

# Small Farms Network Capital Region COVID-19 Safety Plan

## GUIDING PRINCIPLES FOR PEOPLE ATTENDING EVENTS

The Small Farms Network is committed to the safety of staff, presenters, volunteers and participants. We ask you to read this guide before you attend a field day or workshop.

### Before the event

Stay at home if you are unwell or have any symptoms of COVID-19, have visited a high risk COVID-19 area before the event or have been in contact with a confirmed case. You can check your symptoms on line at the Australian Government Health Direct website. If you have paid for a ticket and can no longer attend, you will be offered a refund.

Be prepared to bring your own – food, water bottle, chair, pens and paper.

### On the day

#### **Hygiene and cough etiquette**

- Please wash or sanitise your hands when you arrive and frequently throughout the day.
- Handshaking and touching are discouraged.
- Do not touch your eyes, nose and face.
- Cover your mouth while coughing or sneezing with a clean tissue or your elbow, and put used tissues straight into the bin. Wash your hands afterwards.
- Mask wearing is encouraged and supported, if you choose to use one. You can bring your own mask.

#### **Physical distancing**

- Physical distancing is encouraged. Maintain a minimum of 1.5 meters between you and other people.

#### **Registration and Contact Tracing**

- All staff, volunteers, presenters and participants will sign in using the QR registration app or manual attendance form. Contactless registration is preferred.
- You must contact the co-ordinator if you become unwell after the event or have a positive COVID-19 test result. You can do this by email (insert) or phone to allow for contact tracing. The co-ordinators phone number will be provided on the day.
- Participants will be sent a OH&S and health declaration form before the event to fill out on line.

## **Cleaning and Safety**

- A Covid Safety Officer is appointed for each event – this person will assist with cleaning and sanitising any equipment.
- For events under two hours no catering or drinks are provided, participants are asked to bring their own. The provision of food at events will be on a case-by-case basis and there will be no self-service food or drinks provided.

## COVID-19 risk assessment: Small Farms Network Capital Region Events

**Location:** Small Farms Network Capital Region Events

**Date:** 24/07/2020

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
Catching COVID-19 from participants who are infected	Staff or other participants catching COVID-19 (could result in serious illness or death).	Low for outdoor events  The risk for indoor events is analysed on a case-by-case basis and will be updated for each event	Moderate	Anyone who is unwell is asked not to attend or will be sent home from the event.  Events will be held outdoors if possible. Indoor events will comply with the NSW Government rules and checked for each event The 1.5m social distancing rule will apply in all settings A risk assessment will be completed for each event. Current restrictions will be checked on the NSW COVID-19 website (see below). A register of all attendees, their phone number and a health declaration will be kept for each event for contact tracing. Hand sanitiser is provided. Hand washing facilities provided where possible. A COVID-19 safety officer will be appointed to monitor cleaning and hygiene and ensure that everyone signs in. COVID-19 safe posters will be displayed. The COVID-19 safety plan will be communicated to staff, volunteers and participants before and during the event. Refunds will be offered if the event is cancelled.	The person limit will be checked for each event.  Register is kept confidentially for at least 28 days.  Covid-19 risk assessment records kept for each event (see below)	Alex James	Before next event	Click here to enter a date.	Click here to enter text.
COVID – 19 from surfaces and shared drinks/food	Participants or staff contracting the disease.	Low to moderate	Low to moderate	No catering or drinks will be provided for events under 2 hours. Participants bring their own chair, drink bottle and cup. Or disposable cups are provided. Participants bring their own lunch and snacks OR if catering is provided it will be in individual portions or only handled by staff trained COVID-19 safe food handling. One or two people will be nominated to make tea and coffee if provided. Sanitiser and handwashing equipment provided All surfaces to be sanitised often (at least twice or more during the event) by the COVID-19 officer. Plastic gloves provided. Shared equipment will be cleaned between use by participants.	Records of supplier kept          See records register below	Alex	Before next event		

**Applicable websites to be checked for each event:**

What you can and can't do under the rules: <https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules>

Covid safe business requirements: <https://www.nsw.gov.au/covid-19/covid-safe-businesses>

**Other useful links:**

Safe Work Australia COVID-19 toolkit: <https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit>

Covid at the workplace suspected case - <https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Infographic-Suspected-or-Confirmed-Cases-a3.pdf>

NSW Health Website: <https://www.health.nsw.gov.au/Pages/default.aspx>

Posters to be displayed at events:

Hand washing, physical distancing, hand sanitising and simple steps to stop the spread.

Special conditions to be checked with Landcare Insurance

COVID-19 Risk Assessment Records – Small Farms Network Capital Region

Event Name: \_\_\_\_\_

Date:

Person responsible for the assessment: \_\_\_\_\_ Signature \_\_\_\_\_

COVID -19 RULES TO BE FOLLOWED	Action taken (What are the parameters and who did it)	Comments
NSW Government COVID-19 rules checked and noted for this event?	Who What: Date:	
Participants briefed on Covid 19 rules (prior to the event and on the day)	Yes No	
Everyone signed on the register	Yes No	Records stored
COVID-19 posters displayed	Yes No	
Hand washing station and sanitiser available	Yes No	
Catering provided	Yes No	
Control measures for catering followed?  Tea and coffee person appointed (no self-serve for drinks)	Who: When: What was done:	Name of supplier:
Cleaning Record for shared surfaces	Who: When: What was done:	
COVID- 19 officer appointed	Who:  Training provided: Yes No	