



1. Purpose

- 1.1 This Policy outlines the broad approach that the Grafton Eisteddfod Society will take to ensure that any of their events will operate as safely as possible in a situation where there are public health concerns due to a current declared epidemic or pandemic (eg Covid-19).
- 1.2 For the purpose of this Policy, an infectious disease mean one caused by pathogenic microorganisms (such as bacteria, viruses, parasites or fungi), and which can be spread, either directly or indirectly, from one person to another.

2. Event Planning and Preparation

- 2.1 Ahead of each eisteddfod event due to happen in a time of epidemic or pandemic, the Society will:
 - 2.1.1 research the federal and NSW State government health directives that apply to this industry group
 - 2.1.2 undertake a risk assessment of the event (to decide if it is possible to proceed with the event or not) and to identify areas for change/ modification to improve participant safety
 - 2.1.3 if the event is to go ahead, develop an Epidemic / Pandemic Plan.
 - 2.1.4 obtain any government approvals, clearances or certifications required.
- 2.2 The Society will comply with all directions from authorized public health officers and recognized medical authorities in relation to the epidemic or pandemic.
- 2.3 Circumstances can change rapidly during a time of health crisis. The Society will respond promptly to any changes in the government directives or requirements in the preparation phase of the event or during it's running.

3. Epidemic or Pandemic Plan for an Event

- 3.1 The Plan will aim to, as far as possible, reduce and minimize the chances of any infectious disease being spread during an event held during a time of epidemic or pandemic.
- 3.2 The Plan will address how the various processes and activities before, during and after the event will be done or managed or changed so that they will be as safe as possible.
- 3.3 The Plan will include actions affecting or involving:
 - 3.3.1 the entrants
 - 3.3.2 the families of entrants
 - 3.3.3 other audience members
 - 3.3.4 teachers
 - 3.3.5 the official videographers and/or photographer
 - 3.3.6 volunteers
 - 3.3.7 stall holders

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- 3.3.8 special guests
- 3.3.9 Committee members.

4. Shared Responsibilities

- 4.1 While the Society will take all reasonable steps, it must be acknowledged that each of those present at or participating in the event must do their part in protecting their own health and that of others by being compliant with the Rules and taking reasonable health precautions.
- 4.2 In the event of an infectious disease being declared an epidemic or pandemic, the Society requires all people covered by this Policy to take the following basic health precautions.
 - 4.2.1 Regularly and thoroughly clean their hands with an alcohol-based hand rub or wash them with soap and water.
 - 4.2.2 Avoid touching their eyes, nose and mouth.
 - 4.2.3 Make sure they cover their mouth and nose with a bent elbow or tissue when coughing or sneezing, and disposing of used tissues immediately.
 - 4.2.4 Maintain the appropriate mandated physical distance from other people. If there is not mandated physical distance, keep at least 1 metre (3 feet) distance between themselves and anyone who is clearly unwell, or coughing or sneezing.
 - 4.2.5 Avoid hugging, kissing or shaking hands with others when greeting or leaving.
 - 4.2.6 Encourage their dependents, other family members and friends with them at an event to also follow safe and healthy practices.
- 4.3 People in the following circumstances are strongly encouraged to either stay home, or wear a face masks or visor and take additional health precautions:
 - 4.3.1 those who is currently ill or recently recovered from a serious illness
 - 4.3.2 those who have underlying health issues that put them at greater risk from the virus
 - 4.3.3 those who have a weakened or compromised immune system
 - 4.3.4 those in an age group that are most vulnerable to a serious or worse health outcome if they contract the virus (eg very young children, the elderly)
 - 4.3.5 anyone who is caring for / nursing someone who is ill with a cold, the flu or another contagious disease
- 4.4 Everyone is strongly encouraged to stay up-to-date about the latest virus hotspots (States, towns or cities, local areas) where the epidemic or pandemic or epidemic is currently located or spreading to.
- 4.5 If there are government health requirements affecting people who have recently traveled to or from certain locations (eg across certain State borders, from certain hotspots) – the Society will assume that the person is taking the correct and appropriate steps (eg home isolation for a set period).
- 4.6 We strongly encourage anyone to get tested immediately and then stay at home awaiting the result if they:
 - 4.6.1 have any symptoms of the virus
 - 4.6.2 have been in close, recent contact with anyone who has, or who is suspected of having, the virus
 - 4.6.3 has been to a venue or location that is a hotspot
 - 4.6.4 has been contacted as part of a virus contact tracing activity.

5. Changes to the Policy and Plans

- 5.1 The Committee will allocate the work amongst its various officers.
- 5.2 The whole Committee will educate itself about the requirements.
- 5.3 As State and Federal government directives can change quickly and frequently during a public health crisis, any additions or changes to this Policy and related Plans will be discussed and agreed by the Committee, either in or out of session, and the documentation will be updated (if necessary) when time permits. Speed of response is necessary.

6. Staying Abreast of Changes / Requirements

- 6.1 The Society will keep entrants, families, teachers, stall holders, volunteers etc informed of any new procedural requirements and changes affecting them by:
 - 6.1.1 posting information on their Facebook page
 - 6.1.2 putting documents on their website (which also shows all Facebook posts)
 - 6.1.3 issuing direct emails to teachers (if appropriate).
 - 6.1.4 including information in the event Program
- 6.2 Topics to cover in the advices will include (but are not restricted to):
 - 6.2.1 eligibility to enter (eg out of region / district)
 - 6.2.2 venue entry and exit procedures
 - 6.2.3 the length and timing of breaks
 - 6.2.4 audience composition, admission fees, ticketing, limitation on numbers
 - 6.2.5 audience seating and physical distancing requirements
 - 6.2.6 hygiene practices
 - 6.2.7 costuming, and the use of change rooms/area
 - 6.2.8 waiting to perform and warming up
 - 6.2.9 handing out of awards and prizes
 - 6.2.10 adjudication and adjudication notes
 - 6.2.11 canteen services
 - 6.2.12 handling of music, props or other things required for an entrant's performance
 - 6.2.13 cleaning of the venue
- 6.3 Reminder announcements will be made at regular intervals by the MC / announcer.
- 6.4 A supplement / addendum has been made to the *Rules and Conditions of Entry* to allow for any necessary changes related to an event held during a time of epidemic / pandemic.

7. Postponements

- 7.1 The Society will take advice from local and State health authorities on whether or not to postpone or cancel an event if there are known outbreaks or clusters in the town or local district.
- 7.2 The Society will postpone the event if:
 - 7.2.1 the event dates fall within in a period where the government has banned events of this type
 - 7.2.2 the venue becomes unavailable due to a government directive
eg schools are not allowed to hire out their halls.
 - 7.2.3 key personnel become unavailable
eg. too many volunteers are not available as they are in a high risk age group and prefer not to participate, or are directed to stay in home quarantine

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- eg. the Adjudicator is unable to travel from interstate or another district due to border closures or restrictions – and a suitable replacement can't be found.
- 7.2.4 travel restrictions result in too few entrants to make a viable event
 - eg State government restricts or prevents inter-district travel
- 7.3 If postponed while entries have been taken (and are either still open or have closed) - all current entrants will be given a choice to either:
 - 7.3.1 withdraw and receive a refund of their entry fee
 - 7.3.2 keep their entry active and have the opportunity to modify it when the event has been re-scheduled and entries re-opened.

8. Cancellations

- 8.1 The Society will cancel the event if:
 - 8.1.1 there are no other suitable dates during the current calendar year where a suitable venue and enough key staff will all be available.
 - 8.1.2 there are not enough staff (Committee members and volunteers) to run the event in the way it needs to safely happen.
 - 8.1.3 there are insufficient entries to make a viable competition;
 - 8.1.4 the event will incur an overall monetary loss that the Society's finances could not easily absorb.

9. Refunds

- 9.1 If cancelled after entries had been taken, all current entrants will be given a refund.
- 9.2 The Treasurer will issue any refunds. These will include the entry fee quoted on the Schedule but will not include any processing fees incurred during online entry or banking fees.
- 9.3 If an event is cancelled, the Treasurer will talk to sponsors about returning any money they have already donated for that event.
