



## DOGS NSW EVENTS COVID-19 CHECKLIST FOR SHOW SECRETARIES

All Show Secretaries must complete and email to [info@dogsnsw.org.au](mailto:info@dogsnsw.org.au)

### Mandatory Requirements for Show Secretaries

- a. Complete and email this form to [info@dogsnsw.org.au](mailto:info@dogsnsw.org.au) (ATT: Shireece) **at least 10 days before the show** for approval.
- b. Comply with all COVID Safe Steps as listed in this document.
- c. Complete the current COVID-19 SAFETY PLAN-Controlled Outdoor Events from the DOGS NSW website and submit with this form to DOGS NSW. You must print and maintain your plan and produce if requested at your show.

**DOGS NSW reserves the right to cancel a show if all requirements are not completed.**

### Show details

Affiliate Name: \_\_\_\_\_

Discipline (eg Conformation/Dog Sports): \_\_\_\_\_

Venue size: \_\_\_\_\_ sq metres

Expected number of attendees: \_\_\_\_\_

Show Date: \_\_\_\_\_/\_\_\_\_\_/2021      Time Start: \_\_\_\_\_

Venue name: \_\_\_\_\_

Is this venue fully fenced: Yes / No \_\_\_\_\_ and Gated Yes / No \_\_\_\_\_

Venue Address: \_\_\_\_\_

Show Secretary/Contact person name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Yes/No**

1	DOGS NSW COVID Checklist completed	
2	COVID -19 SAFETY PLAN completed	
3	Attach list/roster of appointed 'Gate QR Check-in' COVID Marshalls (The gate must be manned for QR Code and double vaccination check for the entire show)	
4	Does your venue have a Service NSW QR Code that will be used?	



5	Do you have iPad/tablet for manual recording of names/time/vaccination details for those exhibitors/visitors unable to check in?	
6	Does your Club have information of COVID requirements to inform all Judges, Stewards & Officials of current COVID-19 Regulations?	
7	Have you calculated the size of your venue/ground in square metres and have calculated the maximum number of persons allowed to be on the ground at 1 person per 2 square metres?	
8	Do you agree to comply with the DOGS NSW COVID Safe Steps/Procedures document	

### **COVID Safe Steps/Procedures**

1. Complete the 'Mandatory requirements for Show Secretaries' (a,b,c above)
2. Ensure that your venue is fenced/barricaded and gated so as to record all attendees present and ensure all are double vaccinated.
3. Ensure that you adhere to the density limit of 1 person per 2 sq metres, eg, ground is 2000 sq metres, therefore, maximum capacity is 1000 attendees.
4. Provide a warning to all attendees to self-assess their health before entering and not attend should they be suffering any COVID-like symptoms.
5. Ensure all Officials, workers and volunteers check in as per COVID health requirements.
6. Use a Service NSW QR Code at all entry points for check-in of all attendees.
7. Allocate a cleaner to ensure that 'frequently touched areas and surfaces are cleaned several times per day' with disinfectant/detergent.
8. Ring Stewards are to clean ring tables regularly with disinfectant/detergent.
9. Have hand sanitiser at key points around the venue including rings.
10. Ensure gazebos and setups are separated by 1.5m for physical distancing.



11. Provide COVID Marshalls at entry/exit points for check in to ensure COVID compliance.
  - Attendees must check in with the QR Code and display evidence of check in and double vaccination before entering the venue.
  - If an attendee is unable to check in with the QR Code, the COVID Marshall must record Name; Contact number; and entry time electronically (iPad, etc). In addition the attendee must produce evidence of double vaccination in the form of a vaccination certificate.
  - Records must be kept and available to be inspected electronically for 28 days after the Show.
  - If an attendee cannot comply, they must be refused entry. Should they object and not leave the area, local Police are to be requested to attend.
12. Provide a COVID safe method for any catering for the event.
13. Ensure vendors and food vans have COVID safe plans and procedures.
14. Make regular PA announcements to attendees about COVID rules and social distancing.

**We agree to comply with the DOGS NSW COVID safe mandatory requirements and COVID safe procedures in conducting this event.**

**Name:** .....

**Signature:** .....

**Date:** .....