

APPENDIX 3

GUIDELINES FOR SAFE PRESENTATION OF FESTIVALS AND LIVE EVENTS: COVID-19

COVID-19 RESPONSE PLAN

WORKED EXAMPLE

OUTDOOR FAMILY FESTIVAL

The Arts Council and Fáilte Ireland

TABLE OF CONTENTS

1	INTRODUCTION	5
2	ORGANISATIONAL STRUCTURE AND MANAGEMENT TEAM	5
3	RISK ASSESSMENT	7
4	SCREENING	14
5	HYGIENE AND RESPIRATORY ETIQUETTE	14
6	PHYSICAL DISTANCING	15
7	CLEANING TO PREVENT CONTAMINATION.....	20
8	ARTIST AND PERFORMERS	21
9	HEATING/VENTILATION/AIR-CONDITIONING SYSTEMS	22
10	COMMUNICATIONS	22
11	ACCESSIBILITY.....	23
12	ZONE EX MANAGEMENT	24
13	ANCILLARY EVENT ACTIVITIES	24
14	SUSPECTED-CASE RESPONSE PLAN	24
15	SITE LAYOUT	27

DISCLAIMER

The worked example is provided for illustrative purposes only and is indicative of how festival and event organisers may adapt their events in line with information outlined in the *Guidelines for Safe Presentation of Festivals and Live Events: COVID-19*. The worked example should be read in conjunction with *Guidelines for Safe Presentation of Festivals and Live Events: COVID-19*.

This worked example relates to event operations for the management of crowds with respect to COVID-19 and infection-prevention and control measures in place. Organisational Work Safely Plans in line with the [Work Safely Protocol](#) shall be referenced but not included in this example.

The worked example outlines COVID-19 response for a single level of the framework (level 1) of the government's [COVID-19 Resilience and Recovery 2021: The Path Ahead](#). It is advised that festival and event organisers prepare contingency plans through levels 1–5.

PRE-COVID-19 EVENT OUTLINE

This is a family festival that is held over three days in a local-authority park. The festival is free of charge and is open to the public over the course of the weekend. The festival usually attracts 4,500 attendees a day. Programming for the festival includes local and international children's performers, musicians and interactive children's activities. There are usually two performance stages running simultaneously. Smaller pop-up acts take place sporadically.

The set-up for the festival takes place over two days prior to the first day of the festival. Take-down commences directly after the festival and continues into the following day.

Operational timings for the festival are as below:

- Friday 14:00–18:00
- Saturday 10:00–17:00
- Sunday 10:00–16:00

The festival is produced by the local authority and is delivered by a private company. The location of the park is city central, and the majority of attendees will walk to the festival.

The festival also has artisan food trailers.

The festival is staffed by paid employees and volunteers.

Goods and services provided by contracted suppliers include:

- Staging
- Barriers and fencing
- Marquees
- Temporary toilets and welfare facilities
- Power
- Sound and lighting
- Medical and first aid
- Cleaning and waste management

The event is taking place in a small, enclosed park. The park is a fixed outdoor venue with railings around the perimeter, and entry is only through gates that can be controlled and managed.

There are four gates leading into the park: two large enough for vehicle access and two smaller pedestrian gates.

ASSUMPTIONS

The national framework [COVID-19 Resilience and Recovery 2021](#) level in place at the time of the event is expected to be level 1. In accordance with the framework, the maximum capacity allowed at the event in this venue is 500 people.

The following measures should be undertaken:

Updated documentation

- Child-safeguarding policy
- Safety statement
- Risk assessments and method statements
- Standard operating procedures and operational plans
- Terms and conditions for attendees
- Cancellation policy for performers, artists and suppliers
- Insurances

Measures to implement for workers

- Appoint Lead Worker Representative
- Return-to-work health screening for workers
- Training and education for workers
- Contact tracing for workers
- Work from home where possible
- Access at-risk workers
- Arrange workers in pods and alternative shifts
- Suspected-case response and close-contacts management

Measures to implement for contractors and suppliers

- Return-to-work health screening
- Training and education
- Contact tracing
- Nomination of Compliance Officer(s)
- Arrange workers in pods and alternative shifts
- Set-up and take-down activities managed in line with Work Safely Protocol
- Deliveries and collections managed in line with infection presentation and control measures
- Scheduling of suppliers and contractors during set-up and take-down
- COVID-19 safety plan submitted to the event organiser

1 INTRODUCTION

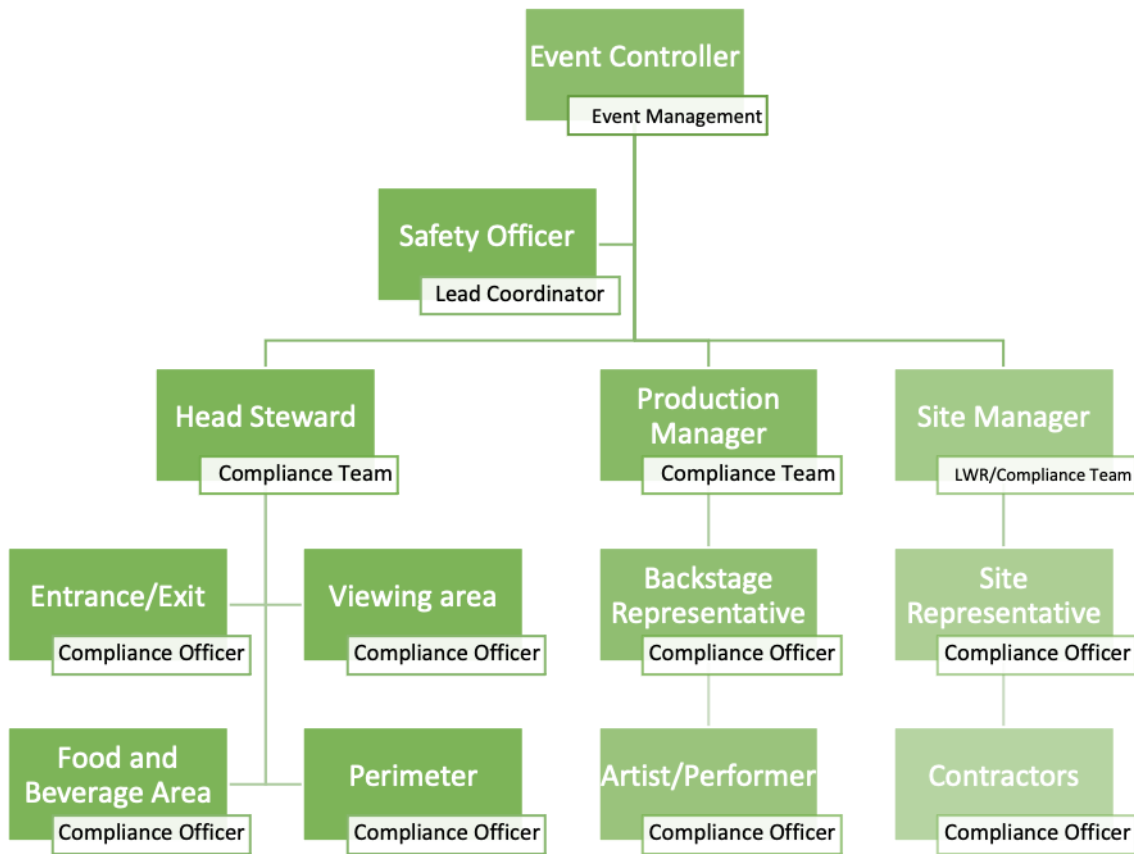
This document has been prepared in response to COVID-19. It:

- Outlines the festival’s policies and procedures to prevent the spread of the virus.
- Ensures compliance with current government guidance and public-health advice.

2 ORGANISATIONAL STRUCTURE AND MANAGEMENT TEAM

2.1 Organisational Structure

The organisational chart below outlines the management and reporting structure for the festival with respect to COVID-19.*



**Models are scalable depending on operational model and organisational structure*

2.2 Key Personnel

1. COVID-19 Lead Coordinator

The COVID-19 Lead Coordinator has been appointed and is responsible for the planning and coordinating of all COVID-19 activities. They shall ensure compliance with all elements of the COVID-19 Response Plan. The Lead Coordinator shall appoint Compliance Officers to monitor public

compliance at the event. The Lead Coordinator shall head the COVID-19 Compliance Team (see below) in developing the COVID-19 Response Plan.

2. COVID-19 Compliance Team

The COVID-19 Compliance Team shall be responsible for the planning, implementation and monitoring of the COVID-19 Response Plan. The COVID-19 Compliance Team has been established with the following personnel:

Department	Key personnel	Name
Event Control Team	Safety officer (Lead Coordinator)	Julietta Stoney
Production Team	Production manager	Alfred Heston
Site Management Team	Site manager	Thurman Bane
Stewarding and Security Team	Head steward	Cordie Kirwan

3. COVID-19 Compliance Officers

COVID-19 Compliance Officers have been nominated and provided with appropriate training to monitor compliance on-site and respond to breaches. They shall advise and assist attendees and workers in implementing control measures.

Each organisation working on-site shall name a COVID-19 Compliance Officer for their team. This includes concessionaires, performers, activity providers, contractors and suppliers.

Team	Area	COVID-19 Compliance Officer
Stewarding/security	Ingress/egress	Steward 1: Joe Bloggs
Stewarding/security	Stage area/toilets	Steward 2: Jane Bloggs
Stewarding/security	Stage area/toilets	Steward 3: John Smith
Stewarding/security	Food village and activities	Steward 4: Jackie Smyth
Stewarding/security	Food village and activities	Steward 5: Paul Gold
Production	Stage/back of house	Leo Martin
Medical		EMT 1: Gary Gray

4. Medical

Pioneer Medical has been contracted to provide medical and first-aid services at the festival. The Event Medical Plan has been updated and an area for the isolation room has been identified (see drawing).

A COVID-19 Response Plan for suspected cases of COVID-19 has been prepared in conjunction with the medical provider, and is outlined in section 5 of this plan.

5. Customer Service Team

A Customer Service Team has been developed to help deal with any potential difficult conversations, people refusing to wear a mask, the taking-off of masks in mask-wearing areas, and complaints in relation to other attendee behaviour. The Customer Service Team shall be located at the information point and can be contacted by any worker requiring assistance.

Customer service considerations with respect to COVID-19 shall be included in pre-event briefings for front-of-house workers and stewards.

3 RISK ASSESSMENT

3.1 Risk-assessment Methodology

Identification of hazards

A risk assessment has been carried out to identify and assess hazards that pose a risk of transmission of COVID-19 via the following transmission routes:

- Airborne
- Surface contact
- Personal physical contact (e.g. handshakes)

The risk assessment for the event was achieved by conducting a visual inspection of the event site, and through the assessment of event activities.

Evaluation of risk items

The likelihood and severity of the hazard have been considered to provide a risk rating.

- Low: risk of transmission is considered low.
- Medium: recommend significant efforts to improve mitigation measures or reduce risk of transmission.
- High: unacceptable risk of transmission.

The product of the two scoring outcomes provides an overall risk rating based on the following table:

Likelihood

	Low	Medium	High
Severity	High	Medium	High
	Medium	Low	High
	Low	Low	Medium

Control measures

The control measures, indicated within the sixth column of the assessment, and further detailed in Section 4-12 of this document and are considered to be reasonably practicable measures to mitigate the risk of transmission of COVID-19 to a tolerable or acceptable level.

Risk-assessment results

The table on the following pages details the results of the risk assessment.

Note: this is not a full risk assessment, and is provided for illustrative purposes only.



Subject area	Hazards and effect	Who is at risk?	Level of risk (Your estimate of the risk level by combining likelihood and severity – e.g. High, Medium or Low)			Controls measures (to reduce risk levels to as low as possible)	Action by whom and by when	Date completed
			Likelihood	Severity	Risk rating			
Crowd ingress	Queuing: inability to physically distance – risk of infection and spread of the virus	Attendees Workers General public	Medium	High	Medium	<ul style="list-style-type: none"> • Queuing systems in place prior to commencement of the festival. Queuing systems designed to enable physical distancing. • Designated ingress/egress points • Stewarding plan for ingress in place • Stewards in position to manage and advise attendees on physical distancing • Ticketing system in place and tested • Allocated entry times for each session • Removal of street furniture in the direct vicinity of the venue • Installation of COVID-19-specific signage • Compliance Officer at the entrance during ingress 	Event organiser (event controller) Stewards	1 week from the event 1 hour from the event
Attendee behaviour	Non-compliance with social distancing and personal hygiene protocols	Attendees Workers General public	Medium	High	Medium	<ul style="list-style-type: none"> • Queuing systems in place prior to commencement of the festival. Queuing systems designed to enable physical distancing. • Stewards in position to manage and advise attendees on physical distancing • Communication plan for all key safety messages to promote, to all parties in advance, the physical-distancing and hygiene protocols to be followed at the event, together with a reminder of self-responsibility 	Head of Security Site management	During the event

APPENDIX 3 - COVID-19 RESPONSE PLAN - WORKED EXAMPLE - OUTDOOR FAMILY FESTIVAL

Subject area	Hazards and effect	Who is at risk?	Level of risk (Your estimate of the risk level by combining likelihood and severity – e.g. High, Medium or Low)			Controls measures (to reduce risk levels to as low as possible)	Action by whom and by when	Date completed
			Likelihood	Severity	Risk rating			
						<ul style="list-style-type: none"> Reminders on-site including signage and PA announcements Compliance Officer continually monitoring compliance at the event and providing appropriate support 		
Egress at event of day	Inability to physically distance – risk of infection and spread of the virus	Attendees Workers General public	Medium	High	High	<ul style="list-style-type: none"> Adequate exiting for accommodating event capacity Ensure adequate stewards available to reinforce physical-distancing guidelines and move crowds on if they gather in exit routes Queue management required at bus stops and taxi ranks Catering areas open for a short period of time after close of show to spread out egress Additional exit opportunities through other gates available if necessary 	Head of Security Site management	End of show
Toilets	Inability to physically distance, contaminated surfaces – risk of infection and spread of the virus	Attendees Workers General public	Low	Medium	Medium	<ul style="list-style-type: none"> Flush handles and sink taps to be cleaned frequently throughout the day Bins emptied regularly Water and soap to be provided One-way queueing system with signage and ground markings Stewards to monitor queueing system Cleaners in places Sufficient facilities to accommodate all attendees and workers 	Cleaning team Site management Stewards	Throughout the day
Ventilation	Airborne infections –	Attendees	Low	Low	Low	<ul style="list-style-type: none"> The festival site is predominantly out of doors Back-of-house areas and marquees to have enhanced 	Workers	

APPENDIX 3 - COVID-19 RESPONSE PLAN - WORKED EXAMPLE - OUTDOOR FAMILY FESTIVAL

Subject area	Hazards and effect	Who is at risk?	Level of risk (Your estimate of the risk level by combining likelihood and severity – e.g. High, Medium or Low)			Controls measures (to reduce risk levels to as low as possible)	Action by whom and by when	Date completed
			Likelihood	Severity	Risk rating			
	risk of Infection and spread of the virus	Workers General public				natural ventilation (open walls and door regularly)		
Concessions	Inability to physically distance, contaminated surfaces – risk of infection and spread of the virus	Attendees Workers General public	High	High	High	<ul style="list-style-type: none"> Frequently touched surfaces regularly cleaned by concessionaires throughout the day COVID-19 Response Plan prepared and implemented by concessionaires Bins emptied regularly Hand sanitiser provided for attendees at concessions Picnic tables spaced out to maintain physical distancing Designated cleaner provided for picnic area One-way queueing system with signage and ground markings for concessions 	Cleaning team Concessionaires Stewards	Before gates Throughout the day
Viewing area	Inability to physically distance – risk of infection and spread of the virus	Attendees Workers General public	High	High	High	<ul style="list-style-type: none"> Viewing area divided into pre-allocated viewing areas Viewing areas marked with chalk spray/paint Viewing areas sufficient to accommodate six persons Stewards instructed to monitor attendee behaviour throughout the site Signage installed to instruct attendees on appropriate behaviour Pre-event communications provided to attendees on physical-distancing arrangements Sufficient viewing area to accommodate attendees 	Site management Stewards	In advance at ticket purchasing Throughout the event
Screening	Infected person	Attendees	Medium	High	High	<ul style="list-style-type: none"> Pre-event health screening carried out on workers and attendees 	Ticketing team and	1 month out

APPENDIX 3 - COVID-19 RESPONSE PLAN - WORKED EXAMPLE - OUTDOOR FAMILY FESTIVAL

Subject area	Hazards and effect	Who is at risk?	Level of risk (Your estimate of the risk level by combining likelihood and severity – e.g. High, Medium or Low)			Controls measures (to reduce risk levels to as low as possible)	Action by whom and by when	Date completed
			Likelihood	Severity	Risk rating			
	attending the festival – risk of infection and spread of the virus	Workers General public				<ul style="list-style-type: none"> Signage installed at entrances to advise attendees not to attend if they feel unwell Communications online and via email to advise not to attend if feeling unwell Suspected-case-response management plan in place 	marketing Site management	Event day
<i>etc.</i>	<i>etc.</i>	<i>etc.</i>	<i>etc.</i>	<i>etc.</i>	<i>etc.</i>	<i>etc.</i>	<i>etc.</i>	

3.2 Infection Prevention and Control Measures (IPCM)

Based on the above risk assessment, the measures outlined in the following sections are deemed appropriate to reduce the risk of transmission of COVID-19 to an acceptable level for event-day operations.

Note: changes from the norm

In order to be considered a ‘controlled environment’, the programming and delivered formatting of the festival will need to be revised. This may include:

Pre COVID-19	IPCMs
Free and un-ticketed	Free, mostly pre-registered ticketing with minimal allowance for walk-ups (this will be unadvertised in advanced)
Day-long programming	Each day split into sessions – morning and evening sessions. Tickets shall be allocated for each session: <ul style="list-style-type: none"> • Friday 14:00–18:00 (one session) • Saturday 10:00–17:00 (10:00–13:00 & 14:00–17:00) • Sunday 10:00–17:00 (10:00–13:00 & 14:00–17:00)
International artists	Programming for national and regional artists and performers only
Activities and activations	<ul style="list-style-type: none"> • Activities are pre-booked or registered on the day based on available space. Contact details maintained by activity provider for contact-tracing purposes. • Activations: sampling limited or not allowed depending on the product. Protective measures in place for workers and attendees.
Two performance areas with general standing areas	<ul style="list-style-type: none"> • One stage with designated viewing areas.

4 SCREENING

4.1 Worker Screening

Screening shall be carried out for all event workers. Health declarations shall be completed no earlier than three days prior to arrival on-site. Accreditation for workers shall be issued to those that have completed the health declaration and COVID-19 safety training.

Contact details of all accredited individuals, including a contact telephone number, shall be retained by the event organiser for a period of twenty-eight days to enable contact tracing. All information shall be held in line with GDPR.

4.2 Attendee Screening

Attendees shall be required to complete health declaration prior to coming on-site:

- Terms and conditions of sale at the time of obtaining tickets shall include requirement for the ticket holder to acknowledge that they take responsibility for health screening of all attendees and should comply with government's directives and not attend if they:
 - Have symptoms of COVID-19
 - Are self-isolating or restricting their movements
 - Are awaiting results of a COVID-19 test
 - Have recently returned from travel abroad
- Signage shall be installed at the venue reminding attendees that they must not attend if they are unwell and what to do if they feel unwell while on-site
- All attendees shall be encouraged to download the HSE [COVID-19 Tracker App](#) when completing their booking.

4.3 Contact Tracing

Contact details shall be obtained for the primary ticket holder. This will be obtained via ticketing platform. Contact details shall be kept for twenty-eight days post-event, after which time they can be disposed of in accordance with GDPR.

5 HYGIENE AND RESPIRATORY ETIQUETTE

5.1 Hand Hygiene

Hand-washing facilities shall be made available to all workers and attendees throughout the site. Hand-sanitising units will be placed in key locations at entrances and throughout the venue and circulation areas for attendees' and workers' use. These include:

- Entrances
- Exits
- Food and beverage areas
- Toilets and welfare facilities

- Activity areas
- Work areas

Sinks for hand-washing shall be provided at all toilets.

Sufficient hand-washing/hand-sanitising supplies shall be provided throughout the day. Hand-sanitiser stores will be kept to a minimum and stored out of direct sunlight in back-of-house areas. A fire extinguisher shall be placed in an easily accessible location near the store.

Signage shall be installed at sanitising units and sinks to promote use.

5.2 Respiratory Hygiene and Face Coverings

The festival will implement a no-mask no-entry policy. Mask wearing will be required at all times while on-site except when attendees are in their designated viewing areas or when eating or drinking.

Workers are required to wear face coverings at all times when on-site except when eating or drinking. Physical distancing must be maintained when masks are temporarily removed.

Spare face coverings shall be kept on-site for individuals who do not have their own mask, have lost them on-site or whose mask is damaged. These will be located at the following locations:

- Main entrance
- Information point
- Medical tent

Exemptions for face coverings shall be for the following groups:

- Under-thirteen years
- Individuals with medical conditions, physical or mental illness or disabilities

The face-covering policy shall be communicated to attendees prior to arrival. Signage shall also be installed at the entrances and throughout the site.

Regular public-service announcements shall encourage public-health measures while on-site.

Compliance officers and stewards shall monitor compliance.

6 PHYSICAL DISTANCING

6.1 Workers

Workers on-site shall be reduced to the minimum required to deliver the festival programming. Once workers have completed their tasks they will be requested to leave the site and not linger. The total number of staff proposed is not more than fifty, including those running activations, concessions, security, and medical, production and event safety. This does not include performers.

Work areas and activities shall be arranged in such a way as to maintain a distance of 2 metres as far as is reasonably practicable.

Where 2 metres is not possible, all other measures to protect workers shall be in place, such as physical barriers, sneeze guards/plexiglass and partitions.

6.2 Attendees

Ingress

Access to the site shall be via Gate 1. Queue-management systems shall be in place to ensure physical distancing during ingress. Contingency access points may be used at Gates 2 or 4 if queues become overwhelmed.

Searching will not be carried out on attendees.

The physical-distancing queueing system shall be managed by stewards. The COVID-19 Compliance Officer shall monitor ingress activities at all times. Floor markings and signage shall be put in place to encourage physical distancing while queuing.

Ticketing

Tickets shall be obtained online via the festival website. These will be limited to a maximum of 474 people based on 79 viewing pods of 6 persons per pod. Contact details for the primary ticket holder shall be recorded to facilitate contact tracing. Walk-ups will be avoided; however, some individuals may be accommodated if (a) all tickets have not been allocated in advance, and (b) ticket-holders do not arrive after a predetermined period of time (this predetermined time will be communicated to the ticket holder in advance). Contact details shall be obtained for all facilitated walk-ups. This shall be managed by the ticketing team, which will be located at the main entrance.

The ticketing shall be:

- Contactless via ticketing app.
- Tickets shall be allocated to specific standing areas. Standing areas shall be marked on the ground with chalk paint and numbered.
- Ticket sales to be limited to a maximum of six per person. The persons attending in a 'pod' together should be from not more than three households.
- Ticket resale will not be permitted due to contact-tracing requirements. Individuals who do not wish to attend – including individuals experiencing COVID-19 symptoms – shall be requested to cancel their booking to release the tickets to general booking.

Contact details will be kept for a period of twenty-eight days post-event to facilitate contact tracing.

A general 'no re-entry' policy will be in place for the festival. Individuals wishing to leave the event and gain re-entry will be dealt with on a case-by-case basis at the time. This will be at the discretion of the event organisers and will be communicated to the attendee in advance.

Viewing areas

Attendees/pods will be physically distanced from others when viewing the event. The viewing area shall be separated into designated areas for pods. Viewing areas will be marked on the ground and numbered.

Programming

Programming for the festival shall be delivered on the stage only. Artists and performers shall be from national talent.

Activations/activities/workshops

Activations, activities and workshops shall be laid out to ensure physical distancing when queuing and engaging with the activity. Pre-booking options will be implemented with designated time slots to limit overcrowding. The organisation providing the activity will be responsible for the management, monitoring and implementation of IPCMs in their area, including:

- Contact tracing: recording attendee names and pod numbers
- Physical distancing: before, during and after the activity for workers and attendees
- Cleaning and sanitising: before and after each session
- Mask wearing: for workers and attendees

Food and beverage areas

Queuing systems for food/beverage concessions shall be set up as appropriate to ensure physical distancing can be maintained. These shall include ground markings, signage and a one-way queuing system. Barriers shall also be used to define queues.

Contactless payments shall be provided on-site as much as possible. However, there will be a facility to pay with cash.

Groups will be encouraged to consume food and beverages in their designated viewing areas. However, picnic tables shall also be provided for use. A cleaner will be designated to the picnic area to clear, clean and disinfect tables after use. Tables shall be marked to denote that they are ready for use.

Sale of alcohol

There will be no alcohol on sale at the festival.

Toilets

Temporary toilets shall be used for the festival site. Toilets shall be positioned in such a way as to allow for physical distancing while queuing and during use. Queuing systems for toilets shall be provided. Enhanced cleaning of toilet facilities shall be implemented.

Egress

Primary exit for the site shall be through Gate 3. Egress after the final performance will be controlled from the stage by the festival MC and managed on the ground by stewards. Attendees will be asked to leave based on viewing-area number, commencing at numbers closest to the exit. Given the size of the park, it is not anticipated that overcrowding will be an issue on exiting.

Stewards shall monitor, direct and advise attendees.

Additional exit routes can be opened if required.

6.3 Capacity Analysis

6.3.1 Maximum Capacity

The normal safe-holding capacity of the park is 5,200 when the calculation is based on the Code of Practice for Outdoor Pop Concerts.

The maximum COVID-19 capacity of the event will be 474 people, based on the following figures:

- SD entry capacity 600
- SD holding capacity **474**
- SD egress capacity 576
- Emergency-exit capacity 5,234
- Framework limit 500

The following paragraphs outline the calculation methods to determine maximum capacities.

6.3.2 Safe Holding Capacity

Notwithstanding the maximum permitted capacity, a safe holding capacity has been developed for the venue, taking into account the requirement for physical distancing during COVID-19. The following has been established and is outlined below:

1. Entry capacity
2. Holding capacity
3. Egress capacity
4. Emergency-exit capacity

The maximum capacity of the event will be the lowest of these figures or 500 people, whichever is lower.

6.3.2.1 Entry Capacity

Barriers will be installed at the entry point in such a way as to allow 2 metres between those queuing for entry. As such, only three entry lanes will fit in the space available at Gate 1.

The flow rate will be reduced to 400 persons per hour to allow people to socially distance while entering and to account for additional questions regarding a person's symptoms/COVID-19 health status at entry.

Entry capacity is as follows:

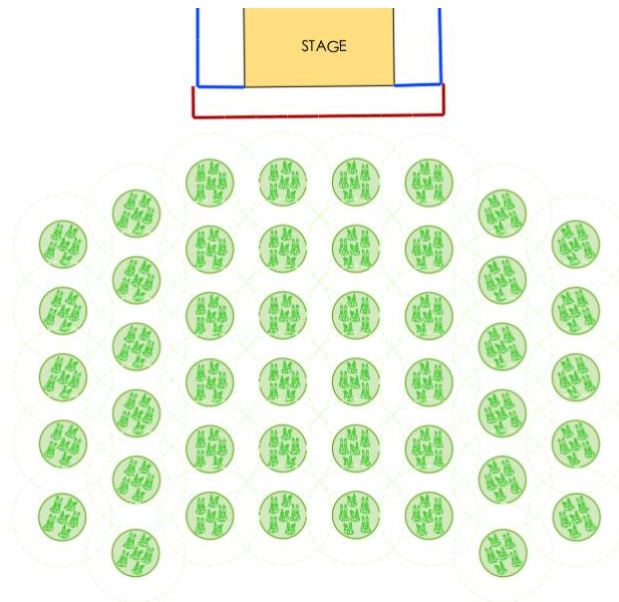
No. of lanes:	3
Rate of entry:	400 per lane/hour
Time available for entry:	30 minutes
Entry capacity:	3 x 400 x 0.5 = 600 people

6.3.2.2 Holding Capacity

The venue is separated into two areas. The north-side of the park will have a stage and viewing area, and the south-side will have a picnic area, activations and games.

North-side capacity

In front of the stage, circles will be marked on the ground at 2 metres distance from each other. Each circle will hold up to 6 people. There will be 79 circles to accommodate up to a maximum of 474 people.



South-side capacity

The south-side of the park has a picnic area in the middle with food concessions and games/activation areas around the perimeter.

The picnic area has 20 tables separated by not less than 2 metres, each with a capacity for 6 people, giving a total picnic capacity of 120 people.



Each activation space will be designed for two attendees (1 child + 1 adult) from each household, with provision for other household's queueing. Six activation areas are provided, with a capacity at these expected to be approximately 70.

Total holding capacity

Total holding capacity based on stage-viewing area: 474.

6.3.2.3 Egress Capacity

Exiting will be via Gate 4. 2. Exit channels will be created to allow 2 metres distance between those exiting.

A reduced flow rate is expected to allow people to socially distance when exiting. This reduced rate will be taken as 36 persons per channel per minute based on extrapolation of likely flow rates from SG02 Planning for social distancing at sports grounds. A normal egress time of 8 minutes shall be used.

Egress Capacity shall be

- No. of exit channels: 2
 - Flow rate: 36/persons /minute
 - Exit time allowed: 8 minutes
- Exit capacity: 2 x 36 x 8 = 576 people**

6.3.2.4 Emergency-exit Capacity

In the event of an emergency, the evacuation of people from the area of immediate danger takes precedence over any requirements for physical distancing during egress. As such, emergency-exit capacity is as per normal evacuation calculations at *exit width/person width x flow rate x exit time = Exit capacity*. It is assumed that one exit (i.e. the largest, Gate 1) may be inaccessible and shall be discounted from the calculation. Egress/entry channels at gates shall be removed to allow full use of the gate width for exiting.

Exit name	Exit width	Unit width	Flow rate	Exit time	Exit capacity
Gate 1	5,000	550	60	8	N/A (discounted)
Gate 2	1,000	550	60	8	872
Gate 3	4,000	550	60	8	3,490
Gate 4	1,000	550	60	8	872
Total emergency-exit capacity					5,234

7 CLEANING TO PREVENT CONTAMINATION

Enhanced cleaning measures

The following enhanced cleaning measures shall be implemented to mitigate the risks of COVID-19 and prevent cross-contamination at shared touch points at the venue.

- Contact/touch surfaces shall be cleaned before each session and whenever facilities are visibly dirty.
- Picnic area shall have a designated cleaner who is responsible for clearing and cleaning tables.

- Cleaning workers shall wear a higher level of PPE – gloves, masks, disposal aprons were appropriate.
- Additional cleaning workers shall be available during the event. Separate personnel shall be responsible for back of house areas.
- Toilet facilities shall be cleaned and disinfected routinely throughout each session, including doors, handles, flush mechanism, toilet-roll holders, taps, sanitising units, etc.
- Soap and hand-sanitiser dispensers, disposable-tissue dispensers and other similar devices shall be regularly checked, cleaned and maintained.
- Cleaning log shall be maintained and kept for records.
- Thorough cleaning process shall be carried out before and after each session.
- Concessionaires and activity providers shall be responsible for carrying out enhanced cleaning of their areas.
- Workers shall be provided with essential cleaning materials to keep their own workspace clean.
- An increased number of waste-collection points shall be provided. These will be emptied at least once during each session, or more if required.
- Records shall be maintained by cleaning teams.

Shared equipment

Shared equipment shall be avoided. In instances where it is not possible to eliminate shared equipment, the following procedures shall apply:

- Clean and disinfect shared equipment and tools before, during and after each shift/session or any time equipment is transferred to another person – e.g. radios and microphones.
- Before using equipment, workers shall thoroughly wipe down the equipment using disinfectant wipes.
- Once finished with equipment, workers shall thoroughly wipe down the equipment using disinfectant wipes.
- Use of equipment and cleaning shall be communicated to workers in training.
- Workers and attendees shall sanitise their hands before and after use of shared equipment. Hand sanitiser shall be provided by the festival.
- Those providing activations/activities shall sanitise all shared equipment and touch points before and after each session.

Contaminated waste removal

Where an area within a venue is suspected or confirmed of being contaminated with COVID-19, additional cleaning and disinfecting shall be carried out. See section 12 for further information.

8 ARTIST AND PERFORMERS

Health screening shall be carried out for all artists, performers and their entourages. This shall be completed no earlier than three days prior to arrival on-site. Accreditation shall be issued to those who have completed the health declaration and COVID-19 safety training.

Contact details of all accredited individuals, including a contact telephone number, shall be retained for a period of twenty-eight days to enable contact tracing.

Performers are required to submit a COVID-19 Response Plan for their activities and to nominate a COVID-19 Compliance Officer to liaise with the festival organiser.

Appropriate PPE must be worn by those carrying out close-contact activities and handling shared equipment, such as costume fitting, hair and make-up, working with sound and amplification equipment (such as microphones).

Additional control measures being implemented include:

- Sufficient physical distancing of performers from audiences.
- Physical distancing of performers from other performers onstage (2 metres).
- Performer numbers for each act has been reduced to the lowest possible number.
- Face coverings shall be worn by performers as far as is reasonably practicable. Face coverings must be worn by performers when not on stage.
- Stage area shall be cleaned and disinfected before and after each performance. This shall be carried out by designated cleaning personnel.
- 'Show stop' procedures shall be in place for instances of crowd non-compliance.
- Where possible, performers will handle their own props and equipment.

9 HEATING/VENTILATION/AIR-CONDITIONING SYSTEMS

Event site: the festival takes place outdoors and is deemed to be sufficiently ventilated.

Stage area: ventilation on the stage is deemed sufficient given the exposed nature of the structure.

Marquees/tents: marquees shall be continually ventilated by ensuring at least one panel is left open if appropriate or that the door is opened regularly to facilitate air changes.

Catering units: ventilation in concession units is deemed sufficient given the exposed nature of the structure.

10 COMMUNICATIONS

Clear and concise communication with workers, attendees and external stakeholders shall be undertaken.

The Communications Plan shall inform attendees and workers:

- Of what measures have been put in place for their safety.
- Of what is expected of them.
- Of changes to the working environment and event experience.
- Not to attend if they feel unwell.
- What to do if they feel unwell when on-site/at the event.

Communications for attendees with respect to COVID-19 shall be presented via the following methods and shall detail public-health measures being implemented by the festival.

- Website for the festival and the local-authority partner (see website link here).
- Social-media channels for the festival (see Facebook and Instagram link here).
- Ticketing platform (see website link here).
- Emails and push notifications via the email address provided at the time of ticketing allocation.
- Signage leading to and at the event site.
- Verbal communication from workers.
- Via the PA system during changeovers of artists/performers.

Communications with workers shall be via induction training and ad hoc briefings/reminders.

The festival shall communicate with external stakeholders, as outlined below, to provide details of their event, including details outlined in their COVID-19 Response Plan.

including:

- Local authority
- An Garda Síochána
- HSE
- Local residents and businesses

Local residents and businesses shall receive a letter one month out from the first day of the event outlining the general information about the festival. The letter shall include an invitation to attend an online consultation meeting to discuss any additional information required.

11 ACCESSIBILITY

Control measures shall not prevent a person with a disability from attending or accessing the event.

Positions of barriers and infrastructure shall not impede the access or circulation route for people with disabilities.

Positions and legibility of signage shall have regard for people with different disabilities.

Hand sanitisers shall be accessible to people with a range of abilities.

Hand sanitisers, barriers and other infrastructure shall contrast visually with surrounding surfaces so that they are easily identifiable to people with vision impairment.

Stewards and COVID-19 Compliance Officers shall be made aware that some disabled people are unable to wear face coverings.

12 ZONE EX MANAGEMENT

Consideration shall be given to the direct environs of the venue.

The natural perimeter of the park substantially blocks the stage for onlookers outside the venue. Security shall include the perimeter of the park in their roaming duties. They will be instructed to move people along should they begin to congregate and cause an obstruction.

If the issue persists, a temporary 'show stop' shall be enacted by the stage manager, and assistance from An Garda Síochána will be requested.

Given the location of the festival, it is estimated that the majority of attendees will travel to the festival on foot from the local area or via public transport. Public-transport capacity is deemed adequate to accommodate any festival-goers.

Festival organisers shall liaise with the National Transport Authority to inform it that the festival will be taking place and to expect additional passengers using its services.

Public parking is available in the vicinity of the venue. This is available on a first-come first-served basis.

Signage will be installed at bus stops and parking pay machines to remind attendees to maintain physical distancing during use and to practise high levels of hand hygiene.

Public bike racks are available at the main entrance to the park. These will be blocked off to prevent breaches of physical distancing during ingress. Temporary bike racks will be provided at a different location at the perimeter of the park. Cleaning workers will be instructed to include temporary bike racks in cleaning regimes.

13 ANCILLARY EVENT ACTIVITIES

All additional and ancillary event activities such as workshops, promotional activities and crafts shall be assessed with respect to the risk of transmission of COVID-19. COVID-19 response plan will be prepared by the activity provider to ensure appropriate measures are in place.

14 SUSPECTED-CASE RESPONSE PLAN

14.1 Suspected Case

The key message is that workers or attendees should not attend the event if they are displaying any symptoms of COVID-19 or are feeling unwell.

However, while an individual should not attend if displaying symptoms of COVID-19, the following outlines the steps to be put in place to deal with a suspected case that may arise during the course of the working day or during the festival.

14.2 Initial Response

If an individual makes themselves known to an event worker as having symptoms of COVID-19, the first-aider or another designated responder shall be contacted. The symptomatic individual will be allowed to make their way home if they are feeling well enough and can do so safely.

Prior to this, their contact name, details and, if an attendee, their designated pod number will be taken from a safe distance (2 metres). If they are not well enough to return home on their own, the designated responder will escort them to the isolation area, remaining 2 metres away from the individual and ensuring that all other individuals at the festival maintain a 2-metre distance.

The individual will be given a disposable face mask, if not already wearing one, while walking to the isolation area, and advised not to touch any surfaces, objects or people.

Once in the isolation area, the first-aider can assess the individual to see if they are well enough to return home. The individual will be instructed to restrict their movements and to contact their GP for further directions.

If the person is not well enough to travel home, they will be instructed to contact their GP by phone (preferably using their own mobile phone) to discuss the next steps.

Anyone showing symptoms of COVID-19 will be advised not to use public transport.

If the individual displaying symptoms is an event attendee and is attending the event accompanied by other individuals, they will be considered close contacts for the purposes of the festival response. All members of their pod will be identified and requested to leave the festival in a similar manner as outlined above.

See drawing for isolation area. The following items shall be provided for the isolation area:

- Tissues
- Hand sanitiser
- PPE, including gloves and surgical face mask
- Disinfectant and/or wipes
- Waste bags or waste bin with lid (pedal bin or non-touch mechanism)

The isolation area will be thoroughly cleaned and disinfected after use. See section 14.3 below for further details.

COVID-19 Contact-tracing Log for suspected case

The Festival Incident Report Form shall be updated to take into account COVID-19 suspected-case response and Contact-tracing Log. The Festival Incident Report Form will be managed and completed by the Compliance Officer. It will be completed if a person presents themselves as feeling unwell at the festival and is presumed to have COVID-19. The medical team will also complete an internal Patient-care Report Form in addition to the Festival Incident Report Form.

The aim of the Contact-tracing Log is to identify who has been in close contact and the areas of the site that may be affected.

14.3 Cleaning Guidelines After the Presence of a Suspected Case of COVID-19

The following actions will be taken for cleaning/disinfecting after the presence of a suspected or confirmed case of COVID-19. Cleaning shall be carried out by a contract cleaning company.

- As soon as the suspected case has left the area, the tent shall be ventilated to disperse any aerosol particles. Access to the area will be restricted.
- All surfaces and furniture in the tent shall be carefully cleaned with a neutral detergent, followed by decontamination of surfaces using a disinfectant effective against viruses. Disposable cleaning cloths shall be used. The tent shall remain open while cleaning is in progress.
- Workers responsible for cleaning after a suspected or confirmed COVID-19 case was present shall wear disposable, single-use, non-sterile, nitrile gloves, a face covering and a disposable plastic apron. If an area has been heavily contaminated, such as with visible bodily fluids from a person with COVID-19, eye protection shall be worn.
- The tent shall not be used until the area is sufficient cleaned, disinfected and dried.

14.4 Outbreak Response

If there is an outbreak as a result of event activities, the following actions shall be implemented:

- Cooperate with Public Health representatives
- Provide contact log details for contact tracing
- Carry out investigation to identify the source of the outbreak
- Review infection prevention and control measures to ensure they are being implemented
- Review risk assessment based on the findings of the risk assessment
- Inform workers of findings if necessary

SITE LAYOUT

