



## COVID-19 Safety Plan

### ACT Ladies Kennel Club & Canberra All Breeds Kennel Club

| GENERAL INFORMATION                                                                                                      |                                                                  |                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| EVENT TITLE                                                                                                              | 2021 Winter Classic                                              |                                                                                       |
| EVENT TYPE: All Breeds Championship Shows                                                                                | Saturday 12, Sunday 13 and Monday 14 June 2021                   |                                                                                       |
| EXPECTED NUMBER OF PARTICIPANTS:<br>350 exhibitors<br>100 other attendees (includes judges, stewards and club officials) | REGISTRATION/ENTRY METHOD: Show Manager Online Entry System      |                                                                                       |
| VENUE: Dog Rings Upper<br>Lower                                                                                          | Size (m <sup>2</sup> ):1577.73<br>Size (m <sup>2</sup> ):1577.73 | Max Occupancy: 30 Exhibitors at any one time per ring                                 |
| VENUE: Grounds, Upper and lower & Set up (Office and carpark not included)                                               | Size (m <sup>2</sup> ): 14,062.68                                | Max Occupancy: Up to 100 persons excluding Exhibitors and Officials                   |
| VENUE: Top Bathrooms                                                                                                     | Size (m <sup>2</sup> ): 99.41                                    | Max Occupancy: 8 – 5 male cubicles and 5 female cubicles<br>1 Disabled access toilet. |
| Venue: Bottom Bathroom                                                                                                   | Size (m <sup>2</sup> ): 18.48                                    | Max Occupancy: 1 female cubicles and 1 male cubicles                                  |
| Venue: Well Station Road entry Carpark                                                                                   | Size (m <sup>2</sup> ): 14,490                                   |                                                                                       |

| SHOW COMMITTEE MEMBERS |                     |              |                                                                            |
|------------------------|---------------------|--------------|----------------------------------------------------------------------------|
| NAME                   | POSITION            | PHONE        | EMAIL                                                                      |
| Pat Bowden             | President ACT LKC   | 0427320542   | Baccalieu1@gmail.com                                                       |
| Stuart Barr            | President CABKC     | 0413 131 817 | <a href="mailto:barrsa@ozemail.com.au">barrsa@ozemail.com.au</a>           |
| Bev Barr               | Show secretary      | 0413 131 817 | <a href="mailto:barrsa@ozemail.com.au">barrsa@ozemail.com.au</a>           |
| Linda Stevens          | Show Secretary      | 0408637059   | Lstevens@qirx.com.au                                                       |
| Marcia Kingston        | Show Secretary      | 0418 667 322 | Kingswayecs@gmail.com                                                      |
| Cristan McCusker       | Assistant Secretary | 0408 428 022 | <a href="mailto:Cristan.mccusker@gmail.com">Cristan.mccusker@gmail.com</a> |

|                             |  |              |                                                                                    |
|-----------------------------|--|--------------|------------------------------------------------------------------------------------|
| David and Christine Beacock |  |              | <a href="mailto:Djbeacock@gmail.com">Djbeacock@gmail.com</a>                       |
| Ruth and Ben Scott          |  | 0412 233 369 | <a href="mailto:Dreamforce_shihtzu@bigpond.com">Dreamforce_shihtzu@bigpond.com</a> |
| Margaret Chalmers           |  | 0400 024 339 | Chartruese1@bigpond.com                                                            |
| HYGIENE MARSHAL: TBC        |  | Phone:       |                                                                                    |

| CONDUCT OF EVENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p><b>General description of how the event will take place -including modifications if any to assist with minimising risk:</b></p> <p>Saturday AM show – 7 rings operating (Lower and upper) to spread out exhibitors<br/> Sunday AM show<br/> Sunday PM show<br/> Monday AM show</p> <p>The Club will appoint two designated COVID Safe Marshalls who will be responsible for ensuring that people are social distancing and not congregating inappropriately.</p> <p>Any vendors will be required to provide a COVID Safe Plan the week prior to the show for consideration by DogsACT and EPIC.</p> <p>Entries will not be accepted from any current “Hot Spot” as indicated by ACT Government advice at <a href="https://www.covid19.act.gov.au">https://www.covid19.act.gov.au</a></p> <p>Online entries only and will be via Show Manager and will require acceptance of terms laid out in the COVID 19 page to enable attendee tracking. (See Attachment A)</p> <p>Attendees are encouraged to have downloaded the COVIDsafe @ <a href="https://www.health.gov.au/resources/apps-and-tools/covidsafe-app">https://www.health.gov.au/resources/apps-and-tools/covidsafe-app</a></p> <p>The Show Manager computer system flags COVID Hot spots and the system will not accept the entries from those postcodes.</p> <p>All persons who are not Officials or Exhibitors must register their attendance at the Office using the CBR App.</p> <p>There will be no paper catalogues issued at this event.</p> <p>The Catalogue will be emailed to the exhibitor prior to the event.</p> <p>Lapel card numbers will be emailed to the exhibitor but can be picked up on the day. It shall be the exhibitor’s responsibility to print their own exhibit numbers.</p> <p>COVID Safe Marshalls and Club Officials will have access to the Show Attendees Registration list. (Show Manager provides this listing and any additional attendees registered at the Office on the day).</p> <p>All judges to have an electronic signature so they can be placed on each certificate, this eliminates them handling certificates to sign.</p> <p>Exhibitors shall stand at arm’s length from their exhibit as it is being examined by the judge, to assist in maintaining physical distancing.</p> |

The exhibitor will be responsible for adhering to physical distancing requirements when in the ring with other exhibitors and exhibits.

**Information to be included at time of entry to assist with minimising risk:**

Show Manager will be receiving all entries and have a COVID-19 page that is activated on the event, The exhibitor can create their entries the same as normal however before they pay they are presented with the COVID-19 page. The COVID19 page can have any custom terms and conditions that are required and we can also link to any additional documents that we might want the exhibitor to read or download.

The COVID page also has an attendee tracking system. The Exhibitor needs to add all the attendee information for anyone that is going to the show. The system will not use the owner or user information, they must input the details of the person that is attending. Part of the attendee information is also the car registration. We will be able to print attendee reports. Complete attendee reports will be provided to EPIC within 24 hours after the shows.

In the system the attendee information for our workers, (Judges, stewards) can be added.

Exhibitors are able to update their attendees at any time from their 'My Events' page.

We able to view and print all attendee contact information grouped by Car Rego, Name or Breed Group. We can enter 'Workers' into the attendees to be included on the attendee reports.

Show Manager will not accept entries from 'Hot Spots' and will instruct potential attendees:

- You must NOT attend this show if you have visited any of the current "Hot Spots" as per the ACT Government advice at <https://www.covid19.act.gov.au>
- Ensure you bring sufficient equipment to show and care for yourself and your dog/s so that you do not need to share equipment
- Please consider downloading the Covid Safe App prior to attending this event

**HYGEINE**

**How will information be disseminated to participants in relation to social distancing and hygiene practices and principles?**

All signs will be placed around the grounds as per the current ACT Government recommendations.

**What cleaning procedures and timings for common areas and amenities will be undertaken?**

A Contract cleaner (EPIC asked to advise in the first instance) will be employed for 3 hours each day to regularly maintain hygienic conditions in the restrooms and to clean surfaces that are in common areas. Cleaning activities will be followed as in Cleaning checklist – COVID 19 – Safe Work Australia (see Attachment E). A cleaning log will be maintained by the Cleaner who will also have to provide their own Covid Safe Plan. These documents will be provided to EPIC within 24 hours of the Shows.

Exhibitors are requested to maintain appropriate hygiene and physical distancing when visiting restrooms. Signage will clearly indicate maximum number of people allowed in the restroom at any one time.

Sharing of equipment will be discouraged.

Attendees will be encouraged to sanitise their hands and keep the recommended 1.5 metres from each other. Sanitiser will be available ringside at each show ring and in the restrooms and at the Office.

Appropriate cleaning products will be available eg disinfectant cleaners and disinfectant surface wipes.

Pertinent information will be included in the Show advertising schedule as well as a requirement to read and accept before show entries are accepted.

**How will you encourage participants to practice social distance and general hygiene?**

Signage will be posted prominently throughout the activity site. (see Attachment D) These signs will be hung at each side of the ring (at side of the paths and on the Office Billboards).

Regular announcements will be made. (See sample announcement at Final page of COVID Safe Plan)

Hand sanitizer will be available at each ring and the Office but exhibitors should bring their own.

**VENDORS**

**Do you intend on allowing vendors to attend this activity and if so, will you request a safety plan from them?**

Yes. We will also ensure that they are aware of all current COVID restrictions and conditions of entry for the event. The Vendor COVID Plans will be submitted to EPIC at least 24 hours prior to the show.

**INCIDENT MANAGEMENT**

**Describe what information and how you will collect it to enable contact tracing if required**

Contact tracing will be done through our online entry provider Show Manager. It will collect details of all attendees.

There will also be a paper base for collecting details of people such as judges, stewards and officials.

## Dogs ACT Use:

Date Application Submitted:

Application reviewed by:

Comments:

Approved Date:

