How to use this template

COVID-Safe Event Plan

*<Business Name>*\*

*<Start Date – End Date>*\*

*<Enter Event Location>*\*

This document, when completed will provide you and other stakeholders with the information necessary to ensure your event is COVID-Safe.

All sections marked with an asterisk (\*) are mandatory and must be completed. If a requirement and action within each of the mandatory sections in this form is not applicable to your event, enter NOT APPLICABLE.

If you require any assistance in completing your COVID-Safe Event Plan, please contact the Events Team on 5018 8100.

**Once this document has been completed, please submit as part of your online application.**

This COVID-Safe Event Plan template has been developed from the DHHS template as a guide only, to assist applicants to identify and manage COVID related risks only. Council accepts no legal liability for any of the information provided in your COVID-Safe Event Plan, and all actions, identified or otherwise, remain the responsibility of the applicant to manage and control.

For further information and guidance on addressing the 6 COVIDSafe Principals, please visit the Department of Health and Human Services (DHHS) website: <https://www.dhhs.vic.gov.au/>

Event Information

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Applicant:\* |  | | |
| Designation/Position:\* |  | | |
| Location of Event:\* |  | | |
| Provide a description of the event and activities:\* | | | |
|  | | | |
|  | | | |
|  | | | |
| Start Date:\* |  | End Date:\* |  |
| Maximum number of attendees:\* |  | | |

1. Physical Distancing \*

You must ensure attendees are 1.5 metres apart as much as possible.

This can be done by:

Requirements Action

|  |  |
| --- | --- |
|  | |
| • Minimising the build-up of attendees waiting to enter and exit the venue |  |
| •Using floor markings to provide minimum physical distancing guides |  |
| • Review protocols to limit contact between events staff and attendees |  |
| You must apply the density quotient to configure publicly accessible spaces to ensure that: | |
| • There is no more than one attendee per two square metres of enclosed space (subject to the use of electronic record keeping). Venues unable to use electronic record keeping must comply with a density quotient of one attendee per 4 square metres of space |  |
| • There is no more than one member of the public per two square meters of publicly available space indoors (subject to the use of electronic record keeping). Venues unable to use electronic record keeping must comply with a density quotient of one attendee per 4 square metres of space |  |

You should provide training to event staff on physical distancing expectations while working and socialising. This should include:

|  |  |
| --- | --- |
| •Informing event staff to follow current public health directions at all times. This can be found at www.dhhs.vic.gov.au |  |

1. Wear a Face Covering \*

Face Masks must be carried at all times by attendees and event staff. Whilst it is no longer mandatory to wear a face mask, *except in certain settings,* it is strongly recommended attendees and event staff wear a face mask when unable to keep 1.5 metres distance at your event.

Requirements Action

|  |  |
| --- | --- |
| • Providing adequate face coverings and Personal Protective Equipment (PPE) to event staff that do not have their own |  |
| •You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.  You should inform events staff that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately |  |

1. Practise Good Hygiene \*

You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs, tables and chairs.

Requirements Action

|  |  |
| --- | --- |
| **You should:**  •Clean surfaces with appropriate cleaning products, including detergent and disinfectant  single-use or contactless options |  |
| • Replace high-touch communal items with hygienic alternatives, for example |  |
| • Clean between shifts, where possible to do so |  |
| • You should display a cleaning log  in shared spaces |  |
| • You should make soap and hand sanitiser available for all staff and attendees throughout the event and encourage regular handwashing |  |

1. Keep Records and Act Quickly if Event Staff and Attendees Become Unwell \*

Requirements Action

|  |  |
| --- | --- |
| • You must support any event staff and attendees to get tested and stay home even if they only have mild symptoms |  |
| You should have an event contingency plan to manage any outbreaks. This includes: | |
| • Having a plan to respond to event staff being notified they are a positive case during the event |  |
| • Having a plan to identify and notify close contacts in the event of a positive case attending the event during their infectious period |  |
| • Having a plan to notify DHHS if you have a confirmed COVID-19 case at your event. Following notification to DHHS, you must then contact your Council representative who will notify Worksafe Victoria |  |
| • Having a plan in place to clean the venue (or part) in the event of a positive case |  |
| • Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts |  |
| • Having a plan in the event that you have been instructed to close the event by DHHS |  |
| • You must keep records of all people who attended the event for contact tracing.  The Victorian Government has implemented a free QR code service and can be utilised by visiting  <https://www.coronavirus.vic.gov.au/register-for-qr-code> to register to use the Victorian Government QR Code Service |  |
| • You should implement a screening system that involves temperature checking attendees upon entry into the event venue |  |

1. Avoid Interactions in Enclosed Spaces \*

You should reduce the amount of time workers are spending in enclosed spaces.

This could include: (if applicable)

Requirements Action

|  |  |
| --- | --- |
| •Enabling working in outdoor environments |  |
| • Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms |  |
| •Enhancing airflow by opening windows and doors |  |
| • Optimising fresh air flow in air  conditioning system |  |

1. Create Event Workforce Bubbles \*

Requirements Action

|  |  |
| --- | --- |
| • You should keep groups of event staff rostered on the same shifts at a single venue and ensure there is no overlap of staff during shift changes |  |
| • You should maintain records of all event staff who have disclosed that they reside with another staff member and ensure that there is no cross-over between shifts |  |

Declaration \*

|  |  |  |  |
| --- | --- | --- | --- |
| **I verify that I have, to the best of my knowledge endeavoured to anticipate all possible COVID related risks relevant to the event activities and will ensure all actions listed above are implemented.** | | | |
| **Applicant** \* |  | **Organisation** \* |  |
| **Signature** \* |  | **Date** \* |  |

**Disclaimer**

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