

# 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: ..... Cohuna Show .....

Date of event: ..... 20 March 2021 .....

Event commencement  
and completion time: ..... Saturday 20 March 9am – 3pm .....

.....

Event location (address): ..... Cohuna Recreation Reserve, Island Road, Cohuna Vic. 3568 .....

.....

Contact person: ..... Allison Peace .....

Phone: ..... 0417 255476 .....

Email: ..... cohunashow@gmail.com .....

Date prepared: ..... 5/3/21 – (updated 18/3/21) .....

Signature: .....

Oversight and administration	Cohuna Show PlanA
<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.	Website is checked on a regular basis for updates
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.	The Show Safety officer will oversee the covid safety marshalls. Covid Safety marshalls will ensure attendees provide contact tracing details, stay physically distant, follow health guidelines and monitor crowd numbers particularly in the pavilion and the football complex areas

Oversight and administration	Cohuna Show PlanA
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.	Volunteers will be encourage to complete on line training in infection control. All volunteers will be provided with information prior to the event. All volunteers will be asked to complete the Staff/Volunteer COVID-19 health questionnaire before commencing their volunteer role.
When scheduling an event, consider potential for other events in the same local area which may use similar transport options, shared pathways and facilities.	Not applicable
Event organisers must commit to supporting any public health investigations, and support any required actions requested by public health officials.	Event organisers will commit to support public health investigations and provide any documentation requested
Contingency planning must be documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons.	If event is cancelled, any person who has purchased entrance tickets or entered an event will be contacted. Messages will be placed on the website and social media sites, if time in local newspapers
Tickets should be refundable if a ticketholder is unwell.	If ticketholder is unwell and requests refund it will be provided
<p>Develop a process to manage an attendee who develops symptoms; this includes:</p> <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>	<p>If an attendee develops symptoms arrangements made to send the person home by private transport. The attendee will be encouraged to get tested at the nearest testing centre.</p> <p>Any volunteer who assists the attendee is to put on facemask and take details</p> <p>If the attendee develops covid, all contact tracing details will be forwarded to DHHS and instructions from DHHS will be followed</p>
Record keeping requirements (including ticketing)	
<p>The event's record keeping system must:</p> <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>	<p>A QR code has been created to record attendee details, a paper based system will also be in placed to record details</p> <p>Attendees who have purchased memberships or entered events will have provided contact details.</p> <p>There is no reserved seating at the venue</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.	Details will be retained for 28 days

Attendee management	Cohuna Show Plan
General	

Attendee management	Cohuna Show Plan
<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>	<p>A note will be placed on the website and facebook page. There will be a sign at the entrance.</p> <p>Signs to indicate 1.5 m social distancing will be visible around the ground</p> <p>Signs indicating requirements for face coverings will be placed where appropriate based on DHHS advice at the time of the event</p> <p>When setting up online entries a message re public health measures will be displayed where possible</p> <p>Public health messages will also be on membership tickets.</p>
<p>During the event, regularly to reinforce public health messages – use broadcast messages, signage, and workers/volunteers to communicate this information with attendees.</p>	<p>The public broadcaster will make announcements Covid officers will reinforce message</p>
<p><b>Where possible</b> 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>	<p>The ground will be sectioned into competition areas eg dogs, horses, poultry and cattle. The area for carparking for the individual sections will be allocated</p> <p>Competitors may bring their own food and drink.</p> <p>Each group of competitors will be encouraged to use services in sections of the ground</p>
<p><b>Fixed seated areas (e.g. grandstands)</b></p>	
<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>	<p>There is no reserved seating.</p>
<p>Where seating is not numbered, clearly mark rows and seats that are to be left vacant.</p>	<p>Markings will be placed on any seating to indicate social distancing</p>
<p><b>Non-fixed seated areas (e.g. grassed areas)</b></p>	
<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> </ul>	<p>There will be signs around the event to remind attendees of physical distancing.</p> <p>Markings to placed in unallocated seating areas to indicate 1.5m</p> <p>Markings for areas where there may be queuing such as food vendors.</p>

Attendee management	Cohuna Show Plan
<ul style="list-style-type: none"> <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>	
<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>	<p>1.5m signs will be placed near bathroom and food/drink vendors – the food/drink vendors are to also supply signage and markings.</p> <p>Where possible have lines for bathrooms where there is a defined entry and exit lines</p>
<b>Access to and from the venue</b>	
<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>Not applicable, no public transport</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>There will be two gate entries with gate attendees, each attendee will have an entrance ticket or membership ticket will allows entry</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>	<p>Communication will be provided to remind attendees that contact tracing is in place. A majority of attendees will be arriving by vehicle.</p>
<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>Attendees will be asked to exit the venue at the conclusion of the event</p>
<b>Environmental and personal hygiene</b>	
<b>Environmental measures including cleaning</b>	
<p>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.</p>	<p>The venue will be cleaned prior to the event, a cleaning schedule will be followed for the bathroom areas by the designated cleaning volunteers</p>
<p>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.</p>	<p>A cleaning schedule will be followed to clean high touch areas such as door handles as well as visibly soiled surfaces</p>
<b>Personal hygiene</b>	
<p>Establish hygiene stations (with hand sanitiser) at entrances and throughout the venue to encourage hand hygiene of workers and attendees.</p>	<p>Hand sanitiser stations will be provided at the entrance and throughout the venue.</p>
<p>In prominent locations, display posters demonstrating personal hygiene and hand washing practices.</p>	<p>Posters will be displayed at the entrance to venue and at locations around event</p>
<b>Communal facilities to be regularly cleaned</b>	

<b>Environmental and personal hygiene</b>	<b>Cohuna Show Plan</b>
Ensure toilets are in working condition with running water for hand basins, soap and disposable hand towels/dryers.	All toilets will be checked prior to the event and a request will be made to the Shire to ensure all soap dispensers, hand towels are full and an arrangement made to fill up supplies during the event
Ensure enough toilets are available to avoid queuing. If queuing is likely, organiser must ensure there is physical distancing.	Covid marshalls to monitor
Designated smoking areas must enable physical distancing of 1.5 meters	This is a mainly outdoor event and smokers will be reminded that they are to remain 1.5m apart unless in same group – covid safety marshall to monitor

<b>Workers, vendors and contractors</b>	<b>Cohuna Show Plan</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.	Training will be provided to volunteers in person where possible otherwise another method will be conducted such as verbal or written material provided.
Workers and volunteers should complete the <a href="#">Staff Coronavirus (COVID-19) Health Questionnaire</a> and not attend work when unwell.	Volunteers will be requested to fill out the staff COVID-19 health questionnaire prior to commencing shift.
Workers must have access to the appropriate personal protective equipment throughout the event.	Appropriate PPE will be available to workers
Share COVIDSafe Event Checklist with on-site vendors and contractors. Vendors and contractors should provide their COVIDSafe Plans to the event organiser.	All vendors will be requested to supply their covid safe plan in advance and will not be allowed to provide service if not supplied.
<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.	Food and drink vendors will provide covid safe plans and food vendors will be registered with local council or council if not from area
Queues at food and beverage vendors should facilitate physical distancing and not cross over with other queues.	There will be one way traffic for food vendors and physical distancing markers in place.
Reduce touch points during food and beverage service, such as using contactless payment methods and ensure service is occurring in well ventilated areas.	Vendors will be encouraged to provide EFT facilities to reduce the cash handling where possible
Close communal self-serve and condiment stations.	No communal self serve or condiment stations will be allowed
Where possible, food and beverages should be sold in packaging to avoid double handling.	Vendors will be reminded that food and beverages should be in packaging where possible.
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.	Take away food will be consumed in an allocated space where possible, seating will be available near food truck