



National Historical Machinery Association Inc

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COVID-19 Safety Guidance for NHMA Club Events & Activities

Preamble:

Australia is now moving toward member clubs again holding AGMs and events as well as resuming club activities. *This guidance aims to assist clubs to prepare a COVID-19 Safety Plan for their use.* A person infected with Covid-19 puts other members and members of the public at risk of contracting the virus. Exclude those who are unwell from meetings and activities by advising members and the public *'if you are unwell with Covid-19 symptoms; please be tested and stay home'*

Several web-sites are available for your club to check for current advice and regulation within your State. Another source for current requirements is your Local Council. The NHMA Committee of Management provides the following to assist clubs in producing their own policy, and is not to be used as an Australia wide generic policy.

1.0 Covid-19 Safety Guidance

- 1.1 Follow the advice of State & Local Government authorities. This advice varies from State to State - even within State borders. *Be aware of the permitted number of attendees for indoor and outdoor venues.*
- 1.2 Ensure that all common rooms are cleaned/disinfected to a high standard. Pay particular attention to door handles, chairs, tables and benchtops, and other high-frequency touchpoints.
- 1.3 For events with the public attending, have regular cleaning of toilet areas carried out, and ensure proper hand-washing facilities are available.
- 1.4 Ensure 'sanitising stations' are prominent at entry and exit points of the activity site.

2.0 Contact Tracing

- 2.1 A common method of 'contact tracing' varies from State to State. Please adhere to State/Local Government requirements.
- 2.2 For larger events use electronic ticketing, but at the very least, establish a pen and paper method that records the person's name, phone number, and time of arrival. Delegate one person to record these details to minimise handling of the pen and paper.
- 2.3 Your club may be required to furnish these details to health authorities should the need arise, so please retain the records.

3.0 Other Important Factors Relating to Covid-19

- 3.1 If possible, restrict your event to one day; this will minimise the risk of an infected person coming into contact with multiple groups
- 3.2 When seeking approval (from your local Council) to run a rally, your club may have to implement a maximum-capacity limit, and strategies to enforce this limit.
- 3.3 When running a rally, adhere to safe-distancing policies and attempt to avoid crowded areas, such as queueing.
- 3.4 Ensure people remain seated as much as possible - encourage attendees to bring their own chair.
- 3.5 To avoid close contact between exhibitors and the public, encourage exhibitors to have legible written information relating to their exhibits.
- 3.6 Avoid any physical contact such as handshaking, hugging etc.
- 3.7 Alcohol can affect people's behaviour and increases the risk of poor compliance with physical distancing, hand hygiene, mingling and louder speech.
- 3.8 Like alcohol, illicit drug use can affect people's behaviour. Drug use is also more difficult to monitor, given its illicit nature.
- 3.9 Ensure there are sufficient 'Covid-19 Safety Hygiene marshals' throughout the event who will frequently clean high-frequency touchpoints with a detergent and disinfectant solution.
- 3.10 Consider minimising some high-frequency touchpoints through contactless entry and contactless payment methods.

Other Information can be sourced by visiting the following websites:

<https://www.nsw.gov.au/covid-19/covid-safe/covid-19-safety-guidance-for-large-events>

<https://www.nfplaw.org.au/covid19/governance-0>