



COVID19 safety protocols for AAA shows

Version 1.1: 10th Feb 2021

This Covid-19 safety protocols for AAA shows (*the Handbook*) has been developed for use at Australian Alpaca Association (AAA) alpaca shows and events. It is the priority of the AAA is to ensure that all people attending our events are protected.

The handbook is to be available to all show and event attendees, to ensure everyone is educated on the potential risks of certain behaviours and understand the COVID-19 risk management systems and processes that the AAA has put in place and the reasons for these.

Contents

QR Code	2
Convenors	2
Physical distancing	3
Who to include in your calculations	3
What to include in your measurement	3
Marshalling and Spectator Areas	3
Exhibitor Area	4
Exhibitor procedures to avoid physical contact points	4
Show Ring	4
Hygiene and cleaning	5
Ventilation	5
Record keeping	6
What are the symptoms of COVID-19?	6
Resources	7
Appendix 1	9
Appendix 2	10
Appendix 3	11
Appendix 4	12
Appendix 5	13

QR Code

Register as a Covid Safe Business and apply for a relevant state or territory QR Code:

- WA - <https://www.wa.gov.au/government/publications/covid-19-coronavirus-contact-registers-and-safewa-frequently-asked-questions>
- NSW - <https://www.nsw.gov.au/register-your-business-as-covid-safe>
- Vic - <https://www.coronavirus.vic.gov.au/qrcode>
- SA - <https://www.covid-19.sa.gov.au/business-and-work/covid-safe-check-in>
- Tas - https://www.health.tas.gov.au/covid19/check_in_tas_-_register_your_business
- ACT - https://www.covid19.act.gov.au/_data/assets/pdf_file/0005/1670855/Health-Check-In-CBR-App.pdf
- QLD - <https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans/qld-agricultural-shows-and-showgrounds>

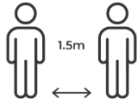
Convenors

- Communicate to all Alpaca Show attendees that if they are not feeling well they should stay at home and not attend the show. Request attendees bring a mask and appropriate hand sanitizer/soap with them to the show.
- Convenor to divide volunteers into teams based on work areas, to reduce both the risk of transmission and the number of people that may need to isolate in the event of contact with a positive case at the show.
- Convenors assume the responsibility of a COVID Marshall for the event, or they can appoint an appropriately trained volunteer (as an example the Ag Shows appointed COVID Marshall supplied with a copy of the handbook).
- Personal protective equipment (including masks) must be regularly replaced or laundered as necessary.
- Minimise contact between Convenors, Exhibitors, Judges, Visitors and any contractors or delivery personnel.
- Interstate travelers or residents of current known "Covid Hot Spots" are encouraged to be tested negative in the days before entering the show.
- Communication where possible will be via electronic media. This may include email, Facebook, AAA Website, ealpaca.
- It is encouraged to provide exhibitors with staggered arrival times to avoid congestion when unloading animals.
- To facilitate this, especially at smaller regional shows, coloured show formats are not limited per Region or State.
- Exhibitors are permitted to leave at the conclusion of their class or section.
- Judges and volunteers will be booked into accommodation that has the relevant state government COVID-19 Safety Plan and uses QR Codes to record visitation data. Share rooms will only be allowed if all occupants are from the same household.
- Where possible, limit judge transport to and from a site in a shared mode of transport. The judge may request a hire car if flying interstate, in lieu of volunteer collection. Judges may be permitted to drive their own car to engagements.
- Where possible exhibitor meetings to be held outdoors or in well ventilated indoor areas, adhering to Social Distancing
- The show catalogue and exhibitor numbers will be distributed to exhibitors by electronic media 48 hours prior to the show. A limited number of hard copies will be available at the venue.
- Systems and processes must be in place to minimise surface contamination through regular cleaning, encouraging personal hygiene, using cleaning products that include detergent or disinfectant and having hand washing measures and hand sanitising stations in place at appropriate locations. It is recommended to have a Hygiene Marshall to ensure compliance.

- Where practical doors, entry and exit points will be left open to limit touch points.
- Signage and communication should be used to reinforce physical distancing messages. Signage should be erected at site entry and exit points explaining conditions of entry and personal responsibilities. For example see Appendix 1 and 2.

Physical distancing

Monitor and control the number of people in all relevant areas (based on 2 square meters per person rule).



How to apply the 2 square metres and 4 square metres rules to calculate the maximum number of people allowed at a venue.

Who to include in your calculations

When you are working out the maximum number of people allowed on the premises, do not include people who are

- working on the premises
- on the premises because of an emergency.

What to include in your measurement

In calculating the space available for each person on any premises, all areas including penning sheds and areas open to members of the public are to be included in the calculations.

Number of people	2 square metres Minimum space required	4 square metres Minimum space required
1	2 square metres	4 square metres
10	20 square metres	40 square metres
20	40 square metres	80 square metres
30	60 square metres	120 square metres
40	80 square metres	160 square metres
50	100 square metres	200 square metres
100	200 square metres	400 square metres

Calculate your area:

1. Measure the length of your space.
2. Measure the width of your space.
3. Multiply the length by the width to calculate the area in square metres.
4. Divide the area of your space (calculated in square metres) by 4 to calculate the maximum number of people allowed.

Example

- Length = 8.25 metres
- Width = 10.6 metres
- Square metres: $8.25 \times 10.6 = 87.45$
- Maximum number of people using 2 square metres rule: $87.45 \div 2 = 43$ people
- Maximum number of people using 4 square metres rule: $87.45 \div 4 = 21$ people

Marshalling and Spectator Areas

Marshalling areas will be allocated to ensure compliance with the 2 square meter rule. A sign with the area capacity (Appendix 3) is to be erected. Exhibitors will not be able to

congregate in the marshalling area and it is advised that floor markings indicate points to stand 1.5metres apart:

- Painted X on the ground in an outdoor area
- X on the floor
- printed signs (Appendix 4)

A designated exhibitor spectator area is encouraged where possible.

Public spectator areas will be spaced to ensure compliance with the 2 square meter rule. Spectators should remain seated and are encouraged to wear a mask.

Signs should signify the maximum seating capacity for both exhibitor and public spectator areas.

Both marshalling and spectator areas should have a dedicated separate entry and exit pathways to encourage 'one-way' traffic.

Exhibitor Area

Exhibitor pens will allow for 1.5m between each exhibitor. Penning plans will ensure that physical distancing can be maintained. Exhibitors are to socially distance and comply with the 2 square meter rule.

Exhibitor procedures to avoid physical contact points

- No Animal check will occur. Confirmation of exhibitor alpaca numbers will be replaced with provision of a copy of *NATIONAL SOUTH AMERICAN CAMELID DECLARATION AND WAYBILL VERSION 2, MAY 2017* to the show conveners upon arrival to the show.
- The Judge will afford some time prior to the commencement of the show to confirm any exhibitor animal colour checks if required.
- Show catalogue and exhibitor numbers will be emailed prior to the commencement of the show or available to download from the AAA Website, to limit close contact between exhibitors, convenors and volunteers. Exhibitors will be required to print out their own Show Catalogues and Exhibitor Numbers. Show Convenors, via prior arrangement will be able to print Show Catalogues and Exhibitor Numbers for exhibitors that don't have the capacity to do so themselves.
- Exhibitors are to avoid close physical contact such as hugging, kissing and handshakes.
- Exhibitor seating and tables are to be placed to allow 2 square meter distancing.
- Encourage exhibitors, judges, visitors and volunteers not to congregate in car parks or unofficial smoking areas in contravention of these distancing requirements.
- As much as possible use signage and communication to reinforce physical distancing messages.

Fans are not permitted on alpaca pens in sheds.

At smaller regional show to avoid overcrowding in sheds or under cover areas and to ensure physical distancing in accordance with the relevant state authority, Exhibitors may house their animals in floats as pens. In addition show pens could be provided to allow exhibitors to pen their animals around their floats, or outside. These must also be in accordance with physical distancing requirements.

Show Ring

The show ring will require compliance with the 2 square meter rule. Therefore, class numbers will have to be managed accordingly.

- Physically distanced floor markings to indicate points to stand 1.5metres apart:
 - Painted X on the ground in an outdoor area
 - X on the floor
 - printed signs (Appendix 4)
- In all areas where physical distancing cannot be guaranteed, for example the show ring, all attendees, including Exhibitors, Stewards and judges are asked to wear a mask (stud names are not permitted)
- Ring Stewards will not intervene in the judging procedure unless instructed to hold the animal by the judge.
- Judges will have an alcohol-based hand sanitiser station ringside
- Two microphones are encouraged, allowing the Judges and MC's to have their own microphones. Sharing microphones is not recommended. Judge's microphone to be placed with the "Judge's ringside sanitiser station".
- Judges will use only their own colour charts
- At smaller regional shows, Judges will select their own ribbons, therefore a Ribbon Steward may not be required. At larger shows, Nationals and Royals the Ribbon Steward will have the supplied PPE (a mask at minimum).
- Steward vests are not to be shared amongst volunteers.
- All judges and volunteers are to be provided with their own pens/pencils where possible. In the event items need to be shared, disinfected wipes are to be used between each individual usage to ensure cleanliness and limited scope for communal transmission.
- Dedicated separate entry and exit pathways should be used to encourage 'one-way' traffic.

Hygiene and cleaning

- Display signage and communications to encourage personal hygiene, such as coughing into elbows
- Encourage exhibitors, judges, volunteers and visitors to avoid touching their eyes, nose and mouth
- Provision of hand drying facilities e.g. paper towel.
- If in control of any restroom facilities ensuring all toilets have soap and running water for hand washing.
- Encourage exhibitors, judges, volunteers and visitors to wash their hands after using bathroom facilities and regularly during the day
- Provide regular reminders to exhibitors, judges, volunteers and visitors to avoid close physical contact such as hugging and handshakes.
- Place alcohol-based hand sanitiser stations in frequently-used locations such as bathrooms, show table and at show ring entry and exit.
- Judges will have an alcohol-based hand sanitiser station ringside
- Undertake regular cleaning of communal areas using bleach or other cleaning products effective against viruses, with more frequent cleaning of surfaces that are regularly touched such as doors and door handles, computer equipment, bathrooms, food preparation areas etc.
- Staff, volunteers and exhibitors are to wear gloves when cleaning surfaces and wash hands thoroughly for 20 seconds before and after.

Ventilation

- To reduce recirculation of air, fans will not be permitted in the penning areas
- Increase natural ventilation in exhibitor building by ensuring as many doors and windows remain open as practical.
- Where possible, outdoor show venues are preferred.

Record keeping

- Use only the State or Territory relevant QR Code to record all Visitors, Volunteers, Judges and Exhibitors. Whilst Show Societies will all have Show Entry QR Codes, for Government tracing purposes it is advised that each individual alpaca show has an independent Covid Safe Plan and Visitors, Volunteers, Judges and Exhibitors scan in a second time using the Alpaca Show QR Code. See [QR Codes](#)
- An Ipad or similar will be provided for Visitors, Volunteers or Exhibitors, who do not possess the necessary device to register
- Visitors, Volunteers, Judges and Exhibitors are encouraged to download the COVIDSafe app.

What are the symptoms of COVID-19?

The most common [symptoms](#) of COVID-19 are fever and cough.

Other symptoms can include headache, sore throat, fatigue, shortness of breath, aches and pains, loss of smell, altered sense of taste, runny nose, chills and vomiting.

Most people infected with COVID-19 will have a mild to moderate illness and will recover without special medical treatment. Some people, such as those with underlying medical problems or disease and older people, are more likely to suffer from more serious symptoms of the diseases. See also our content on vulnerable workers.

If you are or notice someone within the group be it Judge, Exhibitor, Volunteer or Visitor displaying Covid-19 style symptoms you must:

- Follow Department of Health procedures:
<https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources>.
- Alternatively contact one of the help lines applicable to the respective state or territory.
 - New South Wales - 1300 066 055
 - Queensland - 13 432 584
 - Victoria - 1800 675 398
 - South Australia – 1800 253 787
 - Tasmania - 1800 671 738
 - Western Australia – 13 26843
 - Australian Capital Territory - (02) 6207 7244
- In the event of exposure or expected exposure to Covid-19 all involved parties will be required to isolate from others and will be provided a surgical mask to wear. They will be required to travel home or to a medical facility and be tested. Health officials will be informed and any additional advice followed. All areas the person had been would be thoroughly cleaned with appropriate PPE in place for cleaners. All close contacts including the 24 hours prior to symptoms showing would be identified and required to isolate at home. Visitors, Volunteers and Exhibitors would be made aware of suspected or confirmed cases.

Resources

<https://www.nsw.gov.au/covid-19/covid-safe>

<https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans/qld-agricultural-shows-and-showgrounds>

<https://www.coronavirus.vic.gov.au/covidsafe-plan>

<https://www.covid-19.sa.gov.au/business-and-work/create-a-covid-safe-plan>

<https://worksafe.tas.gov.au/topics/Health-and-Safety/safety-alerts/coronavirus/covid-safe-workplaces-framework>

<https://www.wa.gov.au/government/document-collections/covid-safety-plan-and-guidelines>

https://www.covid19.act.gov.au/_data/assets/pdf_file/0007/1554199/PICC0016-COVID-safety-plan.pdf

Australia, G. o. (2021).

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid-19/community/covid+safe+activities>.

Australia, S. W. (2020). <https://www.safeworkaustralia.gov.au/covid-19-print-pack/758/733>.

Australian Government, D. o. (2020). <https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-for-employers>.

Goverment, N. (n.d.). <https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/square-metres-rules>.

Government of Western Australia, D. o. (2021). <https://ww2.health.wa.gov.au/-/media/Corp/Documents/Health-for/Infectious-disease/COVID19/COVID19-IPC-advice-for-state-quarantine-facilities.pdf>.

Government, A. F. (2020). <https://www.gov.au/covid-19/safe-workplaces/employers/managing-violence-and-aggression>.

Government, N. (2020). <https://www.nsw.gov.au/covid-19/face-masks>.

Government, N. (2021). <https://www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/>.

Government, N. (n.d.). <https://www.nsw.gov.au/covid-19/covid-safe/major-recreation-facilities-stadiums-showgrounds-racecourses>.

Government, N. (n.d.). <https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/self-isolation>.

Government, Q. (2021). <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/business-activity>.

NSW, S. (2021). <https://www.nsw.gov.au/covid-19/covid-safe/covid-19-safety-guidance-for-large-events>.

NSW, S. (2021). <https://www.nsw.gov.au/covid-19/covid-safe/major-recreation-facilities-stadiums-showgrounds-racecourses>.

NSW, S. (n.d.). <https://www.nsw.gov.au/covid-19/covid-safe/agricultural-shows>.

NSW, S. (n.d.). <https://www.nsw.gov.au/covid-19/face-masks>.

NSW, S. (n.d.). <https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/square-metres-rules>.

NSW, T. (n.d.). https://www.training.nsw.gov.au/programs_services/funded_other/icts/index.html.

NSW, T. (n.d.). https://www.training.nsw.gov.au/programs_services/funded_other/icts/index.html.

Training, A. (2020). <https://covidaware.instructure.com/courses>.

VIC.Gov.AU. (2021). <https://www.coronavirus.vic.gov.au/covidsafe-plan>.

VIC.Gov.au. (2021). <https://www.coronavirus.vic.gov.au/covidsafe-plan-events>.

Entry Only

Upon entering this facility, I declare:

That neither I nor anyone within my travelling party are suffering from any upper respiratory tract symptoms or fever and are not required to isolate/quarantine.

In the event that myself or anyone within my travelling party display symptoms such as fever, cough, headache, sore throat, fatigue, shortness of breath, aches and pains, loss of smell, altered sense of taste, runny nose, chills and vomiting, I agree to notify the convenor before travelling home or to a medical facility and be tested. Health officials will be informed and any additional advice followed.

Appendix 2
(example only)

Exit Only

Well done and thank you for visiting the Alpaca
Section of ##### Show

Appendix 3
(example only)

**To keep us all safe, this area
has a maximum capacity of**

XX

Appendix 4

Available for Download from AAA Website



Appendix 5

Available for Download from AAA Website

**Can't stay
1.5m apart?
Wear a face mask.**



> HELP US STAY COVID SAFE

For the latest information about COVID-19 visit [nsw.gov.au](https://www.nsw.gov.au)



Australian Alpaca
ASSOCIATION