



COVID-19

Event Safety Plan

COVID-19 risk management for Events on FRNSW properties

During the COVID-19 pandemic, most FRNSW events have been cancelled or postponed reducing the risk of infection to FRNSW staff and the community. This instruction sets out the COVID-19 risk management requirements for the conducting of the Fire Brigade Employee's Union (FBEU) Annual General meetings at FRNSW premises.

This plan considers the COVID-19 infection risk and the public perception of FRNSW holding an event during COVID-19 restrictions.

COVID-19 Safe Hygiene Marshal

The marshal is responsible for ensuring all aspects of the COVID-19 Safety Plan are being maintained.

The marshal must have a thorough knowledge of the COVID-19 Safety Plan for the event and all of its requirements regarding:

- the wellbeing of staff and attendees
- physical distancing
- hygiene and cleaning
- record-keeping.

While it is not necessary for the Safe Hygiene Marshal to personally collect attendees details at check-in, the marshal is responsible for the accuracy of record keeping.

The marshal should be able to move easily and frequently around the event venue to wherever attendees are present to monitor safety plan actions.

COVID-19 Safety Plan –Event on FRNSW property
Event Name: Fire Brigade Employee’s Union (FBEU) – Annual General meetings
Event Date: October/November 2020
Event COVID-19 Safe Hygiene Marshal: Station Commanders are to appoint COVID-19 marshal for each meeting – FBEU to appoint additional COVID19 marshal for each location
Plan completed by: COVID-19 IMT – consultation with FBEU State Secretary
Approved by: COVID-19 IMT -Incident Controller

Attendees

Requirements	Actions
Y COVID-19 Safety Hygiene Marshal identified	FBEU Official at each site is the designated COVID-19 Marshal through consultation with Station Commander
Y FBEU to supply FRNSW with a register of scheduled meetings	Register to be supplied 7 days prior to scheduled meetings
Y Keep attendees to a minimum	Entry list confirmed – contact details maintained
N Attendance must be by invitation only and include advice that A) event may be cancelled if restrictions change and B) attendees will have to agree to complete and pass the COVID-19 entry process	Invite only – FBEU membership Attendees aware event may be cancelled in the event of an escalation of COVID-19 restrictions – FBEU to ensure compliance with FRNSW entry control procedures
Y Community groups i.e. schools’ children and local band members, are permitted to attend but must adhere to COVID-19 requirements	N/A
Y Socialising before and after the event should be minimised	D– Ensure maintenance of physical distancing – once official meetings are completed all off-duty personnel and FBEU Officials are to depart Station.
Y Constant monitoring to ensure physical distancing, attendee groups are not forming, and anything that could be seen as negative public perception	Physical distancing to be maintained throughout the event by hygiene/Covid-19officer
Y Photos and videos of attendees must clearly show compliance with physical distancing	All media to be reviewed jointly by COVID IMT FRNSW media and FBEU prior to release. Physical distancing to be maintained. No posting of any meeting on social media.

Entry and Exit

Requirements		Actions
Y	Anyone who is ill or has flu-like symptoms must not attend the event or leave if symptoms develop	Invitees to answer questionnaire prior to participation (QR Code) – immediately notify COVID19IMT@fire.nsw.gov.au
Y	Entry must be controlled and separated from the exit route where possible	Entry through normal entry point – compliance with FRNSW entry procedures enforced.
Y	Everyone entering the event must complete the COVID-19 entry process , which constitutes a record of attendance for tracing purposes	QR Code entry must be completed by all attendees including all FBEU officials
Y	Face masks are available if physical distancing is unavoidable, or at attendees' request	FRNSW community masks to be worn or alternate were physical distancing cannot be maintained.

Venue and equipment

Requirements		Actions
Y	The venue must comply with current NSW Health guidelines and allow 1.5m physical distancing and ensuring compliance with 4m square rule.	Compliance with venue and room capacity to be maintained – no more than 20 attendees at each location in compliance with current policies and procedures. If attendees are to exceed 20 personnel, then alternate venues must be sourced. (ESA is exempt from this requirement provided there is no breach of room capacity)
Y	Furniture and seating must be arranged to provide a minimum of 1.5m physical distancing	COVID-19 safe distancing must be complied with
Y	Seating should be allocated	COVID-19 Safe approved venue
Y	Crowds and/or groups standing during the event must be avoided	Seated attendee only
Y	All frequently touched equipment should be wiped down with alcohol/anti-bacterial wipes regularly	Hygiene Marshall to delegate – adequate supplied of hygiene logistics to be supplied
Y	If a microphone is used, it should be fixed on a stand and not be handled at all. The microphone must be wiped over with alcohol/anti-bacterial wipes between speakers by the MC.	N/A

Infection prevention and control

Requirements		Actions
Y	Sufficient hand sanitiser, surface spray and consumables must be readily available at all locations of the venue (entry points, near seating, in bathrooms etc)	Logistic Support will supply adequate resources for personal hygiene and equipment sanitisation – Station Officer/ FBEU official are to ensure adequate supplies are available.
Y	Where possible, display COVID-19 safety posters, available on the Coronavirus toolkit	Displayed through Station
Y	Venue and furniture must be cleaned before and after the event	Venue and furniture to be cleaned following each meeting in compliance with current procedures.
Y	Presentation items must be disinfected before the event and only handled by the recipient	No presentations to take place
Y	All efforts are made to ensure everyone always practices good hygiene	Hand sanitiser and safe distancing

Catering

Requirements		Actions
Y	All food items must be individually wrapped portions and/or be prepared in individual snack boxes. Self-serve or buffet style food service and shared cakes are no longer allowed.	N/A

Entertainment / Singing

Requirements		Actions
Y	Singing should be minimised. National Anthem is to be played and listened to only.	N/A
Y	Dancing or performances are to follow COVID-19 requirements	N/A

Guest speakers

Requirements		Actions
Y	Possible guest speakers to record and send electronically	N/A

Y	Speakers and MC to maintain physical distancing	N/A
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Indigenous community engagement

Requirements		Actions
Y	In protecting our vulnerable community, when arranging Indigenous representatives, ensure that the representative will comply with our requirements including physical distancing, and infection prevention and control	N/A

COVID-19 Safety Plan Venue layout diagram	
<p>FBEU to advise COVID19 IMT 7 days prior to event/meetings of locations to allow for inspection of each venue to ensure compliance with current COVID-19 policies and procedures.</p>	

