

# COVIDSafe Event Checklist

To be completed for Tier 3 events



## Event details

Event name: ..... Australia Day Community Event .....

Date of event: ..... 26 Jan 2021 .....

Event commencement and completion time: ..... 4 pm – 6 pm .....

Event location (address): ..... Tetoora Road Hall .....

..... 2575 Korumburra Warragul Road, Tetoora Road 3821 .....

Contact person: ..... Ann Bullen .....

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Email : ..... trccchair@gmail.com .....

Date prepared: ..... 09-01-2021 .....

Signature: .....

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.		
<b>We will check the web site</b>	<i>Yes, closer to the event</i>	
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.	<i>Yes</i>	
<b>Key workers are</b> <b>A Bullen, M McDonald, S Pongracic</b>		

Oversight and administration	Implemented	Not applicable
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.	Yes	
<p><b>We will ask volunteers to fill in the Staff Corona Virus Check List anyone who cannot comply with requirements will be asked to leave.</b></p> <p><b>We will measure their temperatures.</b></p> <p><b>We will emphasis that anyone handling food should wash hands, wear and apron, gloves and not handle food directly.</b></p> <p><b>We will emphasis hand washing after toilet etc and new gloves etc. for volunteers.</b></p>		
When scheduling an event, consider potential for other events in the same local area which may use similar transport options, shared pathways and facilities.	Yes	
<p><b>There are no events scheduled in the local area.</b></p>		
Event organisers must commit to supporting any public health investigations, and support any required actions requested by public health officials.	Yes	
<p><b>We will comply with any required and legal actions requested by public health officials.</b></p>		
Contingency planning must be documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons.	Yes	
<p><b>Our contingency plan is to inform as many people as possible by facebook and email and to have someone stationed at the event location to turn attendees away. We cannot close the car park due to safety concerns.</b></p>		
Tickets should be refundable if a ticketholder is unwell.		Yes
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>	Yes	
<p><b>Our process is this :</b></p> <p><b>Since people will need to drive to attend we will ask the person who is ill and the people they came with to leave and suggest they book in to a testing station.</b></p> <p><b>We have an out door area which would be suitable if the person is too ill to drive, for instance. They can wait there, seated, for the ambulance if one is needed.</b></p>		
<p><b>Record keeping requirements (including ticketing)</b></p>		
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>	Yes	

Oversight and administration	Implemented	Not applicable
<p><b>We will record the name, phone number and area for each attendee and volunteers. We will make this available to the event organiser and the Department of Health if required Ticketing is not relevant.</b></p>		
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.	Yes	
<p><b>We will retain information for 28 days and then destroy it unless told otherwise.</b></p>		

Attendee management	Implemented	Not applicable
<b>General</b>		
<p>Prior to the event, event organisers must communicate the following public health messages to attendees:</p> <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> <p>A reminder of public health measures must be included in the ticketing sales process, visible on the ticket or as an email reminder.</p>	Not yet but will be	
<p><b>We will publicise in the event flyer :</b></p> <p><b>A symptom self assessment list with the command that the person not attend if unwell instructed to isolate or in quarantine.</b></p> <p><b>We will say it is mandated that attendees maintain at least 1.5 m distance from other groups.</b></p> <p><b>We will say that attendees must stay in their chosen spaces where practical.</b></p> <p><b>We will say that we require face covering when not eating.</b></p> <p><b>We will mention cough etiquette and hand hygiene.</b></p> <p><b>We do not have tickets but we will have reminders of public health measures on posters on entry.</b></p>		
During the event, regularly to reinforce public health messages – use broadcast messages, signage, and workers/volunteers to communicate this information with attendees.	Yes with signage	
<p><b>We will regularly communicate with attendees. We will not broadcast messages, we will have signage as supplied by our local Shire.</b></p>		
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.		Yes

Attendee management	Implemented	Not applicable
<b>We will not have zones at our event but rely on social distancing and good hygiene.</b>		
<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>Yes</i>
<b>The event is mostly outside. We will limit numbers inside the Hall. Seats only for infirm.</b>	<i>Yes</i>	
Where seating is not numbered, clearly mark rows and seats that are to be left vacant.	<i>Yes</i>	
<b>Not relevant</b>		
<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>Yes</i>	
<b>Not relevant</b>		
<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>Yes</i>	
<b>We will mark queuing spots on the floor for toilets.</b>		
<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>Yes</i>	
<b>We have sufficient parking, public transport will not be used</b>		
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>Yes</i>	

Attendee management	Implemented	Not applicable
<b>Attendees do not have tickets. We will have a designated entry area where people will register, people will exit at their leisure and in family groups so a designated exit is not relevant.</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.		
<b>Entry point will be outside, we will enforce queuing protocol.</b>		
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.		
<b>We will ask people not to congregate at the entrance and quickly find a socially distanced spot for themselves. People generally disperse at different times, this event should be no different.</b>		

Environmental and personal hygiene	Implemented	Not applicable
<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.	Yes	
<b>We will clean the facilities before the event</b>		
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.	Yes	
<b>We will clean toilets and high touch areas every 45 minutes during the event in accordance with the guidelines. Visibly soiled areas will be cleaned when noticed.</b>		
<b>Personal hygiene</b>		
Establish hygiene stations (with hand sanitiser) at entrances and throughout the venue to encourage hand hygiene of workers and attendees.	Yes	
<b>We will have hand hygiene stations throughout the venue at various suitable locations and encourage their regular use.</b>		
In prominent locations, display posters demonstrating personal hygiene and hand washing practices.	Yes	
<b>We will display suitable posters</b>		
<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.	Yes	
<b>Our toilets are in working condition as above.</b>		
Ensure enough toilets are available to avoid queuing. If queuing is likely, organiser must ensure there is physical distancing.	Yes	

Environmental and personal hygiene	Implemented	Not applicable
<b>We have sufficient toilets. However we will mark queuing points on the floor or walls.</b>		
Designated smoking areas must enable physical distancing of 1.5 meters	<i>Yes</i>	
<b>We have no designated smoking areas. There are a few smokers sensible enough to move well away from others.</b>		

Workers, vendors and contractors	Implemented	Not applicable
<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>Yes</i>	
<b>We will brief volunteers before the event</b>		
Workers and volunteers should complete the <a href="#">Staff Coronavirus (COVID-19) Health Questionnaire</a> and not attend work when unwell.	<i>Yes</i>	
<b>We will ask that the questionnaire be completed.</b>		
Workers must have access to the appropriate personal protective equipment throughout the event.	<i>Yes</i>	
<b>We will provide aprons, gloves, masks and hand sanitiser.</b>		
Share COVIDSafe Event Checklist with on-site vendors and contractors. Vendors and contractors should provide their COVIDSafe Plans to the event organiser.		<i>Yes</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>Yes</i>	
<b>We will comply with the Hospitality Guidance and Restricted Activity Directions as far as they apply to our event.</b>		
Queues at food and beverage vendors should facilitate physical distancing and not cross over with other queues.		
<b>No food will be sold.</b>		
Reduce touch points during food and beverage service, such as using contactless payment methods and ensure service is occurring in well ventilated areas.		

Workers, vendors and contractors	Implemented	Not applicable
<b>Our hall will have all doors open and is well ventilated. Food (icecreams and water in bottles) will be served by dedicated volunteers on the tennis court.</b>		
Close communal self-serve and condiment stations.		<i>Yes</i>
<b>Not relevant</b>		
Where possible, food and beverages should be sold in packaging to avoid double handling.	<i>Yes</i>	
<b>We are only having individually packaged ice creams and bottled water.</b>		
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>Yes</i>	
<b>We will ask people to stay where they are and suitably distanced when they are eating.</b>		