

COVID Management Plan Frequently Asked Questions

What is a COVID Management Plan?

A COVID Management Plan sets out how high-risk activities will be managed to reduce the risk of transmission of COVID-19 between patrons/attendees and staff/volunteers.

Activities that require a plan include:

- Gatherings and activities of more than 1,000 people
- Licensed premises where entertainment of a sexually explicit nature is provided

Example of the sorts of activities, events and venues which may require a COVID Management Plan if they meet the above criteria:

- Sporting events/venues
- Wedding venues
- Stadium events
- Ceremonies
- Nightclubs
- Bars and pubs
- Public, community and cultural events
- Conference venues.

COVID Management Plans must be approved by SA Health.

Do I need a COVID-Safe Plan or a COVID Management Plan?

The table below provides guidance on when a COVID Management Plan and/or a COVID-Safe Plan will be required. If you already have a COVID-Safe Plan in place, it should be submitted together with your COVID Management Plan. A COVID-Safe Plan can be obtained from (www.COVID-19.sa.gov.au).

Defined public activities under 1,000 people	COVID-Safe Plan
Venues or activities with no drinking or dancing	COVID-Safe Plan
Venues or activities with drinking and dancing with less than 1000 patrons	COVID-Safe Plan
Activities, events, gatherings over 1,000 people	COVID Management Plan
Licensed premises where entertainment of a sexually explicit nature is provided	COVID Management Plan

What is a high-risk activity?

High-risk activities are activities that present a higher risk of COVID-19 transmission. These risk factors include, but are not limited to:

- Large numbers of people gathering in a single location.
- Events or activities held indoors.
- Higher levels of movement and interaction.

- Interaction between non-familiar social groups.
- Confined spaces or small room size.
- Activities that involve forced exhalation (i.e. dancing or physical activity).
- Consumption of alcohol.
- The type of ventilation.
- Likelihood of prolonged contact with strangers.
- How people travel to and from the event, assemble, enter and exit, and behave at the event in relation to social distancing and hygiene.

Other risks may also be present in how people travel to and from the event, assemble, enter and exit, and behave at the event.

Certain high-risk activities can also make contact tracing more difficult and time consuming, which can slow down SA Health's ability to trace and contact people who may have been exposed to COVID-19 and to quickly contain outbreaks.

What do I need to include in my plan?

A COVID Management Plan must be site-specific and comprehensively address three principles for both staff and patrons/attendees. These principles aim to reduce the risk of transmission in a public place/event:

1. Density
2. Distancing
3. Contact Tracing

Your COVID Management Plan must also consider control measures to address each of the following five Operational Control Standards:

1. Staff and patron health and wellbeing
2. Hygiene and cleaning
3. Public health education/information
4. Food and beverage service
5. Non-compliance and incident management

For more detailed information about the above principles and standards, see the 'COVID Management Plan – Guidance' document.

How do I calculate the density requirements for my event?

The area you need to calculate for your event are the areas that will only be accessible to the public. Publicly accessible space includes both indoors and/or outdoors areas.

The maximum number of people (excluding staff or people undertaking official duties) in any single room or enclosed area must not exceed 3 people per 4 square metres.

To calculate your density requirements, firstly measure the total area of space in square metres.

For an indoor event, you could use the measurements from a floor plan.

For an outdoor event, you could measure an area using Google Maps to calculate the total area of space in square metres.

Once you have the total area of space in square metres, you must then exclude infrastructure such as rest rooms or change rooms, furniture, and back of house areas to determine your publicly accessible space.

The total publicly accessible space would be the total venue square metres minus space taken up by staff only areas, storage areas, infrastructure, and food vendors.

How do I submit a COVID Management Plan?

Plans must be completed and submitted using a template available at www.covid-19.sa.gov.au. The plan and supporting documentation must be emailed to: Health.COVIDManagementPlan@sa.gov.au.

Information on the approval process can be found at www.covid-19.sa.gov.au.

How far in advance can I submit my plan?

You can submit your plan as far in advance of your activity/event as you choose, noting that COVID-19 restrictions in South Australia are subject to change.

How are the plans assessed?

Upon receipt of your COVID Management Plan application, SA Health will assess the plan against the three infection control principles and five operational standards, and ensure it has a sufficient level of detail to address all of the requirements.

If further information is required, you will be contacted and advised of what further information may be required and will be asked to re-submit your plan.

Site visits and meetings may be required to gain final approval.

Who approves the plans?

Plans are first reviewed by the COVID Management Plan Review Team to ensure submissions are completed correctly and followed up if additional information is required.

The completed plan is then reviewed by the COVID Management Plan Committee, which includes the Chief Public Health Officer, Deputy Chief Public Health Officers, and Infection Control specialists.

How long will it take for my plan to be assessed?

A COVID Management Plan manages high-risk activities and SA Health must be certain that the event/activity can proceed safely.

It may take several weeks from the time your submission has been accepted to receiving the assessment of your COVID Management Plan.

The time taken to approve a COVID Management Plan will be subject to a number of factors:

- The risk level of your activity (i.e. an indoor activity is higher risk than an outdoor activity).
- The complexity of your COVID Management Plan.
- Responsiveness of the applicant in addressing SA Health's enquiries or request for more information.

Your application will not be progressed until all information is obtained for assessment.

To allow time for your plan to be reviewed and assessed, ensure your plan is submitted at least 4 weeks before your event or your event's critical date.

If I am asked to submit more information, will this delay the process?

Your application will not be progressed until all information is obtained and your COVID Management Plan has been deemed complete and comprehensive enough for assessment.

What happens once my plan is approved?

You will be notified in writing of the outcome of the assessment if your plan has been approved, denied or where you may have received conditional approval subject to some changes. It is then your responsibility to implement the control measures in accordance with your plan.

Your COVID Management Plan may also be published by SA Health online to allow the public to inspect how you will manage risk in your venue or at your event.

What happens if my plan does not get approved?

If your plan is rejected, SA Health will advise you of the reasons and will provide advice on possible ways to address the plan's deficiencies. You can then choose to submit an updated plan.

Do I have to display my plan?

Once approved, your COVID Management Plan must be made available for the public and for authorised officers in the event of a site inspection. SA Health may also choose to publicly release your COVID Management Plan.

Can my activity/venue proceed if my plan has not been approved?

It is a requirement of the Emergency Management Direction for Public Activities that an approved COVID Management Plan must be in place before the activity can commence.

If the activity is deemed high risk, you will not be able to open/proceed until you have an approved COVID Management Plan. This includes the operation of nightclubs.

Depending upon your venue/activity, you may continue to operate low-risk activities that have less than 1,000 people in attendance and a COVID-Safe Plan in place.

If my event/venue does not require a liquor licence, can dancing and drinking occur together?

Yes, if your event or venue does not require a liquor licence under the Liquor Licencing Act 1997, drinking and dancing can occur together. However, there must not be more than 1,000 people and you or the venue operator may need to complete a COVID-Safe Plan.

If you are not sure if you require a liquor licence, contact Consumer and Business Services at www.cbs.sa.gov.au/contact or email LiquorAndGaming@sa.gov.au.

Is one COVID Management Plan enough?

COVID Management Plans must include control measures that address each site's layout, total capacity, and facility design according to the activity to be undertaken. Therefore, in some instances a venue may need to submit more than one COVID Management Plan. This may occur when:

- An activity is held across multiple locations.
- A venue has different types of high-risk activities on the same site (e.g. competitive sport on an oval and dinner/dancing in the sports club).

In the interest of time, you may choose to progress the COVID Management Plan for the lower-risk activity first and submit a more detailed COVID Management Plan for the higher-risk activity later (if a plan for each is required).

Do I need a plan for activities/gatherings at my private residence? (e.g. weddings, wakes, birthday parties)

No, if there are less than 1,000 people.

How are plans being monitored and enforced?

Ensuring compliance with the infection control measures stated within your COVID Management Plan will be the responsibility of the venue owner/activity coordinator.

SAPOL and SA Health staff will undertake unannounced site visits to assess and monitor compliance from time to time. Where a venue/activity neglects their responsibilities or is in wilful breach of their COVID Management Plan, they may be cautioned, fined, or the approval of your COVID Management Plan will be revoked.

This may mean your venue or activity may not re-open until such time as:

- The areas of concern are addressed, and/or
- The COVID Management Plan is revised and resubmitted for assessment.
- Approval is obtained for the revised COVID Management Plan.

What if I incur costs associated with implementing my plan?

Cost associated with implementing a COVID Management Plan will be at the venue owner/event organiser's expense.

What is a 'social group'?

A 'social group' is a group of people who arrive at the event/venue together. They do not have to be seated 1.5 metres apart but should be seated at least 1.5 metres away from other social groups.

Why are plans needed if we do not have community transmission in South Australia?

The experience interstate and overseas indicates COVID-19 is highly transmissible and a percentage of people who are positive do not show any symptoms.

With the easing of restrictions and the arrival of visitors from overseas and interstate, South Australia is anticipating and preparing for new COVID-19 cases. This means that measures to reduce the risk of transmission are still required.

The way these cases are monitored, tracked, traced, and managed will determine our success to limit and effectively respond to any cases, and to contain the spread of COVID-19 as much as possible.

The combination of physical exertion (dancing and exercise), loud music that means people lean in closer to hear, and alcohol consumption that may contribute to moments of less caution, means these precautions are necessary to ensure the SA community remains COVID safe.

While South Australia requires quarantine for overseas and some interstate travellers, we also require essential services to be delivered from interstate and overseas to keep our industry and economy running.

This means we can never be completely free of the risk of COVID-19 being introduced into our community.

South Australia may need to keep its current level of restrictions in place long-term to reduce the risk of transmission and to avoid the need to re-impose restrictions, as has been done in other states and countries. This provides more stability for South Australian businesses and the broader community.

What happens if there is an outbreak in South Australia?

COVID Management Plans will assist in reducing the risk of transmission and will help authorities to respond quickly to any outbreaks.

If there is an increase in cases of community transmission (new cases with no links identified), SA Health may need to review existing COVID Management Plans to ensure activities are still safe to proceed. In the event of a widespread outbreak, COVID Management Plans may be revoked.

Who can I contact if I have a question?

If you require assistance or have any queries while completing your COVID Management Plan, you can contact SA Health at:

- Telephone: 8226 7100
- Email: public.health@sa.gov.au

You can also seek assistance from your industry association or peak body.

For more information

SA COVID-19 Information line 1800 253 787

sahealth.sa.gov.au/COVID2019

covid-19.sa.gov.au

Health Regulation and Protection
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