

# COVIDSafe Event Checklist

To be completed for Tier 3 events

## Event details

Event name:	Friday Flick – Shaun The Sheep
Date of event:	Friday 22 January
Event commencement and completion time:	6.00 pm – 7.30 pm
Event location (address):	Bunjil Place, 2 Partick Northeast Drive, Narre Warren.
Contact person:	_____
Phone :	_____
Email :	_____
Date prepared:	Tuesday 12 January 2021
Signature:	_____

Oversight and administration	Implemented
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.	<i>Regular checking as well as receiving group updates from City of Casey Pandemic Response Team.</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>Bunjil Place staff assigned to plan and deliver events program. One staff member assigned Covid Safe Marshall role and will utilise this checklist.</i>
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.	<i>All staff working onsite have undergone workplace training before attending their first shift. PPE provided and regular messaging re: feeling unwell.</i>

Oversight and administration	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.	<i>NA – all the events will have a max 100 people attending.</i>
Event organisers must commit to supporting any public health investigations, and support any required actions requested by public health officials.	<i>Bunjil Place and City of Casey commits to this.</i>
Contingency planning must be documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons.	<i>All events are ticketed, all ticket holders will be contacted by phone if the event is cancelled as well as comms on the website and social media channels.</i>
Tickets should be refundable if a ticketholder is unwell.	<i>Ticketing policy states refund if ticket holder is unwell.</i>
<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>	<i>Bunjil Place will adopt these arrangements if a member of the public is feeling unwell. We will ensure we have their contact details and pass them onto our Pandemic Response Team.</i>
<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><i>Bunjil Place has SERVICE VICTORIA State Government contact tracing app in place to record contact details of all those who are on site.</i></p> <p><i>All events will be seated and ticketed. As attendees are sat, a record of their seating location will be ticketing spreadsheet.</i></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.	<i>All contact information sent to DHSS and not stored within the venue.</i>

Attendee management	Implemented
<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> </ul>	<i>This information will be communicated to the attendees when their reminder email is sent out prior to them attending the event.</i>

Attendee management	Implemented
<ul style="list-style-type: none"> <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>During the event, regularly to reinforce public health messages – use broadcast messages, signage, and workers/volunteers to communicate this information with attendees.</p>	<p><i>Messaging will be reinforced via the outdoor screen, static signage and staff onsite.</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>	<p><i>A specific event space has been set up for a maximum of 100 attendees at any one time utilising the 4m<sup>2</sup> quotient.</i></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><i>All events ticketed, each section of seats will be spaced 1.5m from other sections of seats. Groups that book together will be seated together.</i></p>
<p>Where seating is not numbered, clearly mark rows and seats that are to be left vacant.</p>	<p><i>The seating utilised is semi fixed i.e. not permanent seats, but fixed for the duration of the event. Only the amount required will be set out.</i></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> <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>	<p><i>All events within the event space will be fixed seating for the duration of the event.</i></p>
<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><i>Floor decals in play inside the venue, signage on outdoor screen, digital screens within venue, static signage internally and externally and instructions from staff. Each space has one entry in and one exit out.</i></p>
<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>Plenty of car parking for car based travel. Small number of attendees to the events.</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>All events will be ticketed with one entry into the event space and one exit out. The event space will be fenced.</i></p>

Attendee management	Implemented
<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><i>The event space will have one entry into the event space and one exit out. Attendees asked to arrive early for processing into the event space.</i></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><i>Attendees will be seen to as quickly as possible upon arrival and shown to their seats. Attendees will be encouraged to leave the event as promptly as possible at the conclusion of the event.</i></p>

Environmental and personal hygiene	Implemented
<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><i>Bunjil Place has a permanent team of cleaners employed to clean the internal and external venue. Additional request for cleaners during events.</i></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><i>Bunjil Place has a permanent team of cleaners employed to clean the internal and external venue. Additional request for cleaners during events.</i></p>
<p>Establish hygiene stations (with hand sanitiser) at entrances and throughout the venue to encourage hand hygiene of workers and attendees.</p>	<p><i>Hand sanitiser stations located within the event space, café space and around the venue.</i></p>
<p>In prominent locations, display posters demonstrating personal hygiene and hand washing practices.</p>	<p><i>Messaging displayed on the outdoor screen, internal screens and posters around the external and internal venue.</i></p>
<p>Ensure toilets are in working condition with running water for hand basins, soap and disposable hand towels/dryers.</p>	<p><i>Bunjil Place is a new facility with excellent onsite facilities.</i></p>
<p>Ensure enough toilets are available to avoid queuing. If queuing is likely, organiser must ensure there is physical distancing.</p>	<p><i>Bunjil Place has adequate facilities for the number of attendees. Plenty of foyer space for queuing if required.</i></p>
<p>Designated smoking areas must enable physical distancing of 1.5 meters</p>	<p><i>No smoking onsite.</i></p>

Workers, vendors and contractors	Implemented
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>All staff working onsite have undergone workplace training before attending their first shift.</i>
Workers and volunteers should complete the <a href="#">Staff Coronavirus (COVID-19) Health Questionnaire</a> and not attend work when unwell.	<i>Staff are advised to not attend if feeling unwell.</i>
Workers must have access to the appropriate personal protective equipment throughout the event.	<i>PPE provided to staff.</i>
Share COVIDSafe Event Checklist with on-site vendors and contractors. Vendors and contractors should provide their COVIDSafe Plans to the event organiser.	<i>Event lead to share this checklist with all stakeholders. Request for vendors and contractors to share COVIDSafe Plans prior to coming onsite.</i>
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>Bunjil Place has a café located on site which is compliant with the hospitality guidance.</i>
Queues at food and beverage vendors should facilitate physical distancing and not cross over with other queues.	<i>One entry in and one entry out, bollards used to line people up safely during busy periods.</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>Outdoor café set up for all outdoor events, contactless payment only.</i>
Close communal self-serve and condiment stations.	<i>Self serve and condiment stations are not in use at Bunjil Place.</i>
Where possible, food and beverages should be sold in packaging to avoid double handling.	<i>A good selection of food is available in packaging.</i>
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>All food and beverages purchased must be eaten in the allocated seats in the event space or in the allocated outdoor dining seats.</i>