

# 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: Citroën Concours d'Elegance 2021

Date of event: Saturday, 6th March, 2021

Event commencement and completion time: 0800hrs to 1630hrs

Event location (address): Trey Bit Reserve

Jetty Road, Sandringham, 3191

Contact person: Haydn Kelvy

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Date prepared: 2<sup>nd</sup> February 2021

Signature: 

Oversight and administration	Implemented	Not applicable
Please answer every row either as 'Implemented' or 'Not applicable' with an 'x'		x
<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.	X >Check latest updates on 5/3 (day prior)	
Identify key workers or volunteers who are responsible for implementing and reviewing the strategies in this COVIDSafe Event Checklist.	X >Subcommittee Members	

Oversight and administration	Implemented	Not applicable
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.	X >Volunteer / Exhibitor Register	
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.	X Pre Start Briefing, Procedures, Set Up Kits	
When scheduling an event, consider potential for other events in the same local area which may use similar transport options, shared pathways and facilities.	X >Sole Booking for facility	
Event organisers must commit to supporting any public health investigations, and support any required actions requested by public health officials.	X >Agreed	
Contingency planning must be documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons.	X >Agreed	
Tickets should be refundable if a ticketholder is unwell.		X Exhibitors pay on the day
Develop a process to manage an attendee who develops symptoms; this includes: <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>	X >Dial 000 >Isolation Area / Seat >PPE'd Assistant	
<b>Record keeping requirements (including ticketing)</b>		
The event's record keeping system must: <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>	X >VicGov QR Code >Volunteer / Exhibitor Records Filed	
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.	X >As per above	

Attendee management	Implemented	Not applicable
<b>General</b>		
Prior to the event, event organisers must communicate the following public health messages to attendees: <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> </ul>	X >Volunteer / Exhibitor Register >General Signage	

Attendee management	Implemented	Not applicable
<ul style="list-style-type: none"> <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>During the event, regularly to reinforce public health messages – use broadcast messages, signage, and workers/volunteers to communicate this information with attendees.</p>	<p>X &gt;Hourly PA messages &gt;Signage</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>		X
<b>Fixed seated areas (e.g. grandstands)</b>		
<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>		X
<p>Where seating is not numbered, clearly mark rows and seats that are to be left vacant.</p>		X
<b>Non-fixed seated areas (e.g. grassed areas)</b>		
<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>X &gt;General Signage &gt;Space cars @ 3m plus &gt;Coffee van "chutes" w. markings.</p>	
<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>X &gt;See above</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>X &gt;Carparking specific and general</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>X &gt;Signage at entries, QRs</p>	

<b>Attendee management</b>	<b>Implemented</b>	<b>Not applicable</b>
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.	X >As per Trey Bit Reserve	
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.	X >As per Trey Bit Reserve	

<b>Environmental and personal hygiene</b>	<b>Implemented</b>	<b>Not applicable</b>
<b>Environmental measures including cleaning</b>		
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 >Marquee touch point clean	
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.	X >Regular touch point cleans	
<b>Personal hygiene</b>		
Establish hygiene stations (with hand sanitiser) at entrances and throughout the venue to encourage hand hygiene of workers and attendees.	X >Marquee sanitiser stations	
In prominent locations, display posters demonstrating personal hygiene and hand washing practices.	X >General signage / marquee signage	
<b>Communal facilities to be regularly cleaned</b>		
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

<b>Workers, vendors and contractors</b>	<b>Implemented</b>	<b>Not applicable</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.	X >Prestart Briefing, >Volunteer / Exhibitor Register.	
Workers and volunteers should complete the <a href="#">Staff Coronavirus (COVID-19) Health Questionnaire</a> and not attend work when unwell.	X >Agreed	
Workers must have access to the appropriate personal protective equipment throughout the event.	X >Agreed	

<b>Workers, vendors and contractors</b>	<b>Implemented</b>	<b>Not applicable</b>
Share COVIDSafe Event Checklist with on-site vendors and contractors. Vendors and contractors should provide their COVIDSafe Plans to the event organiser.	<i>X &gt;Prestart Briefing</i>	
<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.	<i>X &gt;Agreed; applies to Big Shot Coffee Van</i>	
Queues at food and beverage vendors should facilitate physical distancing and not cross over with other queues.	<i>X &gt;Agreed and in place as part of set up</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>X &gt;Big Shot Coffee to handle</i>	
Close communal self-serve and condiment stations.	<i>X &gt;Agreed.</i>	
Where possible, food and beverages should be sold in packaging to avoid double handling.	<i>X &gt;Agreed.</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.		X