Oversight and administration

Before the event

Check the Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) on legislative requirements and specific restrictions that may apply.

Identify key workers or volunteers who are responsible for implementing and reviewing the strategies in this COVIDSafe Event Checklist.

This must include identifying workers whose role are to ensure that public health measures, such as physical distancing and general COVIDSafe behaviours are adhered to.

Our key volunteers are as listed in the volunteer roster and a COVID Monitor has been appointed

Develop processes and materials to ensure that workers and volunteers attending the event are provided education and guidance on physical distancing, good personal hygiene and staying home from work if feeling unwell.

Our volunteers will be sent an email with materials prior to the day

Organisers have considered the potential for other events in the same local area which may use similar transport options, shared pathways and facilities and determined that there is no barrier

Event organisers commit to supporting any public health investigations, and support any required actions requested by public health officials.

Contingency planning must be documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons.

In the event of cancellation the cancellation will be communicated via social media

A process has been developed to manage an attendee who develops symptoms; this includes:

- Making arrangements to send the person home in suitable and safe private transport so the risk of potential coronavirus (COVID-19) transmission is reduced.
- If the person cannot travel home identify an area where the person can remain in isolation until they are able to travel home

Record keeping requirements (including ticketing)

The event's record keeping system must:

- Record the name, phone number and area for each attendee in a way that complies with privacy obligations
- Ensure attendee contact details available to the event organiser and the Department of Health and Human Services (DHHS) to facilitate contact tracing if required
- Where applicable and practicable, link ticket information to a seating/location map, categorised by row or section.

Existing QR codes will be in use

Attendee contact details must be retained for 28 days after the event, after which, information should be destroyed, unless there is another statutory requirement for retention.

Attendee management

General

Attendee management
Prior to the event, event organisers must communicate the following public health messages to attendees: • Each attendee is asked to do a symptom self-assessment prior to leaving home and not attend if they are unwell or have been instructed to isolate or quarantine. • Attendees must maintain at least 1.5m physical distance between those from other groups at all times. • To minimise movement, attendees must stay within their allocated spaces or seats where practical. • Requirements for face covering, observe cough etiquette and personal hygiene measures. A reminder of public health measures must be included in the ticketing sales process, visible on the ticket or as an email reminder. Information will be communicated via social media
During the event, regularly to reinforce public health messages – use broadcast messages, signage, and workers/volunteers to communicate this information with attendees. Signage will be in place
Where possible establish multiple zones within your event area to limit interaction between groups of attendees. You may consider assigning dedicated facilities e.g. allocated bathrooms to a specific zone. Zones will be established

Non-fixed seated areas (e.g. grassed areas)
There must be visual cues to facilitate physical distancing, this includes: - Ground marking or barriers allocating space to groups (i.e. their allocated 'picnic' area) – with at least 1.5m between areas allocated to separate groups - Signage requirements as set out in the Restricted Activity Directions - Dedicated wide walkways at least 2m wide - Ground/wall marking of 1.5m spacing where queuing may occur Visual clues will be marked with signage and markers

Bathrooms, retail and food and drink vendor areas
Use visual cues to facilitate physical distancing: - Ground/wall marking of 1.5m spacing where queuing may occur (e.g. outside bathrooms, in service lines) - Signage requirements as set out in the Restricted Activity Directions - Indicate direction of travel on walkways with a preference for one-way flow, where practical. Visual clues will be marked with signage and markers

Access to and from the venue
Strategies have been implemented to avoid crowding on public transport and at stops/stations. There are adequate parking options for car-based travel and event organisers expect most attendees to travel to the event on foot or park in nearby streets.
Will establish multiple entry and exit points to avoid queuing and ensure smooth attendee flow into the venue.
Strategies will be implemented to limit the potential for gathering near the venue or at entrances/exits. Encourage attendees to disperse from the event at its conclusion.

Environmental and personal hygiene
Environmental measures including cleaning
Have undertaken pre-event cleaning of communal facilities and high touch surfaces. Will develop and implement a cleaning schedule to ensure frequent cleaning and disinfection of high touch surfaces and bathroom facilities.
High touch surfaces will be cleaned at least twice per day in accordance with DHHS's cleaning and disinfection guidelines. Additional cleaning of visibly soiled surfaces will occur as required.
Personal hygiene
Hygiene stations (with hand sanitiser) will be established at entrances and throughout the venue to encourage hand hygiene of workers and attendees.
Posters will be displayed in prominent locations demonstrating personal hygiene and hand washing practices.
Communal facilities to be regularly cleaned
Toilets are in working condition with running water for hand basins, soap and disposable hand towels/dryers.
Enough toilets are available to avoid queuing or organizer will ensure there is physical distancing if queues occur.
Designated smoking areas (if any) will enable physical distancing of 1.5 meters

Workers, vendors and contractors
Responsibilities
Event organiser will ensure that workers, including volunteers, vendors and contractors, understand and comply with COVIDSafe work practices, including training in COVIDSafe behaviours.
Workers and volunteers will complete the Staff Coronavirus (COVID-19) Health Questionnaire and not attend work when unwell.
Workers will have access to the appropriate personal protective equipment throughout the event to the extent required.
COVIDSafe Event Checklist has been shared with on-site vendors and contractors. Vendors and contractors will provide their COVIDSafe Plans to the event organiser.
Food and beverage requirements
Any food and beverage service will align with the Victorian Government's coronavirus (COVID-19) hospitality guidance and the Restricted Activity Directions.
Queues at food and beverage vendors will facilitate physical distancing and not cross over with other queues.
Touch points will be reduced during food and beverage service, by using contactless payment methods where possible and ensuring service is occurring in well ventilated areas.

There will be no communal self-serve and condiment stations.
Where possible, food and beverages will be sold in packaging to avoid double handling.
Take-away food and drinks will be consumed in allocated 'picnic areas'.