard surface areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.

Hi traffic/contact areas will be sprayed and wiped down, with sanitiser, at regular intervals,

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.

Disinfectant will be applied as per manufacture's instructions.

Staff are to wash hands thoroughly with soap and water before and after cleaning.

Gloves will be provided for staff and committee undertaking cleaning. Hand washing protocols must be followed.

Encourage contactless payment options.

All visitors will be encouraged to use contactless payment options for food and drink purchases. The DSSA will consult with caterers to ensure they are able to take card payment. Buyers will be able to make contactless payment with Nutrien Ag Solutions as per their procedures. Buyers can contact Nutrien Ag Solutions to set up an account, if they do not already have one.

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).

The venue is a very large open ended pavilion. There is maximum flow through of fresh air from outside the shed.

Record keeping

Keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

All people attending the event will be required to sign in. DSSA is a registered Covid safe business and a QR sign in process will be available. Downloading the service NSW app is recommended. Those unable to access this will be required to manually sign in and provide their full name and a current phone number or email address. This information will be kept by the DSSA staff and stored confidentially. Again refer to "Wellbeing of staff and customers" section. DO NOT ATTEND if you are unwell.

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.

The sign in information will be kept by the DSSA staff and stored confidentially. Again refer to "Wellbeing of staff and customers" section. DO NOT ATTEND if you are unwell.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

People attending are encouraged to download the Covid-19 safe App to help trace COVID-19 infections and help reduce the spread.

Major recreation facilities should consider registering their business through nsw.gov.au.

DSSA is registered as a Covid safe Business. This Covid safety plan has been compiled for the Eastern Region Dorper sale conducted over the 17th, 18th and 19th 2021 in Dubbo NSW.

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.

Full cooperation will be provide by the DSSA and people in attendance.

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

Yes