

# COVIDSafe Event Checklist

To be completed for Tier 3 events

## Event details

Event name: ..... Hill End Community Australia Day  
 Celebration .....

Date of event: ..... January 26th 2021 .....

Event commencement  
 and completion time: ..... 6.00pm - 9.00pm .....

Event location (address): ..... Hill end Community Centre, 22 Paynters Road, Hill End  
 3825 .....

Contact person: ..... Margaret Wright .....

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 ..... margaretwright@skymesh.com.au .....

Date prepared: ..... 18/01/2021 .....

Signature: ..... Margaret Wright .....

Oversight and administration	Implemented	Not applicable
<b>Before the event</b>		
Check the Victorian Government's coronavirus website ( <a href="https://www.coronavirus.vic.gov.au">https://www.coronavirus.vic.gov.au</a> ) on legislative requirements and specific restrictions that may apply.	Done	
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.	Margaret Wright, Deb Manning	
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.	Done	

Oversight and administration	Implemented	Not applicable
When scheduling an event, consider potential for other events in the same local area which may use similar transport options, shared pathways and facilities.		<i>Not applicable</i>
Event organisers must commit to supporting any public health investigations, and support any required actions requested by public health officials.	<i>Announcements that the event will comply to public health regulations</i>	
Contingency planning must be documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons.	<i>Plans in place should the event be cancelled</i>	
Tickets should be refundable if a ticketholder is unwell.		<i>Not applicable</i>
Develop a process to manage an attendee who develops symptoms; this includes: <ul style="list-style-type: none"> <li>- Making arrangements to send the person home in suitable and safe private transport so the risk of potential coronavirus (COVID-19) transmission is reduced.</li> <li>- If the person cannot travel home identify an area where the person can remain in isolation until they are able to travel home</li> </ul>	<i>Appropriate arrangements made</i>	
<b>Record keeping requirements (including ticketing)</b>		
The event's record keeping system must: <ul style="list-style-type: none"> <li>- Record the name, phone number and area for each attendee in a way that complies with privacy obligations</li> <li>- Ensure attendee contact details available to the event organiser and the Department of Health and Human Services (DHHS) to facilitate contact tracing if required</li> <li>- Where applicable and practicable, link ticket information to a seating/location map, categorised by row or section.</li> </ul>	<i>QR code and paper registration at the gate with name and contact phone number</i>	
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.	<i>Will be saved</i>	

Attendee management	Implemented	Not applicable
<b>General</b>		
Prior to the event, event organisers must communicate the following public health messages to attendees: <ul style="list-style-type: none"> <li>• Each attendee is asked to do a <a href="#">symptom self-assessment</a> prior to leaving home and not attend if they are unwell or have been instructed to isolate or quarantine.</li> <li>• Attendees must maintain at least 1.5m physical distance between those from other groups at all times.</li> <li>• To minimise movement, attendees must stay within their allocated spaces or seats where practical.</li> <li>• Requirements for face covering, observe cough etiquette and personal hygiene measures.</li> </ul>	<i>Up to individuals to remain at home if have any symptoms.. All other clause will be followed</i>	

Attendee management	Implemented	Not applicable
A reminder of public health measures must be included in the ticketing sales process, visible on the ticket or as an email reminder. <i>My computer would not allow me to put "not applicable" in the correct box</i>		
During the event, regularly to reinforce public health messages – use broadcast messages, signage, and workers/volunteers to communicate this information with attendees.	<i>PA system will regularly make attendees aware along with signage</i>	
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.	<i>Outdoor event with lots of space to comply to limit interaction</i>	
<b>Fixed seated areas (e.g. grandstands)</b>		
Ensure seating is clearly labelled to enable seating allocation. Groups who booked tickets together can sit together but they must be spaced at least 1.5m from other groups.		<i>Not applicable</i>
Where seating is not numbered, clearly mark rows and seats that are to be left vacant.		<i>Not applicable</i>
<b>Non-fixed seated areas (e.g. grassed areas)</b>		
<p>There must be visual cues to facilitate physical distancing, this includes:</p> <ul style="list-style-type: none"> <li>- 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</li> <li>- Signage requirements as set out in the Restricted Activity Directions</li> <li>- Dedicated wide walkways at least 2m wide</li> <li>- Ground/wall marking of 1.5m spacing where queuing may occur</li> </ul>	<i>Attendees will be made aware what will be their space. Whole space of event is 2 acres. Distance markers where they queue for BBQ</i>	
<b>Bathrooms, retail and food and drink vendor areas</b>		
<p>Use visual cues to facilitate physical distancing:</p> <ul style="list-style-type: none"> <li>- Ground/wall marking of 1.5m spacing where queuing may occur (e.g. outside bathrooms, in service lines)</li> <li>- Signage requirements as set out in the Restricted Activity Directions</li> <li>- Indicate direction of travel on walkways with a preference for one-way flow, where practical.</li> </ul>	<i>Distance markers and directional signs will be displayed</i>	
<b>Access to and from the venue</b>		
Implement strategies to avoid crowding on public transport and at stops/stations. Where feasible, ensure there are adequate parking options for car-based travel.		<i>Not applicable</i>
Where an event could attract attendees, who do not have a ticket, the organiser must use a gated venue with designated points of entry and exit.	<i>In and out directional markers at the gate</i>	

<b>Attendee management</b>	<b>Implemented</b>	<b>Not applicable</b>
Establish multiple entry and exit points to avoid queuing and ensure smooth attendee flow into the venue. Where multiple entry and exit points cannot be established, encourage staggered entry/ exit to avoid queuing; this could be done as part of pre-event communication.		<i>Not applicable</i>
Implement strategies to limit the potential for gathering near the venue or at entrances/exits. Encourage attendees to disperse from the event at its conclusion.		<i>Will not be necessary</i>

<b>Environmental and personal hygiene</b>	<b>Implemented</b>	<b>Not applicable</b>
<b>Environmental measures including cleaning</b>		
Undertake pre-event cleaning of communal facilities and high touch surfaces. Develop and implement a cleaning schedule to ensure frequent cleaning and disinfection of high touch surfaces and bathroom facilities.	<i>Working bee before the event and during the event</i>	
At minimum, high touch surfaces must be cleaned at least twice per day and between groups in accordance with DHHS's <a href="#">cleaning and disinfection guidelines</a> . Additional cleaning of visibly soiled surfaces must occur as required.	<i>Will be carried by a dedicated person</i>	
<b>Personal hygiene</b>		
Establish hygiene stations (with hand sanitiser) at entrances and throughout the venue to encourage hand hygiene of workers and attendees.	<i>At the entry and around the area</i>	
In prominent locations, display posters demonstrating personal hygiene and hand washing practices.	<i>Will be displayed</i>	
<b>Communal facilities to be regularly cleaned</b>		
Ensure toilets are in working condition with running water for hand basins, soap and disposable hand towels/dryers.	<i>Yes</i>	
Ensure enough toilets are available to avoid queuing. If queuing is likely, organiser must ensure there is physical distancing.	<i>Yes</i>	
Designated smoking areas must enable physical distancing of 1.5 meters		<i>Not applicable</i>

<b>Workers, vendors and contractors</b>	<b>Implemented</b>	<b>Not applicable</b>
<b>Responsibilities</b>		
It is the responsibility of the event organiser to ensure that workers, including volunteers, vendors and contractors, understand and comply with COVIDSafe work practices, including training in COVIDSafe behaviours.	<i>All will be made aware by myself</i>	
Workers and volunteers should complete the <a href="#">Staff Coronavirus (COVID-19) Health Questionnaire</a> and not attend work when unwell.	<i>Will be requested to complete questionnaire before event</i>	
Workers must have access to the appropriate personal protective equipment throughout the event.	<i>Gloves, masks and aprons</i>	

<b>Workers, vendors and contractors</b>	<b>Implemented</b>	<b>Not applicable</b>
Share COVlDSafe Event Checklist with on-site vendors and contractors. Vendors and contractors should provide their COVlDSafe Plans to the event organiser.		<i>Not applicable</i>
<b>Food and beverage requirements</b>		
Any food and beverage service must align with the Victorian Government's coronavirus (COVID-19) <a href="#">hospitality guidance</a> and the Restricted Activity Directions.	<i>Has been read</i>	
Queues at food and beverage vendors should facilitate physical distancing and not cross over with other queues.	<i>Distance markers will be in place</i>	
Reduce touch points during food and beverage service, such as using contactless payment methods and ensure service is occurring in well ventilated areas.	<i>No payment involved all service outdoors</i>	
Close communal self-serve and condiment stations.	<i>All food to be served, no self service</i>	
Where possible, food and beverages should be sold in packaging to avoid double handling.	<i>Only cold drinks will be packed</i>	
Take-away food and drinks must be consumed in allocated seats or 'picnic areas'. Food court-style seating is permitted if consistent with the Restricted Activity Directions guidelines.	<i>Court-style eating but outdoors</i>	