COVIDSafe Event Checklist

To be completed for Tier 3 events

COMPLETE THE ENTIRE FORM – ALL FIELDS ARE MANDATORY

ENSURE THE EVENT DETAILS MATCH THE DETAILS ON THE REGISTRATION FORM

Event details

Event name:	Orbis Park reserve Community Consultation Event
Date of event:	Saturday February 27
Event commencement and completion time:	0930-1030am
Event location (address):	Orbis Avenue Park Reserve, Cnr Orbis Ave & City Vista Crt Fraser Rise VIC
Contact person:	Kaine W
Phone:	03 9747 7200
Email:	kainewe@melton.vic.gov.au
Date prepared:	18/02/2021
Signature:	

Oversight and administration	Implemented	Not applicable
Please answer every row either as 'Implemented' or 'Not applicable' with an 'x'		x
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.	*IMPLEMENTED*	
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.	*IMPLEMENTED*	

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.	*IMPLEMENTED*	
When scheduling an event, consider potential for other events in the same local area which may use similar transport options, shared pathways and facilities.	*IMPLEMENTED*	
Event organisers must commit to supporting any public health investigations, and support any required actions requested by public health officials.	*IMPLEMENTED*	
Contingency planning must be documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons.	*IMPLEMENTED*	
Tickets should be refundable if a ticketholder is unwell.		*X*
Develop a process 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	*IMPLEMENTED*	
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.	*IMPLEMENTED*	
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.	*IMPLEMENTED*	

Attendee management	Implemented	Not applicable
General		
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.	*IMPLEMENTED*	

Attendee management	Implemented	Not applicable
• 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.		
During the event, regularly to reinforce public health messages – use broadcast messages, signage, and workers/volunteers to communicate this information with attendees.	*IMPLEMENTED*	
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.	*IMPLEMENTED*	
Fixed seated areas (e.g. grandstands)		
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.		*x*
Where seating is not numbered, clearly mark rows and seats that are to be left vacant.		*x*
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	*IMPLEMENTED*	
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.		*x*
Access to and from the venue		
Implement strategies to avoid crowding on public transport and at stops/stations. Where feasible, ensure there are adequate parking options for car-based travel.	*IMPLEMENTED*	
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.		*x*
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,	*IMPLEMENTED*	

Attendee management	Implemented	Not applicable
encourage staggered entry/ exit to avoid queuing; this could be done as part of pre-event communication.		
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.	*IMPLEMENTED*	

Environmental and personal hygiene	Implemented	Not applicable
Environmental measures including cleaning		
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.		*x*
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.		*x*
Personal hygiene		
Establish hygiene stations (with hand sanitiser) at entrances and throughout the venue to encourage hand hygiene of workers and attendees.	*IMPLEMENTED*	
In prominent locations, display posters demonstrating personal hygiene and hand washing practices.		*x*
Communal facilities to be regularly cleaned		
Ensure toilets are in working condition with running water for hand basins, soap and disposable hand towels/dryers.		*x*
Ensure enough toilets are available to avoid queuing. If queuing is likely, organiser must ensure there is physical distancing.		*x*
Designated smoking areas must enable physical distancing of 1.5 meters		*x*

Workers, vendors and contractors	Implemented	Not applicable
Responsibilities		
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.	*IMPLEMENTED*	
Workers and volunteers should complete the Staff Coronavirus (COVID-19) Health Questionnaire and not attend work when unwell.	*IMPLEMENTED*	
Workers must have access to the appropriate personal protective equipment throughout the event.	*IMPLEMENTED*	
Share COVIDSafe Event Checklist with on-site vendors and contractors. Vendors and contractors should provide their COVIDSafe Plans to the event organiser.	*IMPLEMENTED*	

Workers, 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.	*IMPLEMENTED*	
Queues at food and beverage vendors should facilitate physical distancing and not cross over with other queues.	*IMPLEMENTED*	
Reduce touch points during food and beverage service, such as using contactless payment methods and ensure service is occurring in well ventilated areas.	*IMPLEMENTED*	
Close communal self-serve and condiment stations.	*IMPLEMENTED*	
Where possible, food and beverages should be sold in packaging to avoid double handling.	*IMPLEMENTED*	
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.		*x*