



# Queensland Ag Shows

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## Queensland Agricultural Shows and Showgrounds Industry COVIDSafe Plan

### INTRODUCTION

The principles and considerations outlined in the following publication were compiled from consultation with member Show Societies and through resources and collaboration with the International Association of Fairs and Expos (IAFE) and in particular the State and Provincial Associations Group and their member affiliates. This also included other stakeholders in Agricultural Shows and in particular the Showmen's Guild of Australasia and the Australian Axeman's Association, and current Approved Industry COVIDSafe Plans. They are designed to provide approaches for you to follow as you reopen your Show or Showgrounds in the wake of the COVID-19 pandemic. Not all of these approaches will apply to your operation or facility type; however, the information outlined is intended to help you identify the measures that will apply best for your Show or Showground. The measures focus on medical science and operational expertise rather than general perceptions.

These principles are designed for all industry organisations once government officials remove "stay-at-home" orders, allow non-essential businesses to reopen, and say it is safe for citizens to move around their community. As a result, these requirements are based on the knowledge that some carriers of COVID-19 show no symptoms.

With that in mind, it is important to ensure frequent and effective hand hygiene with warm water and soap or alcohol-based hand sanitiser, advise employees and guests to follow public health controls, enact an effective sanitation program (using chemicals effective against the coronavirus) for high-touch surfaces, and establish programs and capacities that allow for appropriate levels of physical distancing. Current advice from Queensland Health on protecting yourself can be found at:

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/protect-yourself-others/coronavirus-prevention#masks>

The following information will assist operators to determine which Industry COVID Safe Plan(s) are most relevant to their operation and events. As you develop your operating plans, be sure they are compliant with local, state and federal laws and government regulations, and are in line with guidance provided by your government health agencies. Also, we suggest you review your plans with legal counsel before moving forward.

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This Plan applies to organisations to operate in-line with the Public Health Direction:

<https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/business-activity-undertaking-direction>

There is no requirement for you to be a Member of the Queensland Chamber of Agricultural Societies Inc. However, if you wish to opt-in to this Plan you must operate in accordance with the Plan. The Queensland Government can monitor and enforce compliance with an Industry COVID Safe Plan. Penalties may apply for non-compliance. A [Statement of Compliance](#) will need to be completed and displayed at the entry of your Showgrounds. Completion of the Show and Showgrounds Management Checklist (Appendix 9) will facilitate compliance with this Plan. The public health measures in an approved COVID Safe Industry Plan detail the public health measures and action to be taken to control and minimise the spread of the COVID-19.

It should also be stressed that an activity being undertaken at a show/showgrounds must comply with occupant density requirements and other requirements detailed in the *Restrictions on Businesses, Activities and Undertakings Direction* (the Direction) current at the time of the event. (Refer the above link for the latest Direction).

At present, under the Direction, organisations opting-in to the Agricultural Shows and Showgrounds COVID Safe Industry Plan (i.e. this Plan) may operate to an occupant density of no more than one person per 2 square metres for the areas open to or used by guests or patrons. This applies to both indoor and outdoor areas.

Additionally, the Direction also states the following requirements as they relate to indoor and outdoor events:

Events may operate in compliance with an *Approved Plan* (if applicable), other than a *COVID Safe Event Plan*. If more than 500 people (indoor events) or more than 1500 people (outdoor events) will be in attendance, the event organiser must notify the local public health unit a minimum of 10 business days prior to the event taking place.

Otherwise, must operate in accordance with the following conditions, depending on the number of people per event (or number of people per day for multi-day events) and whether the event is held indoors or outdoors:

#### *Indoor events*

- Fewer than 500 people – must comply with [COVID Safe Event Checklist](#) - no further approval needed
- Between 500-10,000 people – must comply with a COVID Safe Event Plan approved by local Public Health Units. Refer: [https://www.covid19.qld.gov.au/\\_data/assets/pdf\\_file/0018/132570/industry-framework-covid-safe-events.pdf](https://www.covid19.qld.gov.au/_data/assets/pdf_file/0018/132570/industry-framework-covid-safe-events.pdf)
- Over 10,000 people – must comply with a COVID Safe Event Plan approved by the Chief Health Officer. Refer: [https://www.covid19.qld.gov.au/\\_data/assets/pdf\\_file/0018/132570/industry-framework-covid-safe-events.pdf](https://www.covid19.qld.gov.au/_data/assets/pdf_file/0018/132570/industry-framework-covid-safe-events.pdf)

### *Outdoor events*

- Fewer than 1,500 people – must comply with [COVID Safe Event Checklist](#) - no further approval needed
- Between 1,500-10,000 people – must comply with a COVID Safe Event Plan approved by local Public Health Units. Refer: [https://www.covid19.qld.gov.au/\\_data/assets/pdf\\_file/0018/132570/industry-framework-covid-safe-events.pdf](https://www.covid19.qld.gov.au/_data/assets/pdf_file/0018/132570/industry-framework-covid-safe-events.pdf)
- Over 10,000 people – must comply with a COVID Safe Event Plan approved by the Chief Health Officer. Refer: [https://www.covid19.qld.gov.au/\\_data/assets/pdf\\_file/0018/132570/industry-framework-covid-safe-events.pdf](https://www.covid19.qld.gov.au/_data/assets/pdf_file/0018/132570/industry-framework-covid-safe-events.pdf)

### What does Physical Distancing and Occupant density mean?

For the purposes of Queensland Health Directions:

**Physical Distancing** is the distance between each person. Under the Direction this is:

Staying at least 1.5 metres away from other people—think two big steps. Physical distancing must be maintained to the extent possible at all times. Physical distancing between household members is not required, however businesses must not take away a person's right to physically distance.

**Occupant density** is the total number of individuals allowed in a particular area. Under the Direction, the occupant density limit is currently no more than one person per 2 square metres for the areas open to or used by guests or patrons (applies to both indoors and outdoors).

### What is an outdoor area?

An outdoor area is defined as an area which:

- has fixed or temporary boundaries
- is not fully enclosed, i.e. is open to the elements and natural ventilation (significant amount of natural and unrestricted air movement required for most of the time area is in use)
- can include a veranda, balcony, deck, patio, or similar structure that might be connected to an external wall of a building
- can have a roof, awning, or eave
- may include a rotunda, tarpaulin or shade structure situated in a larger open space.

An outdoor area **does not include**:

- atriums internal to a building, internal courtyards or similar
- a temporary or permanent marquee, unless marquee walls are lifted for the duration of the event
- a tent, e.g., a circus tent or performance tent.

Use of curtain walls, panel walls or other fittings to fully enclose an area to protect from the elements is considered **indoors**.

Sometimes Queensland weather may require curtain walls, panel walls or other fittings to be used for short periods to partially enclose an area for patron comfort and safety. **If a business is in doubt, it should operate as if it is an indoor space.**

### **IMPORTANT NOTE**

#### **DISCLAIMER FOR THE Queensland Agricultural Shows and Showgrounds INDUSTRY COVIDSafe Plan:**

*The Queensland Chamber of Agricultural Societies Inc. (Queensland Ag Shows) is the state peak body representing 128 Agricultural Shows throughout Queensland. It is a non-profit organisation, and dedicated to providing information to the Queensland Agricultural Shows Movement. Queensland Ag Shows provides a platform to help educate its Members by online resources, a bi-annual conference and email communications. This Industry COVIDSafe Plan (the "Plan") is intended to provide information to those in the industry and other interested parties operating Agricultural Shows and Showgrounds in light of the COVID-19 pandemic. The Queensland Chamber of Agricultural Societies Inc. has prepared this document in good faith specifically for the Agricultural Show Movement located in Queensland. The criteria asserted in the Queensland Agricultural Shows and Showgrounds Industry COVIDSafe Plan are based on current National and State Government directives, requirements, and advice. It is your responsibility to ensure your business remains compliant with all updated National, State and Local government level directives and legislation on an ongoing basis. Following a COVIDSafe Industry Plan is not a guarantee that a business/individual is protected from COVID-19 and Queensland Ag Shows can accept no responsibility for this said outcome. This Plan is subject to all regulations, requirements and directions of government and public health authorities. This Plan will be updated in accordance with any changes to public health directions, be approved by the Queensland Ag Shows Board of Directors and published on the Queensland Ag Shows website. As updates to this Plan are distributed to Members, it is the responsibility of the operator to communicate these changes to all team members. Any changes to the Plan, after approval by Queensland Ag Shows/industry, the Plan will be submitted to Queensland Health for approval to be amended.*

## WHY AGRICULTURAL SHOWS AND SHOWGROUNDS ARE DIFFERENT FROM OTHER MASS GATHERINGS

Agricultural Shows and Showgrounds by their very nature are complex interconnected organisations. This complexity makes developing an industry plan a challenge as each individual Show and Showground is a unique mix of facilities, activities, and events.

### THE MATRIX

The resultant plan is a matrix which identifies the range of facilities, activities and events that may be incorporated into a single Show or Showground. A matrix has been developed through consultation with member Show Societies and through resources and collaboration with the International Association of Fairs and Expos (IAFE), the State and Provincial Associations Group and their member affiliates and other stakeholders in Agricultural Shows, in particular the Showmen's Guild of Australasia and the Australian Axemen's Association.

To develop the matrix, we looked at current existing Approved Industry COVID Safe Plans (Appendix 1), the possible range of facilities that maybe available on a Showground and added the possible activities to produce Table "A" (Appendix 2). We then analysed the events that contribute to these, Table "B" (Appendix 3). Against each element on Table "A" we identified any existing Approved Industry COVID Safe Plan that may be appropriate to each facility or activity. By then charting each event that was identified in Table "B" against an activity or facility in Table "A", a matrix of possible Approved Industry COVID Safe Plans was identified against each facility, activity or event. More importantly it identified any gaps that were not covered by existing Approved COVID Safe Industry Plans.

This process identified 3 significant gaps in what was conducted at an Agricultural Show or on a Showgrounds. These being:

- Livestock Competitions
- Pavilion Section Competitions and Displays (including Demonstrations)
- Woodchop Events

Livestock shows and competitions are events that involve competitive classes in show rings and do not include any entertainment or other group activities. These include livestock competitions for:

- Cattle
- Horses
- Sheep
- Goats
- Alpacas
- Poultry and Caged Birds
- Pets (Dogs, cats, guinea pigs etc.)

Pavilion section competitions and displays are events that involve competitive classes and may include entertainment, demonstrations or other group activities, including:

- Ag Ed Programs
- Apiculture
- Arts and Crafts

- Bananas
- Cookery
- Farmers Feature Displays
- Farm Produce
- Fruit and Vegetables
- Historical Displays
- Horticulture
- Photography
- Scarecrows
- School Displays
- Schoolwork
- Sugar Cane
- Vintage Machinery and Vehicles
- Woodturning

Requirements for these activities are included as an integral part of this Plan. In addition, checklists have been developed to assist with the conduct of these events (appendix 6, 7 and 8). The additional requirements for both Livestock Competitions and Pavilion Section Competitions and Displays were developed in conjunction with resources available through IAFE. The Australian Axemen's Association has also developed a Woodchop Risk Management Plan Template which is available from the Axemen's Association by contacting them.

The matrix will assist users in identifying those elements applicable to their particular circumstance and access the relevant approved document for the COVID-19 Safe conduct of that part of their undertaking. Although there will be some crossover it is intended that each element could be used in isolation or as a whole where common factors would be amalgamated rather than duplicated and where economies of purpose can eliminate unnecessary duplication of effort.

Through use of the matrix it will be possible to define areas in which activities will be able to take place to increase the capacity and subsequent use of a Showgrounds facility as a whole comprising a number of elements rather than being just considered as a single unique large facility. This will allow the semi normal return to activities associated with a Show or Showgrounds.

### **Use of Checklists**

Completion of the following Checklists will facilitate compliance with this plan:

- Show and Showgrounds Management Checklist (Appendix 9); and, as applicable
- Livestock Competitions Checklist (Appendix 6)
- Pavilion Section Competitions and Displays (including Demonstrations) (Appendix 7)
- Woodchop Events (Appendix 8)

## SUMMARY OF RISK MANAGEMENT REQUIREMENTS

The safety measures in this plan do not replace or supersede any requirements applicable to your operation of Shows and Showgrounds pursuant to law or regulation. This Plan is intended to support the safe operations during the COVID-19 pandemic and is subject to change.

Further, these considerations regard operational adjustments for facilities to consider before reopening prior to the development of a treatment or widely accessible vaccine for COVID-19. They will be adjusted and simplified as time goes on, conditions improve, and new best practices are identified. If government guidance is more stringent than this document, you must follow government guidance. Queensland Ag Shows will self-review the effectiveness of the Industry Plan and adjust accordingly, with any changes made, be presented to Queensland Health for approval.

COVID-19 will be with us for some time, so it's important that your business has a plan - and continues to plan - to keep your workplace healthy, safe and virus-free. All Australian Governments have agreed to a set of National COVID-19 Safe Work Principles to guide us and ensure that our workplaces are healthy and safe. This Plan will help your organisation prepare for the different stages of the pandemic. You must revise your plan frequently, particularly as restrictions and conditions change. Workplace Health & Safety (WHS) risk management processes need to be revisited to identify and manage any new or changed hazards that may have arisen as a result of the Industry COVID Safe Plan.

Queensland Ag Shows is aware that the COVID-19 pandemic is making it difficult to plan for competitions, displays and events. Show Committees must make the best decision for each event with local, state, and federal regulation and health requirements in mind. If an activity is to take place, event organisers must do their part to provide a safe, reliable environment and protect the health of participants.

At each stage of risk management, there must be communication, consultation, instruction, training and supervision of workers and their representatives (e.g. HSRs, union representatives) – see Overview and page 2 of OIR COVID Guide:

### RESOURCES:

[https://www.worksafe.qld.gov.au/\\_data/assets/pdf\\_file/0005/191678/covid-19-overview-and-guide.pdf](https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf)

<https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19>

### RISK MANAGEMENT PROCESS – RECORD KEEPING

The keeping of records of the risk management process is a requirement of compliance with the Plan. The detail and extent of recording will depend on the size of workplace. It is useful to keep information on:

- the identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process)
- how and when the control measures were implemented, monitored and reviewed

- who you consulted with
- relevant training records
- any plans for changes.

See also information for managing COVID-19 risks. This information provides practical guidance on managing risks in your workplace.

**RESOURCE:**

[https://www.worksafe.qld.gov.au/\\_data/assets/pdf\\_file/0005/191678/covid-19-overview-and-guide.pdf](https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf)



## STANDARD INDUSTRY COVID SAFE PLAN REQUIREMENTS

### Events

If you are planning to hold an event, Event Organisers should identify whether there is an Approved COVID Safe Plan applicable to the event in whole or in part:

- COVID Safe Industry Plan for specific industries, such as community sports, live music and hotels
- Site Specific COVID Safe Plan for the venue in which the event is being held, such as a stadium or convention centre
- COVID Safe Professional Sporting Code Plan for professional sporting events.

Where an existing Approved COVID Safe Plan covers all facets of the event, the event may operate in compliance with the Approved COVID Safe Plan.

Organisers of events that are larger than 1,500 people for outdoor events or larger than 500 people for indoor events, and operating in compliance with an Approved Plan (other than a COVID Safe Event Plan) must notify the Public Health Unit of the event a minimum of 10 business days before the event via the COVID Safe Event Plan Submission Portal:

<https://healthserviceportal.health.qld.gov.au/hdsp>

The following information needs to be provided to the Public Health Unit:

- Business name of the company/organisation which is holding the event
- Trading name of the company/organisation which is holding the event
- Key contact person(s) that can answer queries regarding the event (before/during/after)
  - Position in organisation
  - Phone number(s)
  - Email
  - Postal address
- Name of the event
- Date(s) the event will be held
- Duration of the event (start and finish times)
- Location of the event (if multiple locations, each location & start/finish time for each)
- Which Approved Plan/s they are intending to operate under
- Estimated/known number of people attending the event (including staff and volunteers)
- Overview of activities that will be occurring at the event. e.g. sport competition, food stalls, merchandising, entertainment, rides, fireworks etc.

Where no, or only parts of an event are covered by an Approved Plan, event organisers must develop a COVID Safe Event Plan or use the COVID Safe Event Checklist (if less than 1,500 people for outdoor events or less than 500 people for indoor events).

The link to the Checklist is:

([https://www.covid19.qld.gov.au/\\_data/assets/pdf\\_file/0014/132701/covid-safe-event-checklist.pdf](https://www.covid19.qld.gov.au/_data/assets/pdf_file/0014/132701/covid-safe-event-checklist.pdf))

The COVID Safe Event Plan must refer to the relevant components of the Approved Plan(s) which are applicable to the respective parts of the event. Please refer to the [Industry Framework for COVID Safe Events](#) for additional advice.

## Operating under Several Plans

### *Interaction between approved COVID Safe Industry Plans*

If there are multiple industries and/or activities undertaken at a specific venue (for example - dining, livestock, sport or recreational) several approved Industry COVID Safe Plans may apply.

If this is the case, apply the following:

- Where there is clear separation between the activity and it is a discreet business entity, the relevant plan applies to the relevant area. The attached matrix Appendix 2 and 3 have been developed specifically to assist in identifying activities and events that may be conducted at a Show or on a Showground.
- You must display the COVID Safe Statement of Compliance for the appropriate Plan in each area and implement the Plan's requirements.
- Where an event is outside of the scope of the Approved Plan, please refer to the [Industry Framework for COVID Safe Events](#) which provides further guidance on developing COVID Safe Event Plans. The planned event must be hosted in accordance with the following conditions:

#### For Outdoor Events

- Fewer than 1,500 people – must comply with a COVID Safe Event Checklist, no further approval needed;
- Between 1,500 and 10,000 people - must comply with a COVID Safe Event Plan approved by local public health units;
- Over 10,000 people - must comply with a COVID Safe Event Plan approved by the Chief Health Officer.

#### For Indoor Events

- Fewer than 500 people – must comply with a COVID Safe Event Checklist, no further approval needed;
- Between 500 and 10,000 people - must comply with a COVID Safe Event Plan approved by local public health units;
- Over 10,000 people - must comply with a COVID Safe Event Plan approved by the Chief Health Officer

Where the activities cross over (for example amenities, entry/exits, carpark):

- Areas of crossover must be minimised. Such as designating a particular entry, exit, amenities and carpark for each activity.

- Where the cross over cannot be minimised, a decision needs to be made as to which plan takes priority in which common area and will be followed.
- For instance, the entry, exit, carpark and amenities may be common to both activities and will be managed under the dining plan.
- In this case the entity responsible for the dining plan will need to ensure these areas are appropriately managed and the separate groups from the dining and sport activity do not intermingle. Where a business is operating alongside of a not-for-profit community group, the business would normally take responsibility for managing the shared or common areas. The approved Industry plans are located at:  
[www.COVID19.qld.gov.au](http://www.COVID19.qld.gov.au).

Checklists are provided as an integral part of an Approved Industry COVID Safe Plan. In all cases the appropriate checklist must be used for the relevant Industry COVID Safe Plan that has been identified as appropriate to your activity. This will ensure that all aspects of your operation are covered as appropriate.

## COVID-19 SAFE MEASURES TO BE IN PLACE

These requirements apply to both indoor and outdoor events, and all activities.

### Occupancy Management

1. Operators must have adequate policies in place to manage and monitor the number of patrons in attendance at the show/showgrounds at any time so as not to exceed the maximum occupancy allowed under this Plan, considering the different densities allowed for in indoor and outdoor areas. The policy should include measures (for example the use of area-specific ticketing, wristbands, badging, direct supervision of indoor/outdoor entry and exit points) that will be taken to ensure only the maximum allowable patrons within any indoor and outdoor area at the venue/premise at any one time.
2. Upon request from an Emergency Officer, the operator of the venue/premise must be able to immediately provide the patron occupancy levels at any indoor and/or outdoor area within the venue/premise, to the Emergency Officer.
3. Reduce attraction capacity to ensure occupant density limit is not exceeded and allows for appropriate physical distancing of at least 1.5 metres between individuals or family groups. The occupant capacity calculation must be based on the guest-accessible square meterage in the relevant space (e.g. attractions, attraction queue lines, retail locations, and other common areas). These calculations must be adjusted if some of those locations are closed or not accessible even on a temporary basis. Be sure to consider how emergency procedures (i.e. a severe storm) could impact accessible space.

### Physical distancing

4. Physical distancing to be observed to the extent possible. This includes remaining at least 1.5 metres away from other persons who are not part the person's household group and regular hand hygiene, as well as avoiding handshaking and other greetings where contact is made.
5. Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or to order food or drinks, or in areas where people stand, such as along the railing at racetracks. Use separate doors or rope barriers to mark the entry and exit wherever practical.
6. If there are security bag checking arrangements in place, have strategies to minimise crowding such as additional staffing and asking people to have their bags open ready for quick visual inspection. If staff need to touch the bag or items within, have hand sanitiser available for them to use before and after.
7. Have strategies in place to manage gatherings that may occur immediately outside the premises, such as before and after events.

### General

8. Have a plan in the event a guest or employee falls ill on site.
9. Communicate and enforce new policies. Make expectations clear to participants before the event and use signs and staff to provide reminders and guidance during the event.

10. Be aware of the COVID-19 situation in the community where the venue is located. It is not advisable to hold an event in an area with significant community transmission.
11. Organisations must have a policy and procedures for conducting regular audit and compliance checks on COVID safety requirements.
12. Organisations must have a policy to deal with harassment or aggression from patrons.
13. A facility must consider not opening all attractions for the entire day. Instead, some attractions/areas can be open in the morning, while others are operated later in the day. This allows guests to enjoy the entire experience during their visit. Be sure to communicate these operational changes to guests prior to their visit and as they enter the showgrounds.
14. Ensure your operation has a documented complaints management process for guest complaints to be escalated and managed.
15. Ensure COVID Safe Plans are in place, where relevant, for: restaurants and cafes; Functions and conferences; Community centres and halls (if hiring out space); and Community sports.

#### **Contractors, deliveries and visitors**

16. Ensure contractors, deliveries and visitors to your site are managed and observe COVID safe requirements that in place. Outside contractors must follow the same policies, procedures, and protocols as team members.
17. Review regular deliveries and request contactless delivery and invoicing where practical.
18. More detailed information about managing contractors, deliveries and visitors can be obtained from the following link:

**RESOURCE:**

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/physical?tab=tab-toc-employer>

#### **Staff and volunteers**

19. Protect employees and volunteers with various approaches, including barriers, protective coverings, and distancing. Communicate with employees and guests on how to prevent the spread of germs.
20. Where reasonably practical:
  - a. ensure staff maintain at least 1.5 metres physical distancing including at meal breaks and in any office or meeting rooms
  - b. stagger start times and breaks for staff members/volunteers to minimise the risk of close contact
  - c. Use telephone or video for essential staff meetings where practical.
21. Reduce the use of shared equipment (computers, phones, radios, etc.). If equipment must be shared, staff and volunteers should wash/sanitise their hands before and after using that equipment and the high-touch surfaces on the equipment should be sanitised frequently.
22. Ensure human resource offices, hiring centres, conference rooms, meeting rooms and

training facilities are managed to facilitate occupant density requirements.

23. Provide team members with a point of contact to discuss their concerns and access to support services, including employee assistance programs.

**RESOURCE:**

[https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/how\\_to\\_keep\\_workers\\_safe\\_covid-19.pdf](https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/how_to_keep_workers_safe_covid-19.pdf)

24. Review employee sick leave policies and update as needed. Advise staff to stay home if they are sick or not feeling well and not to return to work until they are symptom-free for 72 hours, following medical advice. Encourage staff to seek medical advice if they have a fever, cough, sore throat, loss of sense of taste or smell, or shortness of breath.
25. All team members training records are to be kept and maintained securely.
26. Only operate with essential personnel. Others (who can) should work from home, particularly in the early stages of reopening.
27. Separate work teams into groups (i.e. a Team A and Team B structure) to keep staff and volunteers separate on different working days in case one person tests positive for COVID-19. This will allow operations to continue if one entire team or work group must be quarantined. Carefully consider staff and volunteer rotation cycles to keep work teams together to reduce interactions with different groups of staff and volunteers.
28. Personal Protective Equipment (PPE) must be worn by staff and volunteers based on their role and responsibilities and in adherence to state regulations, or guidance. Training on how to properly use, clean, and dispose of PPE is extremely important.

## Training

29. It is your responsibility to train your team on what to do during a violent or aggressive incident in the workplace including managing psychosocial risks (including patron aggression). See below links for Safe Work Australia's guidance on managing the risks of work-related violence.

**RESOURCES:**

<https://www.safeworkaustralia.gov.au/work-related-violence>

[https://www.worksafe.qld.gov.au/\\_data/assets/pdf\\_file/0005/191678/covid-19-overview-and-guide.pdf](https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf) (refer pages 4 and 10).

30. Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning. Make staff aware of their leave entitlements if they are sick or required to self-isolate. Display conditions of entry (website, social media, venue entry).
31. Consider cross-training staff and volunteers so they can operate one or two attractions in the morning and then move across the showgrounds to operate other attractions in the afternoon.
32. Communicate to staff and volunteers that they have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others.

## RESOURCES:

<https://swa.govcms.gov.au/covid-19-information-workplaces/industryinformation/general-industry-information/duties-under-whs?tab=tab-toc-employer>

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industryinformation/general-industry-information/cleaning>

<https://swa.govcms.gov.au/covid-19-information-workplaces/industryinformation/general-industry-information/workers-rights?tab=tab-toc-employer>

<https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses>

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/physical?tab=tab-toc-employer>

33. Provide pre-opening training to staff and volunteers to ensure they understand and feel confident managing the physical distancing and hygiene aspects of their roles. They should also know how to handle unsafe conditions and emergency situations.
34. Train staff and volunteers thoroughly on their core responsibilities and provide clear direction and guidance about what is expected. They should understand:
  - When to stay away from the showgrounds
  - What action to take if they become unwell
  - What symptoms to be concerned about
35. Instruct staff and volunteers to practice good hygiene by frequently cleaning their hands or using alcohol based hand-sanitiser at frequent intervals and after any of the following: using the restroom, sneezing, touching their face, blowing their nose, cleaning, sweeping, mopping, eating, drinking, smoking, entering or leaving a guest area, and before starting their shift.

## Personal hygiene

36. Provide ready access to handwashing facilities and hygiene products (alcohol-based hand rubs) including sink(s) with soap and water which include paper towel (preference) or hand-dryers.
37. Provide additional handwashing or alcohol-based hand sanitiser hygiene stations at key points such as entry and exit points as well as throughout facilities: on entry, in key walkways, at all attractions, in food and beverage locations, in merchandise shops, at attraction exits, etc. These must also be provided behind the scenes in maintenance areas, workshops, offices, and break areas.
38. Adopt good hand hygiene practices - Frequent handwashing is essential and is the responsibility of all employees and guests. Signage should be provided as a reminder to wash hand frequently.
39. Staff and volunteers (including ring personnel and stewards) must wash their hands or use hand sanitiser before entry and exit from judging areas and before and after distributing ribbons and awards. This is a critical protocol to keep staff and volunteers and guests healthy.

## Cleaning and disinfection

40. Ensure cleaning practices are implemented, reduce touch areas and disinfect/sanitise high touch surfaces. For example, in relation to bathrooms, high-touch points surfaces include toilet door locks, buttons on the cistern, taps, etc. – these should be cleaned hourly when premises are being used. Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.

### RESOURCES:

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19>

<https://www.health.qld.gov.au/public-health/industry-environment/disease-prevention-control/covid19-industry/covid-19-cleaning-disinfection-waste-management>

41. Cleaning and disinfecting of high touch points on rides and between patrons is required. For rides and attractions with helmets and other shared equipment - hard surfaces and frequently touched surfaces must be cleaned between uses with a readily available disinfectant. Reusable helmets with porous or material liners will need to be cleaned and disinfected before reuse. Cleaning soft materials that are porous is not easy and the material would additionally need to be dry before reuse. Materials Safety Data Sheets (MSDS) need to be considered as contact with skin and inhalation would be a big possibility.
42. When dealing with waste, rubbish bins are to be emptied every hour/two hour to avoid build-up, and kept clean and disinfected regularly. If a pedal bin or plastic bucket is used, it is a good idea to use a bin liner. Bin liners stop the bin from getting dirty, help with taking the rubbish out and also help with cleaning and sanitising the bin. Avoid touching the inside of the bag. Make sure the rubbish bag is not completely full, so the contents don't overflow and use two bags if the contents are wet in case it leaks. This waste can be put with other general rubbish (not recycling or green bins) for your normal rubbish pick-up. It is important to always wash your hands well and dispose of any personal protective equipment after handling waste.
43. Ensure there is a plan and timeframe in place to stock bathrooms with hand soap and paper towels where hand dryers are not available.
44. Staff must wear gloves when cleaning and wash hands thoroughly with soap and water before and after cleaning.
45. More detailed information about workplace cleaning can be obtained from the following links:

### RESOURCES:

<https://www.health.gov.au/resources/videos/coronavirus-video-good-hygiene-startshere>

[https://www.worksafe.qld.gov.au/\\_data/assets/pdf\\_file/0005/191678/covid-19-overview-and-guide.pdf](https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf) (pages 5-7)



## Protective face masks

46. Queensland Health's current advice on the wearing of masks/face coverings can be found at:

### RESOURCE:

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/protect-yourself-others/coronavirus-prevention#masks>

## Contact Tracing

47. It is strongly recommended that every showground/show encourages its patrons to download the COVID Safe App link: <https://www.health.gov.au/resources/apps-andtools/COVIDsafe-app>. Note: The app is not mandatory and does not replace the collection of patron contact details.
48. Contact tracing is critical. Contact information must be kept for patrons, contractors, staff and volunteers. This information must include: full name, phone number, email (or residential address where the person does not have an email account), and the date and time of entry, exit time or estimated period of patronage where feasible. If This information must be provided to a public health officer within the stated time (e.g. within an hour), if requested by a public health officer. The information should be readily available to ensure your business can fulfil this request.
49. Contact tracing information must be securely stored, not used for any other purpose and deleted/destroyed after 56 days. Shows/Showgrounds can utilise electronic systems, Point of Sale Systems (POS), written registers or written personnel records of attendance. Organisations **must** ensure collection and storage is privacy compliant. For further information please see: <https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses/information-privacy>
50. Period of patronage: Any person visiting the site, patrons, contractors, volunteers and staff must sign in with their time of arrival, they should be strongly encouraged to provide a time of departure or estimated duration, with signage displaying signing out allows for more effective contact tracing. Venues must display signage encouraging patrons to sign out.

## Signage

51. Suitable signage must be displayed stating the maximum occupancy allowed, provided the appropriate occupancy density rule is applied. If a place comprises of indoor and outdoor patron facilities, the additional maximum occupancy signage for each area should be displayed at all entry/exit points for each indoor and outdoor patron facility (e.g. halls or exhibit areas).
52. Consider displaying signage with arrows to direct flow of visitors through these spaces if crowds are anticipated. Additional signage may include, but is not limited to:
- Conditions of entry to the facility
  - Occupant density and physical distancing requirements
  - Any signage specific to the activity as may be identified in the applicable Industry COVID Safe Plan

53. Exclusion signage: Notice to all patrons to not enter the venue if they:

- are unwell
- have been in close contact with a known active case of COVID-19
- have COVID-19 symptoms
- are awaiting the results of a COVID-19 test
- have travelled overseas in the previous 14 days; or
- have been to a declared COVID-19 hotspot in the previous 14 days.

The list of declared COVID-19 hotspots may be found at:

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19>.

54. Make expectations clear to participants by using physical signs, social media posts or radio segments before and during the event. Staff can provide reminders and guidance during the event.

### Health Screening

55. Health screening must be carried out prior to any person entering the site. Health screening can include but is not limited to questionnaires, temperature checks and observation by qualified medical personnel. Any person refusing compliance must be denied entry to the site.

56. Competitors, vendors and visitors that have any symptoms of COVID-19 must stay away from the event or leave the event if they become ill. Use COVID-19 symptom screening questions and/or signage which may include, but are not limited to:

- are you unwell
- have you been in close contact with a known active case of COVID-19
- have you any COVID-19 symptoms
- have you travelled overseas in the previous 14 days
- have you been to a declared COVID-19 hotspot in the previous 14 days
- are you awaiting a COVID-19 test result

57. Exclude staff, participants, volunteers and patrons who are unwell from the premises and retain the right to refuse entry.

### Children

58. Children must be accompanied by an adult. Ensure that children comply with applicable requirements for appropriate distancing and use of face coverings (if applicable). Note that children under age two must NOT wear cloth face coverings because of the danger of suffocation.

### Event Management

59. Reduce the size and duration of the show to minimize time spent on site. Consider limiting the number of participants overall and in individual classes.

60. Determine what you will do if you must postpone or cancel the event. Make clear to participants how they will be notified if last-minute changes occur.
61. Develop flexible refund policies. For example, allow participants to stay home without penalty if they are sick, need to care for someone who is sick, at high risk for complications from COVID-19, or are quarantined due to exposure to someone with COVID-19.
62. Consider digital alternatives and encourage contactless payment options. Reduce face-to-face purchase transactions when possible. Encourage guests to purchase tickets online if possible. Consider all-inclusive package offers.
63. Require pre-registration of competitors to eliminate in-person interaction on site.
64. Pre-booking/ticketing of events/demonstrations must be considered as an effective means of controlling numbers attending.
65. Time restrictions must be considered on participation/viewing times. Consider implementing a time-based booking or ticketing system for long events or popular exhibits to minimise crowding across the facility.
66. Place acrylic (plexiglass) or other types of barriers/hygiene screens between guests and staff in frequent, close interaction areas wherever practical to reduce risk. Clean the barriers/hygiene screens regularly.
67. Limit paper materials at the Show (i.e. programs, weigh cards, etc.).

### **Seating/viewing areas**

68. Seating in any situation (grandstand, demonstration other activity that involves seating or gathering to observe an activity) during a Show or on a showground. Seated groups (e.g. during a Show or on a showground) are to be separated to support physical distancing. Develop strategies to achieve this (e.g. allocated seating or an allocated seating area, leaving sufficient seats between household groups (1-2 seats)).

### **Transport**

69. Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events, if crowding on public transport may occur.
70. Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.

### **Food and drink**

71. Patrons must be appropriately physically distanced while drinking (irrespective of beverage type) and dining-in. Patrons may order, pay and collect food and drinks at a bar or service counter.
72. Food businesses may still provide take-away service.

73. Concessions (i.e. snack kiosk/snack bar) and canteens must not include self-service food or beverages.
74. Concessions, licensed cafes and/or food vendors must follow the state requirements for food establishments as applicable. Remove self-serve stations including beverages and/or condiment dispensers and restrict access to tables and group eating areas. Food service establishment guidance can be found at:

**RESOURCE:**

[https://www.covid19.qld.gov.au/\\_data/assets/pdf\\_file/0034/129967/industry-covid-safe-plan-retail-food-services.pdf](https://www.covid19.qld.gov.au/_data/assets/pdf_file/0034/129967/industry-covid-safe-plan-retail-food-services.pdf)

### **Suspected case onsite**

(for detailed information and requirements refer Appendix 4)

75. Have a plan in the event a guest or employee falls ill on site.
76. Ensure your First Aid protocols address how to manage guests or employees with COVID-19 symptoms.
  - First Aid is staffed internally, provide the appropriate Personal Protective Equipment (PPE). If First Aid services are subcontracted to an outside organisation, insist that organisation provide the appropriate PPE for their employees.
  - Develop an isolation/quarantine area for the individual and his/her immediate party while assessment is completed.
77. Thoroughly clean and sanitise locations visited by a guest or employee with COVID-19 symptoms. Follow professional healthcare requirements for these processes.
78. Consider your communication protocols. Do you need to add codes or signals to address: COVID-19 specific emergency medical service calls? Physical distancing violations? A need for an immediate cleaning or sanitation service?

### **Shows/Demonstration**

#### *Prior to show*

79. Speak with the venue manager. Discuss expectations, possible capacity limitations, and/or any new procedures for the facility and sanitation practices.
80. Changes to configurations of layouts may be required to incorporate physical distancing requirements.
81. Facility layout must include minimum entrance, multiple exits, widened walkways and use of one-way guest flow patterns. Physical barriers to distance guests from exhibits/displays to limit contamination thereof.
82. If hosting a "show and go" type of event, ensure that parking areas are managed to provide at least 1.5 metres of distance to be maintained between household groups. If necessary, to maintain proper distancing, have animals prepped next to the trailer, shown and returned to the trailer.

83. If hosting a “show and stay” type of event, ensure that tie areas, stalls and wash bays are managed in a way that will allow at least 1.5 metres of distance to be maintained between household groups. (i.e. place a 1.5 metre empty pen space (or tack pen) between livestock owned by each household group).
84. Have strategies in place to monitor and prevent co-mingling of spectator groups, particularly at entries and exits to venue, rides, attractions and other common areas within the venue, such as by using alternate sections and closing access corridors. Each section must have a designated entry/exit, toilets and food/drink service where practical.
85. Consider providing a livestream of the competition online or virtual online shows and encourage spectators to utilize this option.
86. Extend check-in of vendors, sponsors and competitive exhibitors to allow for a more orderly and safer (increased opportunity to enhance distancing) load-in (bump-in) period.
87. Load-in (bump-in) by appointment may be necessary to ensure physical distancing.
88. Rostered/staggered delivery times for delivery and set-up of exhibits and displays.

Addition - Livestock competitions and shows

89. If your event includes a sale, consider reaching out to the local processor which typically serves this function for the show animals, to determine whether they have processing capacity.
90. Where space is shared by different species (cattle, horses, sheep, goats etc.) event organisers must only house one species in a facility at one time with a rostered approach being adopted for using the facility allowing sufficient changeover time.

Addition - Pavilion Section Competitions, Displays and Exhibits

91. Reduce the size and duration of the show to minimize time spent on site. Consider limiting the number of participants overall and in individual classes.
92. Demonstration areas must be reconfigured to maintain appropriate distancing between patrons and booth staff.

*During Show*

93. Show classes must physically distance, allowing 1.5 metres between competitors including in the prep areas, wash bays at the gate, and while in the show ring (not including individuals who reside together). Organizers must consider class size, ring size, and ring design in determining how this can best be achieved. Additional volunteers may be needed in these areas to provide reminders and guidance to participants. It may be necessary for these areas to be marked to show proper distancing.
94. Participants must leave the event venue as soon as they have finished showing.
95. Parking areas, tie areas, wash bays and stalls must be set up and managed so that at least 1.5 metres of distance can be maintained between family groups.

Addition – Livestock Competitions and Shows

96. Event managers will be responsible for ensuring that the requirements they set forth are being followed by participants.

97. Since livestock judges actively engage with both exhibitors and animals in the show ring, new guidance for judge participation and interaction include the following:
- a. specifying minimum distance of 1.5 metres between judge and handler/exhibitor except when examining the animal by touch or feel is required; and
  - b. administering a no-contact temperature check of all judges at the start of each day of judging. Temperature must be in accordance with the Queensland Health Department requirements.
98. Allow only immediate family members to appear in any livestock show staged photos. Judges are not be allowed to appear in any of these photos. For younger participants, it may be necessary to place marks in the show ring to signify proper spacing to adhere to the 1.5metre physical distancing recommendations.
99. Ring personnel must help maintain proper distance of participants.
100. Anytime there is a potential for a risk exposure, where 1.5 metres of distancing cannot be maintained in the show ring, then masks must be worn.
101. Additionally:
- a. For poultry, caged birds and pets (dogs, cats, guinea pigs etc) shows: break classes into smaller groups and add more tables (only allow at the table what can be properly distanced). Another option is to judge the species from holding cages. For showmanship, ensure that proper distancing between the judge and the participant can be maintained.
  - b. For small animal (sheep, goats, alpacas etc.) shows have the show ring marked to show 1.5metres of distancing per exhibitor/animal. Keep the number of participants in the ring to a minimum to allow proper spacing. If you feel proper spacing cannot be maintained, then masks must be worn by everyone in the ring.
  - c. For large animal (dairy and beef cattle, horses etc) shows. Keep the number of participants in the ring to a minimum to allow proper spacing. If you feel proper spacing cannot be maintained, then masks must be worn by everyone in the ring.

#### Addition - Pavilion Section Competitions, Displays and Exhibits

102. Section Stewards will be responsible for ensuring that the requirements set forth are being followed by participants.
103. Show classes must physical distance, allowing 1.5 metres between competitors (not including individuals who reside together). Organizers must consider class size, display size, and design must be considered in determining how this can best be achieved. Additional volunteers may be needed in these areas to provide reminders and guidance to participants. It may be necessary for these areas to be marked to show proper distancing.
104. There shall be no sampling or consumption of food or drink from live cooking demonstrations or food related contests.
105. Cookery Section entries must be delivered in a sealed container. Entries not in a sealed container will not be accepted. The only person to break the seal must be the judge, for that class, to sample the entry for judging purposes. Only one judge is permitted per class. The Show will reconfigure judging in the Cookery Section to allow distancing and to permit

the removal of a face mask by a judge in order to sample entries. Once sampled by the judge the entry may be handed to the stewards for display. Any cutlery or utensils used in the judging process must be cleaned or replaced after every class. Cleaning of cutlery and utensils must be to the cleaning requirements specific to the food industry (for example, under the Australia New Zealand Food Standards Code). At the conclusion of the Show all cookery entries must be discarded and disposed of in the rubbish.

#### *After show/demonstration*

106. Move-out (bump-out) of vendors, sponsors and competitive exhibitors must be coordinated to allow for a more orderly and safer (increased opportunity to enhance distancing) load-out (bump-out) period.
107. Participants must leave the event venue as soon as they have finished the demonstration or display.
108. Allow sufficient time between demonstrations/displays to carry out cleaning protocols between each group of attendees.

*These requirements do not replace or supersede any requirements applicable to your operations pursuant to law or regulation. These requirements are intended as a supplement to assist with safe operations during the COVID-19 pandemic and are subject to change.*

#### RESOURCES:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

<https://www.health.gov.au/resources/videos/coronavirus-video-good-hygiene-startshere>

<https://www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19>

<https://www.safeworkaustralia.gov.au/doc/cleaning-checklist-covid-19>

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-healthalert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/socialdistancing-for-coronavirus-covid-19COVID-19>.

<https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19>

<https://swa.govcms.gov.au/covid-19-information-workplaces/industryinformation/general-industry-information/ppe?tab=tab-toc-employer>

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/support-and-resources/resources>

## FURTHER INFORMATION AND SUPPORT

Visit the following sites for information on caring for mental health must these issues be identified:

- SafeWork NSW – COVID-19 pandemic: mental health at work
- Workplace Health and Safety Queensland – Work-related stress and Workplace psychological health considerations during COVID-19
- WorkSafe ACT – Work-Related Mental Health Impacts of COVID-19 and Healthier Work ACT – Responding to COVID-19
- SA Health – COVID-19 mental health support
- Northern Territory Government – Coronavirus (COVID-19) Self-care
- Comcare – Coronavirus: mental health and wellbeing guidance and resources
- VicHealth – How to look after your mental health during the coronavirus (COVID19) pandemic outbreak
- Western Australian Mental Health Commission – Looking after your mental health during the COVID-19 pandemic
- Government of Western Australia, Department of Mines, Industry Regulation and Safety - COVID-19 coronavirus guidance for employers: Looking after employee mental health and COVID-19 coronavirus guide for employees: Looking after your mental health • Tasmanian Government – Mental health support
- Head to Health – COVID-19 support
- Australian Psychological Society – Tips for coping with coronavirus anxiety
- Headspace – How to cope with stress related to coronavirus (COVID-19)
- TAFE Qld COVID Safe Training

To ensure this information is as accessible and easy to understand as possible, we refer to 'employers' and their responsibilities. However, under the model WHS laws, duties apply to any person conducting a business or undertaking (PCBU) which includes employers, but also others who engage workers. For more information about who is a PCBU see the Interpretive Guideline – model Work Health and Safety Act – the meaning of 'person conducting a business or undertaking'. If you need help deciding how WHS laws apply to you or what to do at your workplace, contact your WHS regulator.

Help strengthen our industry by becoming a member of the Queensland Chamber of Agricultural Shows Inc.

Join by contacting: [admin@queenslandshows.com.au](mailto:admin@queenslandshows.com.au)

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