

COVIDSafe Event Checklist

Event details

Event name: Mittagundi Outdoor Education Centre Open Day Festival

Date of event: 16 January 2021

Event commencement and completion time: 11am until late


Event location (address): 4385 Omeo Hwy, Glen Valley, Vic

Contact person: Hamish Hueneke

Phone : 03 5159 7238

Email : director@mittagundi.org.au

Date prepared: 4/1/2021

Signature: 

Oversight and administration	Implemented	Not applicable
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.	<i>Event organisers have and will keep up to date with the VIC govt's coronavirus website, including legislative requirements.</i>	

Oversight and administration	Implemented	Not applicable
<p>Identify key staff or volunteers who are responsible for implementing and reviewing the strategies in this COVIDSafe Event Checklist.</p> <p>This must include identifying staff whose role are to ensure that public health measures, such as physical distancing and general COVIDSafe behaviours are adhered to.</p>	<p><i>Hamish Hueneke Zac Ray Jason Towan Sarah Milford Josh Docker Anina Conradie</i></p>	
<p>Develop processes and materials to ensure that staff and volunteers attending the event are provided education and guidance on physical distancing, good personal hygiene and staying home from work if feeling unwell.</p>	<p><i>staff will complete COVID-19 questionnaire before event, have access to disposable masks and gloves, and be briefed on physical distancing requirements.</i></p>	
<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.</p>		N/A
<p>Event organisers must commit to supporting any public health investigations, and support any required actions requested by public health officials.</p>	<p><i>organisers are committed to working with public health officials and will keep records of all staff, volunteers and attendees</i></p>	
<p>Contingency planning must be documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons.</p>	<p><i>All ticket holders will be notified and offered a refund in the event of event cancellation</i></p>	
<p>Tickets should be refundable if a ticketholder is unwell.</p>	<p><i>Email director@mittagundi.org.au or call 03 5159 7238 for a refund</i></p>	
<p>Develop a process to manage an attendee who develops symptoms; this includes:</p> <ul style="list-style-type: none"> - 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 	<p><i>Attendees who are unwell will leave the event in their own cars, if unable to do so there is an isolation cabin (Ian's) where they can stay until arrangements are able to be made.</i></p>	
Record keeping requirements (including ticketing)		
<p>The event's record keeping system must:</p> <ul style="list-style-type: none"> - 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. 	<p><i>Records will be kept through ticketing that requires each attendee's name, phone number and address</i></p>	<p><i>There is no assigned seating at event</i></p>
<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.</p>	<p><i>All attendees contact details will be electronically retained for 28 days after the event</i></p>	

Spectator management	Implemented	Not applicable
General		
<p>Prior to the event, event organisers must communicate the following public health messages to attendees:</p> <ul style="list-style-type: none"> • 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. <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>	<p><i>Attendees will be asked to do the symptom self-assessment provided with the ticket prior to coming. Signs will be displayed throughout venue to remind attendees of 1.5m social distancing. Face masks will be worn in the kitchen and where social distancing is not achievable. Hand sanitiser and hand washing stations available.</i></p>	
<p>During the event, regularly to reinforce public health messages – use broadcast messages, signage, and staff/ volunteers to communicate this information with attendees.</p>	<p><i>Signs will be displayed to remind attendees of 1.5m social distancing, no physical contact and face masks in the kitchen. 2 hourly broadcasts over PA to remind attendees to follow COVID safe plans.</i></p>	
<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.</p>		n/a
Fixed seated areas (e.g. grandstands)		
<p>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.</p>		n/a
<p>Where seating is not numbered, clearly mark rows and seats that are to be left vacant.</p>		n/a
Non-fixed seated areas (e.g. grassed areas)		

Spectator management	Implemented	Not applicable			
<p>There must be visual cues to facilitate physical distancing, this includes:</p> <ul style="list-style-type: none"> - 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 	<p><i>Hay bales will be placed on grassed areas as visual cues for appropriate seating.</i></p>				
Bathrooms, retail and food and drink vendor areas					
<p>Use visual cues to facilitate physical distancing:</p> <ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> • <i>Ground Marking of 1.5 m spacing outside toilets, at ticketing station, hand wash stations and food service areas.</i> • <i>Adequate signage stating requirements</i> • <i>Staff to monitor and enforce venue rules</i> 				
Access to and from the venue					
<p>Implement strategies to avoid crowding on public transport and at stops/stations. Where feasible, ensure there are adequate parking options for car-based travel.</p>	<p><i>Paddock allocated for car parking. There will not be any public transport.</i></p>				
<p>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.</p>	<p><i>Attendees will all enter through the front gate where details will be collected. All attendees must have a ticket.</i></p>				
<p>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.</p>	<ul style="list-style-type: none"> • <i>Arrivals will be staggered throughout the morning of the event.</i> • <i>Ticketing lines will be managed to ensure there is social distancing by use of markings and staff monitoring</i> 				
<p>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.</p>	<p><i>Event is held in an isolated location away from other people. PA announcement will encourage attendees not to congregate at exit gate.</i></p>				
<table border="1"> <thead> <tr> <th data-bbox="191 1696 859 1772">Environmental and personal hygiene</th> <th data-bbox="859 1696 1289 1772">Implemented</th> <th data-bbox="1289 1696 1430 1772">Not applicable</th> </tr> </thead> </table>			Environmental and personal hygiene	Implemented	Not applicable
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Environmental measures including cleaning					

Environmental and personal hygiene	Implemented	Not applicable
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>Pre-event cleaning checklist to be completed. Cleaning schedule and log book located in toilets, dining room and kitchen.</i>	
At minimum, high touch surfaces must be cleaned at least twice per day and between groups in accordance with DHHS's cleaning and disinfection guidelines . Additional cleaning of visibly soiled surfaces must occur as required.	<i>high touch surfaces (toilets, kitchen, dining room) will be sanitised at 9am, 12pm and 6pm. Cleaning records kept. Disinfectant will be available in these areas for additional cleaning.</i>	
Personal hygiene		
Establish hygiene stations (with hand sanitiser) at entrances and throughout the venue to encourage hand hygiene of staff and attendees.	<i>hand sanitiser will be available at entrance, toilets, and kitchen. Attendees will be asked to bring their own sanitiser as well.</i>	
In prominent locations, display posters demonstrating personal hygiene and hand washing practices.	<i>posters demonstrating personal hygiene will be displayed at entrance, dining room and camping areas. Hand washing practice signage will be displayed at toilets and dining room.</i>	
Communal facilities to be regularly cleaned		
Ensure toilets are in working condition with running water for hand basins, soap and disposable hand towels/dryers.	<i>Each toilet has a tap for water and will be stocked with soap, hand sanitiser, and disposable hand towels.</i>	
Ensure enough toilets are available to avoid queuing. If queuing is likely, organiser must ensure there is physical distancing.	<i>toilets are located away from main event sites. If queuing occurs there is ample space for physical distancing as well as having visible ground marking.</i>	
Designated smoking areas must enable physical distancing of 1.5 meters	<i>This event is a smoke free event. Smoking is not allowed.</i>	

Staff, vendors and contractors	Implemented	Not applicable
Responsibilities		
It is the responsibility of the event organiser to ensure that staff, including volunteers, vendors and contractors, understand and comply with COVIDSafe work practices, including training in COVIDSafe behaviours.	<i>All staff and volunteers will be trained in COVID safe practices prior to the event.</i>	
Workers and volunteers should complete the Staff Coronavirus (COVID-19) Health Questionnaire and not attend work when unwell.	<i>Workers and volunteers will be asked to complete the Staff Coronavirus (COVID-19) health questionnaire before arriving at event.</i>	
Workers must have access to the appropriate personal protective equipment throughout the event.	<i>Workers will have access to disposable masks and gloves throughout event.</i>	
Share COVIDSafe Event Checklist with on-site vendors and contractors. Vendors and contractors should provide their COVIDSafe Plans to the event organiser.		<i>n/a</i>

Staff, vendors and contractors	Implemented	Not applicable
Food and beverage requirements		
Any food and beverage service must align with the Victorian Government's coronavirus (COVID-19) hospitality guidance and the Restricted Activity Directions.	<i>All staff serving food, water and cutlery have completed a food safe handling course and will wear gloves.</i>	
Queues at food and beverage vendors should facilitate physical distancing and not cross over with other queues.	<i>Ground marking will be present at the food serving station to ensure physical distancing.</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>Attendees are able to bring their own food and dinner is included in ticket price. Service will occur outside . Hand sanitiser will be available where additional food can be bought to be used between transactions.</i>	
Close communal self-serve and condiment stations.	<i>All food will be served to attendees by staff wearing gloves. staff have completed Food safe Handling course.</i>	
Where possible, food and beverages should be sold in packaging to avoid double handling.		n/a
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>there will be designated seating for eating which will ensure physical distancing through ground marking.</i>	