

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



## Your COVID-19 Safety Plan

### Outdoor events

### Business details

Business name	One Step Walks Incorporated
Business location (town, suburb or postcode)	Sydney NSW 2000
Select your business type	
COVID-19 Safe outdoor gatherings	
Completed by	Abigail Thomas
Email address	<a href="mailto:abi@onestepwalks.org">abi@onestepwalks.org</a>
Effective date	11 October 2021
Date completed	13 October 2021

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### 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**

Inform staff, volunteers, local and refugee attendees that they should not attend if they are unwell or have cold or flu like symptoms. Communicate via Eventbrite and emails to locals, and via Migrant Resource Centre staff for refugee participants.

### **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**

Monitor NSW Government COVID updates, and follow best practices to maximise the wellbeing of attendees, volunteers and our team.

### **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**

Printed QR codes on arrival at the bus or at the event where all participants have to check in

**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

Request Migrant Resource Centre staff to communicate to refugee participants that the events are only open to vaccinated participants

Include vaccination as a requirement to attend the event on the Eventbrite description for local attendees

Check vaccine certificates on smartphones on arrival at the bus, and on arrival at the event

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## 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

We will limit group size to 50 participants to meet current NSW Government restrictions on outdoor gatherings.

We can limit tickets in eventbrite to 25 locals and inform Migrant Resource Centre staff to limit participants to 25 refugee participants to ensure we meet these limits.

We will monitor numbers on the day to ensure we do not exceed the limit

**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**

We have printed signs to show that we need to maintain physical distancing on the walk and when having a picnic after the event

**Avoid congestion of people in specific areas where possible.**

**Agree**

Yes

**Tell us how you will do this**

We will encourage participants to queue at 1.5 m apart at the registration desk and when boarding the bus.

**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 as all outdoor area with no boundaries

**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**

All outdoor areas so not applicable

**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**

We provide a private bus to transport refugee participants to the event. We will ensure spacing occurs on this bus between family groups

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## **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**

Not relevant as events are outdoors.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

All our events are outdoors.

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

**Agree**

Yes

**Tell us how you will do this**

Not relevant as all our events are 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**

Not relevant as all our events are 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**

Not relevant as all our events are 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**

Not relevant as all our events are outdoors

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## **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**

Staff and volunteers will wear masks on the bus

Refugee participants and Migrant Resource Centre staff will be required to wear masks on the bus

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

**Agree**

Yes

**Tell us how you will do this**

We provide hand sanitiser on the bus and at the registration desk

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

**Agree**

Yes

**Tell us how you will do this**

n/a as not office based

**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**

n/a as not office based

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## **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**

We have a dedicated QR code for OneStep Walks which we print out for QR code check in on bus (refugee cohort) and at registration desk (locals cohort) using NSW Gov Service



NSW QR code app.

**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**

At the bus registration and registration desk at the event, staff and volunteers will check for the green tick QR code.

**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**

We have Migrant Resource Centre case workers present at walks who can translate or provide information on behalf of participants with low English

**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**

The only venues involved are the bus and the outdoor event. Registration details will be captured for both of these.

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

Yes