

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



Your COVID-19 Safety Plan

Outdoor events

Business details

Business name	Rocky Trail Entertainment
Business location (town, suburb or postcode)	1 Alister Avenue, Lake Munmorah NSW 2259
Select your business type	
Controlled outdoor events	
Completed by	Martin Wisata
Email address	martin@rockytrailentertainment.com
Effective date	11 September 2021
Date completed	19 September 2021

Wellbeing of staff and customers

Exclude staff, performers and attendees who are unwell from the event.

Agree

Yes

Tell us how you will do this

Riders, staff and volunteers are told not to come if they have any COVID symptoms. Riders will get a full refund even if they cancel on the day of the race.

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

Agree

Yes

Tell us how you will do this

We have been running events in a Covid environment since July 2020 and staff are all aware of the seriousness of Covid.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

<https://rockytrailentertainment.com/home/covid-19-rules/>
<https://rockytrailentertainment.com/category/trailtalk/covid-19/>

Other types of venues or facilities at the event must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the event 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 if the event has sub-premises that are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Through online registration of all riders in addition to COVID QR code check in.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

All 4 staff are fully vaccinated.

Physical distancing

Capacity for a controlled outdoor event must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 500 persons.

Capacity at a COVID-19 safe outdoor gathering must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 50 persons.

Agree

Yes

Tell us how you will do this

We will limit the event with rider caps.

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

Event centre layout will be adjusted to maximise space.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Event centre layout will be adjusted to maximise space.

Have strategies in place to manage gatherings that may occur immediately outside the premises and in any designated smoking areas.

Agree

Yes

Tell us how you will do this

NA

Singing and dancing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

NA

Where practical:

- **encourage private transport options to minimise crowding on public transport**
- **coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.**

Agree

Yes

Tell us how you will do this

Riders traditionally come in their own cars.

Ventilation

Review the 'COVID-19 guidance on ventilation' available on nsw.gov.au and consider which measures are relevant to your event before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

We are running exclusively outdoor events.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

We are running exclusively outdoor events.

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

Agree

Yes

Tell us how you will do this

We are running exclusively outdoor events.

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

We are running exclusively outdoor events.

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

We are running exclusively outdoor events.

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

We are running exclusively outdoor events.

Hygiene and cleaning

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

Agree

Yes

Tell us how you will do this

We are running exclusively outdoor events.

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

Agree

Yes

Tell us how you will do this

Hand sanitizers will be readily available around the event centre.

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

Agree

Yes

Tell us how you will do this

Staff will monitor bathrooms throughout the event.

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.

Agree

Yes

Tell us how you will do this

Staff will monitor clean areas throughout the event.

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, attendees and contractors.

Agree

Yes

Tell us how you will do this

QR code checking at registration.

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 event.

Agree

Yes

Tell us how you will do this

Riders will only receive their number plates once they have checked in successfully.

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, attendees 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

All racers are registered including their contact details in our registration system.

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

Yes