

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



Your COVID-19 Safety Plan

Outdoor events

Business details

Business name	Southern Sky Tours
Business location (town, suburb or postcode)	Centennial Park, Sydney
Select your business type	
COVID-19 Safe outdoor gatherings	
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Effective date	18 October 2021
Date completed	28 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

Booking information (on Centennial Park website) at time of booking and signage at check in to the programs will inform attendees not to attend the program if they feel unwell or having COVID-19 symptoms.

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

All staff:

- have participated in a COVID-19 training safe practices
- is vaccinated as long as Public Health Order requires it
- are informed about rules in regards to testing, physical distancing, wearing masks, hand-sanitizing and cleaning of high/common-touch points

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

Conditions of program participation are displayed on our website and at the time of booking. They are also displayed at the check-in to all programs.

Proof of vaccination will be recorded through check in via QR-code or through paper check-in lists that will be saved in our organisation's record system.

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, check vaccination status upon entry and only accept valid forms of evidence of vaccination, 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 enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.

Agree

Yes

Tell us how you will do this

Program attendees that are over 16 years of age are asked to show their proof of vaccination to one of our staff at check-in. If they are not using the Services NSW app, they are asked to sign in via the "Record of visitors at premises" list.

Proof of vaccination will be recorded on that list after being sighted by staff.

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 3,000 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 200 persons.

Agree

Yes

Tell us how you will do this

Our events are held outdoors and have a maximum of 40 participants under 16 years or 20 participants over 16 years.

All programs are run by 2 members of our staff. Participants and staff will ensure a 1.5 physical distance is maintained whenever possible.

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

All activities guarantee a minimum of 1.5m social distancing between participants and staff over 16 years. All seating is placed at a 1.5m distance. Before queuing to use telescope equipment, guests are reminded by staff to keep a 1.5m distance from each other.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Event takes place outdoors across a large open area to allow 1.5m social distancing. Before queuing to use telescope equipment, guests are reminded by staff to keep a 1.5m distance from each other.

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

N/A

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

N/A - all sessions are held outdoors

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

N/A

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

N/A - All sessions are run outdoors.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

N/A - All sessions are run outdoors.

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

Agree

Yes

Tell us how you will do this

N/A - All sessions are run outdoors.

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

N/A - All sessions are run outdoors.

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

N/A - All sessions are run outdoors.

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

N/A - All sessions are run outdoors.

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

N/A - All sessions are run outdoors. Face masks will be worn by staff when assisting guests to look through the telescope. Guests will also be encouraged to wear face masks when using the telescope.

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

Agree

Yes

Tell us how you will do this

Hand Sanitiser is provided by Southern Sky Tours and is available on the table and by the telescope equipment. Guests are encouraged to use it before, during and after the session. All staff regularly sanitise their hands.

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

Agree

Yes

Tell us how you will do this

Greater Sydney Parklands' asset team organise the restock of all public bathrooms that are used during our sessions.

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

All multiple touch points are cleaned with alcohol disinfectant before and after use by one of our staff. Shared telescope equipment is disinfected between guests by staff.

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

All staff and participants must sign into our sessions using our generated Service NSW QR-code.

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 are setup in the check in area and members of the staff are checking that all guests over 16 years have checked 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

A "Record of Visitors at premises" list is available at check in. Members of staff will facilitate the sign via this list. This record is kept in Southern Sky Tours filing system, to be shared with the authorised officer when necessary.

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

N/A

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

Yes