



# Greenpop

**JOIN THE TREEVOLUTION**

**Greenpop Eden Festival of Action**

**COVID-19 Eden 2021 Compliance**

## **OPERATIONAL DATES**

- Set-Up: 11 - 18th September 2021 (30-40 people on site)
- Festival: 19 - 26th September 2021 (90 - 100 people on site)
- Strike/Close down: 27 - 29th Sep 2021 (20 - 30 people on site)

## **CONTACTS**

Director	Misha Teasdale	071 687 5262
Director	Lauren Teasdale	083 412 8006
Event Coordinator	Claudia Waller	063 758 8480
On-site Doctor	Dr Emma Bergh	082 883 7634

## **COVID-19 SAFETY MANAGEMENT**

**STATEMENT OF INTENT** - Greenpop believes that ensuring the health and safety of our staff, visitors, volunteers, service providers, facilitators and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work related ill health as far as reasonably possible.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our activities.
4. Providing a safe and healthy environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information and instruction.
7. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

COVID-19 Safety checks are created to ensure the above commitments can be met.

**Signed:**   
**Name:** Misha Teasdale  
**Date:** August 10 2021  
**(Chief Executive Officer)**

## 1. Introduction

The purpose of this document is to ensure that the Greenpop staff, volunteers, facilitators, service providers and participants do their utmost to prevent the possible spread of Covid-19 at the Eden Festival of Action 2021. We aim to operate in a safe environment by maintaining daily controls, ensuring meticulous cleaning and sanitizing of spaces and vehicles, and managing human interaction by following the recommended distance protocols and mask wearing.

The Eden Festival of Action is an open air event for under 100 participants. Risks include:

- visitors arriving from around the country to attend the event,
- sharing of meals, transport and tents (2 people per tent - ideally people who have travelled together).

## 2. Personal responsibility

Each person is ultimately responsible for their own safety as well as the safety of the other people that they are working and travelling with. To reduce the risk of infection, everyone at the event must follow the following steps:

- **Wear a cloth or disposable mask** when in the presence of any other person, except when eating or drinking or engaged in strenuous activity.
- **Maintain a safe distance** wherever possible – 1.5m or more.
- **Sanitise regularly** – whenever you have come in physical contact with a surface or object that may have been touched by another person.
- If you need to cough or sneeze – ensure to do this away from other people. If this is not possible then do this into the bend of your elbow.
- **Isolate as much as possible** for 10 days before arriving at the event.

## 3. Daily Health Checks

At the beginning of the event, everyone on site will be assigned to a specific small group of no more than 10 people, facilitated by an assigned Greenpop team member. These groups will meet daily and remain the same for the duration of the festival week.

At the start of each day, a short health check will be conducted in these small groups. If a person is missing from their assigned group, they must be located and the health check done as soon as possible (all people at the event must be registered each day with the below details - both team members and participants). These daily checks will include:

- ❑ **TEMPERATURE CHECK:** Next to each person's name, record their temperature (To record temperature, hold the infrared thermometer approximately 10cm away from their temple and press the trigger.) A safe temperature range is 37.3 °C or less, if a participant shows a temperature

above this, first repeat the process to check and then take the person to the sick bay to talk to the medic and take the relevant steps from there.

- ❑ **SYMPTOM CHECK:** Ask each person if they are experiencing any of the COVID-19 symptoms (see the list to go through below). If anyone answers yes to any symptom, take the person to the sick bay to talk to the medic and take the relevant steps from there.
- ❑ **SANITISE:** do a round of hand sanitising/washing and remind everyone that there will be additional sanitiser on the vehicles / at the workshop spaces.
- ❑ **MASK WEARING:** ensure everyone has their masks on and takes them along to the daily activity/workshop. Remind everyone that there are additional masks if needed.

### Symptoms:

The Key symptoms of Covid-19 are:

- Fever
- Dry Cough
- Tiredness

Less Common Symptoms are:

- Aches & Pains
- Sore Throat
- Headache
- Loss of taste or smell

Serious symptoms are:

- Breathing difficulty
- Chest Pains
- Loss of Speech or movement

## 4. STEPS TO FOLLOW if someone is experiencing COVID-19 symptoms

1. Immediately see the event medic in the designated sick bay,
2. Stay isolated from other people except to get medical care,
3. Get a COVID-19 test done - Greenpop will have rapid antigen tests at the event and these will be administered by our on-site doctor, Dr Emma Bergh.
4. If you test positive for COVID-19, we will have to ask you to return home immediately.
5. In the case that someone has tested positive for COVID-19 during the event dates, Greenpop will inform all the other participants at the festival. If anyone has had direct close contact with the individual who has tested positive (their tent buddy or other close contact), we will also ask that person to return home to isolate and inform us if they develop symptoms.

**After the event** when all participants return home, we ask everyone to monitor their health closely. If anyone develops COVID-19 symptoms within 10 days of leaving the event, you are required to inform the Greenpop team who are then required to inform the other participants via email.

## **5. GENERAL: Health & Safety Precautions at the event**

Greenpop will ensure the below precautions are in place:

- Holding daily health checks in small groups and taking register (as above).
- Promotion of regular and thorough hand washing/ sanitizing.
- Placement of sanitizing dispensers in prominent places around the event.
- Making it obligatory to wear masks when in close proximity to others.
- Pre-ordering of sufficient supplies and materials, including tissues and hand sanitizer for all participants well before the time to ensure availability.
- Actively monitoring where COVID-19 is circulating within the regions we are working.
- Advising participants in advance that if they have any symptoms or feel unwell, they should not attend.
- Making sure all organizers, participants, caterers and visitors at the event provide contact details: mobile telephone number and email addresses.
- Making sure event spaces are clean and hygienic including surfaces (e.g. tables) and objects (e.g. , microphones and instruments) to be wiped with disinfectant regularly.
- Identifying spaces for workshops that are large enough to reduce the potential spread of COVID-19 by keeping people in dispersed proximity.
- Ensuring an on-site medic is available. We will require any staff or participants to visit the medic if showing any symptoms as a starting point.

## **6. VEHICLES: Health & Safety Precautions at the event**

Vehicles must be cleaned and sanitised as often as is possible without causing undue interruptions to our operation. Vehicle cleanliness should happen at the end of each day.

### **Vehicle sanitizing checklist:**

- ☐ Sweep inside all vehicles
- ☐ Mop inside with provided cleaning agents
- ☐ Spray all seats with liquid sanitiser
- ☐ Wipe all USB charging points with sanitiser
- ☐ Wipe handrails at entrance to the truck
- ☐ Wipe all window catches
- ☐ Wipe door handles to entrance
- ☐ Wipe down all armrests
- ☐ Wipe all safety belt clips and buckles
- ☐ Clean out rubbish bin

## **7. VENUE: Health & Safety Precautions at the event**

Greenpop will ensure the following is arranged for the event:

- Sufficient structures (stretch tents) to accommodate the number of participants in aligning with social distancing - confirmed that our activity will not exceed the capacity outlined by the South African Government COVID enforcement.
- Sick bay will be sufficient for any extenuating circumstance with regards to COVID-19. This will include having access to a nebuliser, and sufficient healthcare facilities to support first respondent support.
- Regular cleaning / sanitising times for each event space will be scheduled.

## **8. CATERING: Health & Safety Precautions at the event**

Greenpop will ensure that our catering team and others involved with these processes follow the points below:

### **Grocery shopping:**

- Paying special attention to not touch any surfaces unnecessarily when in the shops.
- Ensuring that trolleys are wiped down properly before use.
- Wearing a mask at all times when in the supermarket.
- Upon return to the event site, all items that are in sealed packaging i.e. tins, packets etc. must be sprayed and wiped down with a liquid sanitiser.

### **Food preparation:**

- Ensuring that all kitchen team members wash their hands before, during (regularly) and after food preparation.
- Ensuring that all surfaces are cleaned properly before and after use.
- Ensuring that all utensils, cutlery and crockery are cleaned properly before and after use.
- Making sure that foodstuffs are washed before use.

### **Dishwashing:**

- Rather than having each participant wash their own dishes (many hands in the same water), we will assign a sculler to wash all crockery and cutlery after each meal using a scrape-wash-rinse-sanitise-rinse system.
- Dishes will be air dried on drying racks.

## **9. DAY VISITORS: Health & Safety Precautions at the event**

Visitors who are not joining the event for the full 1-week duration will be kept to a minimum. Those that need to join for shorter periods (like some facilitators and other guests) will be taken through the necessary procedures upon arrival:

- They must sign the indemnity form

- They must be taken through the full Daily Health Check process
- They must provide all their contact details for tracing

## 10. CHECKLISTS FOR USE AT THE EVENT:

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### **RESOURCES checklist**

(check before and during event that we have sufficient supply of all these resources)

- ☐ COVID Temperature Gun - Thermometer X 4
- ☐ Hand Sanitizer in multiple spray bottles
- ☐ Surface Sanitizer in multiple spray bottles
- ☐ Liquid hand soap in multiple squeeze bottles
- ☐ 3 x Brooms for sweeping vehicles
- ☐ 3 x Mop and Mop Buckets
- ☐ Multiple Cleaning Cloths (kept separate for different surfaces)
- ☐ Additional face masks
- ☐ Tissues
- ☐ Dish safe sanitiser for the catering team
- ☐ Informative signage

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### **PAPERWORK Checklist:**

- ☐ Participant, volunteer and staff full registry (must include everyone)
- ☐ Small group daily check sheets
- ☐ Event spaces cleaning schedule
- ☐ Vehicle cleaning schedule
- ☐ Indemnity Forms

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### **VEHICLE SANITISING Checklist:**

- ☐ Sweep inside all vehicles
  - ☐ Mop inside with provided cleaning agents
  - ☐ Spray all seats with liquid sanitiser
  - ☐ Wipe all USB charging points with sanitiser
  - ☐ Wipe handrails at entrance to the truck
  - ☐ Wipe all window catches
  - ☐ Wipe door handles to entrance
  - ☐ Wipe down all armrests
  - ☐ Wipe all safety belt clips and buckles
  - ☐ Clean out rubbish bin
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### **DAILY HEALTH Checklist:**

(for use in small groups every morning)

- ❑ **TEMPERATURE CHECK:** Next to each person's name, record their temperature (To record temperature, hold the infrared thermometer approximately 10cm away from their temple and press the trigger.) A safe temperature range is 37 °C or less, if a participant shows a temperature above this, first repeat the process to check and then take the person to the sick bay to talk to the medic and take the relevant steps from there.
- ❑ **SYMPTOM CHECK:** Ask each person if they are experiencing any of the COVID-19 symptoms (see the list to go through below). If anyone answers yes to any symptom, take the person to the sick bay to talk to the medic and take the relevant steps from there.
- ❑ **SANITISE:** do a round of hand sanitising and remind everyone that there will be additional sanitiser on the vehicles / at the workshop spaces.
- ❑ **MASK WEARING:** ensure everyone has their masks on and takes them along to the daily activity/workshop. Remind everyone that there are additional masks if needed.

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### **SOMEONE IS EXPERIENCING COVID-19 SYMPTOMS Checklist:**

1. Immediately see the event medic in the designated sick bay,
  2. Stay isolated from other people except to get medical care,
  3. Get a COVID-19 test done - Greenpop will have rapid antigen tests at the event and these will be administered by our on-site doctor, Dr Emma Bergh.
  4. If you test positive for COVID-19, we will have to ask you to return home immediately.
  5. In the case that someone has tested positive for COVID-19 during the event dates, Greenpop will inform all the other participants at the festival. If anyone has had direct close contact with the individual who has tested positive (their tent buddy or other close contact), we will also ask that person to return home to isolate and inform us if they develop symptoms.
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