Where appropriate, stewards and sub-stewards to complete COVID-19 infection control training. (Section 3 of COVID Safety Guidelines – Sport and Recreation)

Event steward/s to sign 'SCA Ltd COVID-19 resumption of face-to-face events' (Section 4.2)

Event is proposed to Council with completed COVID-19 Activities/Event approval checklist (Australia)

Event proposal is submitted and shall include a proposed site that demonstrates suitability to adhere to the following requirements:

- Event will comply with WA regulations and safety guidelines (Section 4.1)
- Demonstrate that the proposed site can ensure physical distancing can and shall be maintained consistent with local jurisdictional requirements (Section 7.iii; Section 8.1ii)
- Show demarcation (barriers, signage) on site to ensure physical distancing can be maintained (Section 8.1ii)
- Advise of maximum participant numbers and bookings officer. Attendance restrictions guided by jurisdictional limits on gathering sizes (Section 8.1i)

Steward will be required to nominate a Bookings Officer to handle pre-payment arrangements.

Pre-payment or cashless system to be implemented (Section 8.3i).

Bookings shall be capped as per the attendance restrictions.

Event proposal is modified, recommitted or approved as proposed by Council

Completed COVID-19 Activities/Event approval checklist (Australia) is uploaded to Dropbox

Steward sends event proposal to Seneschal for the Event List

Event is approved by Seneschal for inclusion to the Lochac Seneschals Database

All Australian events must include the text in each event proposal:

"Participants are reminded that if they are unwell or showing cold or flu-like symptoms, they must not attend."
(Section 8.4)

Pre-registration bookings webpage to be created by Webminister (Section 8.3i)

Event steward to ensure exposed surfaces and equipment are cleaned prior to event in accordance with the Safework Australia - Checklist: Cleaning (Section 8.2i)

Hand washing with paper towel and/or hand sanitising facilities must be available at all access points and around toilets during events (Section 8.2iii)

Posters indicating how to hand wash and hand rub should be prominently displayed (Section 8.2iii)

Display of COVID Safety Plan and COVID Safety Plan Certificate (COVID Safety Guidelines – Sport and Recreation)

Steward may complete 'Steward Pre-Site Checklist' prior to commencement of event

Steward to complete 'Steward Pre-Event Checklist - COVID Compliance Form' at site prior to commencement of event

Activities held in line with local jurisdiction guidelines (Section 9) and all the requirements as per the policy as needed for the level of participation and mandated control measures.

Event steward to ensure exposed surfaces and equipment are cleaned at the conclusion of the event in accordance with the Safework Australia - Checklist: Cleaning (Section 8.2i)

Steward to complete 'Steward Post-Event Checklist - COVID Compliance Form' at site following the conclusion of the event

Reeve to reimburse those unable to attend due to having symptoms consistent with COVID-19 (Section 8.3ii) and in accordance to SCA Ltd Financial Policy

In addition to usual attendance records, accurate documentation of attendees present for each event must be retained for 4 weeks and made available if and when requested by a government agency performing contact tracing. In the event of such a request, the Kingdom Seneschal must be notified. Contact numbers should be included on all sign-in forms. (Section 8.2iv)

Please note the information contained within is intended as a guide only. Devine Winter and Gumuuinus de Eggafridacapella disclaims any liability for any damages sustained by a person acting on the basis of this information.

This plan applies to SCA sponsored events and activities conducted in Australia and includes, but is not limited to, feasts, tournaments, regular meetings, practices, and online activities including online meetings, mailing lists and social media as well as any other online space used by and/or for SCA participants in official capacity (Section 2).

All sections refer to 'SCA Ltd COVID-19 Response Plan' policy unless otherwise noted.

The Canton of Dragon's Bay

Event Proposal Flowchart in accordance to *SCA Ltd COVID-19 Response Plan*
Version 2.2
10 December 2020