

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

Your COVID-19 Safety Plan

Outdoor events

Business details

Business name	Macquarie Singers Inc
Business location (town, suburb or postcode)	Ryde
Select your business type	
COVID-19 Safe outdoor gatherings	
Completed by	Janet Stacey
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Effective date	11 October 2021
Date completed	7 October 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

All MUS members, performers, volunteers, contractors and audience members (referred to below as 'participants') may not attend a rehearsal or performance if unwell..

MUS will continue to broadcast rehearsals online for anyone in high risk categories or who is self-isolating due to COVID concerns or ill-health.

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

Yes

Tell us how you will do this

Macquarie Singers Inc will provide information and training on COVID-19 vaccination requirements, physical distancing, wearing of masks, cleaning and hand sanitising at rehearsals, via regular e-newsletters and through its COVID safety plan on the mus.org.au website.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping. **Agree**

Yes

Tell us how you will do this

Condition of entry will be communicated and displayed requiring that,

- . if experiencing symptoms including fever, cough, sore or scratchy throat, shortness of breath, runny nose, loss of taste or smell, get tested for COVID-19 and self-isolate until results are received,
- . they must be fully vaccinated against COVID-19
- . they must sign in using the QR code or on a form (which will be provided).

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, attendees and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19

vaccine are permitted to work until 1 November 2021 when they need to be fully vaccinated.

Agree

Yes

Tell us how you will do this

All participants will be required to prove that they are fully vaccinated or have a medical exemption before they can participate in Macquarie Singers rehearsals. Vaccination requirements will be clearly visible on any publicity for Macquarie Singers Inc concerts and other events. Volunteer members will be trained on how to check proof of COVID-19 vaccination status.

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

The capacity for COVID-19 safe outdoor rehearsal and gatherings will 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.

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

In rehearsals and performances:

- all singers face forwards and not towards each other
- have physical distancing of 1.5 metres between each other and any other performers and
- 5 metres distancing from all other people in front including the audience and conductor.

Audience members will be guided to marked grassed areas or staggered seating to comply with the required square metre rule.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Designated COVID appointees will promote physical distancing and indicate where people may queue or gather to maintain a physical distance of 1.5 metres upon arrival, at the conclusion of the event and in rehearsal and performance breaks.

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

Designated COVID appointees will promote physical distancing immediately outside the premises and in any designated smoking areas.

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

There will be no singing or dancing by audience members at Macquarie Singers Inc events until Public Health Orders allow such community singing. Alcohol can only be consumed when seated indoor areas.

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

The vast majority of participants in Macquarie Singers rehearsals and events do and will travel by private transport.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

Rehearsals will initially be held outdoors where possible. Indoor rehearsals will only be held once the Public Health Orders allow community singing indoors.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Outdoor settings will be used wherever possible for rehearsals, performances and social activities until Public Health Order restrictions are eased.

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

Agree

Yes

Tell us how you will do this

If events are held indoors, all windows and doors will be opened.

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

Mechanical ventilation will be used where possible to optimise ventilation.

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

North Ryde Community Church manages the ventilation systems.

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

North Ryde Community Church manages the ventilation systems.

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

Masks will be used by all participants when in indoors until the Public Health Orders on masks requirements are lifted.

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

Agree

Yes

Tell us how you will do this

Participants will be reminded to sanitise their hands after touching surfaces. Macquarie Singers will provide hand sanitiser at the entrance and inside the venue.

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

Agree

Yes

Tell us how you will do this

Macquarie Singers will ensure soap dispensers and paper towels or hand dryers are available in each bathroom. Visual aids will be provided to support effective hand washing.

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

The piano will be cleaned before and after the rehearsal. All performers will clean their instruments between each performance (as appropriate to the instrument). North Ryde Community Church manages the cleaning of surfaces.

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

Macquarie Singers will use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all participants.

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

QR codes will be clearly visible and multiple copies will be accessible including at entrances to the event. Phones will be checked for the green tick to confirm participants have checked in (keeping 1.5m physical distance) when they are signing in.

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

If it is not possible for a person to check-in using the NSW Government QR code, a record of the name, contact number and entry time will be kept for a period of at least 28 days. These records will be saved in an electronic format such as a spreadsheet as

soon as possible, but within 4 hours, upon request from an authorised officer.

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

Not applicable.

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

Yes