

COVIDSAFE PUBLIC EVENTS

EVENT PLAN TEMPLATE FOR TIER 1 and TIER 2 EVENTS

Instructions

A COVIDSafe Event Plan is a unique and comprehensive plan that must be specific to your event and venue. The plan sets out how high-risk activities will be managed to reduce the risk of transmission of coronavirus (COVID-19) between participants, attendees and workers. This template should be used to develop the COVIDSafe event plans for Tier 1 and Tier 2 major events in Victoria.

Detailed guidance on how to develop your COVIDSafe Event Plan can be found [for preparing a COVIDSafe Event Plan' document](#).

The responsibility for the implementation of, and any amendments to your approved COVIDSafe Event Plan will belong to the Event Organiser.

Submission guidelines

Please submit all COVIDSafe Event Plans through the Victorian Government's [Coronavirus website](#).

- COVIDSafe Event Plans for Tier 1 events must be submitted at least 8-10 weeks prior to the event commencement.
- COVIDSafe Event Plans for Tier 2 events must be submitted at least 4-6 weeks prior to the event commencement.

Section 1: Key Event Information

Contact Information

Please provide the relevant business details and contact information below:

Registered company / business name	Macorna Football Netball Club
Trading company / business name	Macorna Football Netball Club
Business address	
ABN	57248622011
Event organiser name and title	Tenielle Edge- Club Secretary
Event organiser phone number	0477029978
Event organiser email	MFNCtigers@hotmail.com
COVIDSafe coordinator name and contacts (if any)	Tenielle Edge
Liquor license type, number and capacity	License no. 36145141

Event Details

Please provide the relevant event details below:

Event name	Golden Rivers Football Netball League Home and Away Season
Event location	<Address where the event will be held>
Date (s) of event	Every second Saturday until mid August
Key decision date	<List the key dates where the details of how/if the event will proceed need to be confirmed by the organisation (i.e. dates for ticket sales, infrastructure builds or contract requirements)>

Duration of the event	<Opening hours and days of operation>
Event description	Football and Netball Events
Timing of key event activities	Seniors 2:27:00 PM Reserves 12:47:00 Under 17.5's 11:07:00 AM U14.5 9:50:00 AM Netball times vary each week but will be inside these times.
Serving of alcohol	Yes
Event website	http://www.macornafootballnetballclub.com/
Experience arranging a COVIDSafe event	First time.

Attendance and tiers

Please provide details of the event attendees and event tier:

Total expected attendees	400
Expected peak attendees	500
Attendee demographic	families, retirees, young couples, children, young adults
Attendance number from previous years if the event has been held previously	500
Event Tier (Tier 1 or Tier 2)	Tier 2 lower risk

Venue Details

Please provide the relevant details of your venue or venues below:

Venue name	Macorna Recreation Reserve
Venue contact	Tenielle Edge, Club Secretary, 0477029978, MFNCtigers@hotmail.com
Venue site map	Attached the site map
Venue site size (in square meters)	1015,000
Venue publicly accessible floor (in square metres)	<Includes publicly accessible areas only both indoors and/or outdoors>
Maximum venue capacity:	300
Break down of room / area (in square meters) and capacity:	<Provide area in square meters and maximum capacity (number of people) for each large room/area of the venue>
Requested maximum number of attendees at the venue	<Consider capacity-based limits outlined in the COVID-19 Public Events Framework. This does not include people employed or engaged to work or undertaking official duties>
Venue workersnumber (excluding vendors, sub-contractors, volunteers)	2
Venue vendors, sub-contractors, volunteers number	32 volunteers
Event / venue workerskey roles and responsibilities	Ensure physical distancing Keep venue clean, conduct regular cleaning Hang posters, lay floor markings
Number of entry / exit points	1
Venue access management arrangements	There is one entry where attendees will be asked to pay for entry and check in using our QR code, they will be required to show proof of check in. Number of attendees will be counted.

Section 2: Event Site Map

Please provide the event site map.

Section 3: Explanation of Event Public Health Risk Controls

All COVIDSafe Event Plans must incorporate controls to mitigate the risk of coronavirus (COVID-19) transmission before, during and after the event. Consideration must be given to the following aspects of event planning when creating a COVIDSafe Event Plan to identify and mitigate public health risks:

- Event oversight and administration
- Attendee management
- Cleaning and hygiene
- Workers, vendors and subcontractor safety

Please note, this template only provides details of general event risk controls. Event organisers are expected to also incorporate event-specific controls into their COVIDSafe Event Plans based on the contextual needs of their event.

For detailed guidance on event specific risk controls please refer to '[Guidance for preparing a COVIDSafe Event Plan](#)'.

Oversight and administration

Events must have an appropriate governance structure that incorporates communication of intent to all event authorities, detail of key people involved in the COVIDSafe Event Plan and key processes to plan and deliver COVIDSafe events.

- How will you ensure general governance arrangements are widely understood by all facilitators of the event?
- How will you monitor the Victorian Government's latest public health advice and incorporate it into your planning?
- How will you ensure that attendees are provided with key public health messages and advice to stay at home if unwell?
- How will you enable clear and detailed record-keeping to facilitate contact tracing?
- How will you assess and mitigate flow on implications to any surrounding local communities?

General Governance

Timing	Plans / actions	Responsible
Before	<Attach your completed guided documents here or a bulleted list of key plans / actions (to be) undertaken before the event - to mitigate introduction and spread of coronavirus (CORONAVIRUS (COVID-19)) >	<Role / title of the person responsible for undertaking / ensuring the plan / action e.g. Risk

		Controller, COVID Marshal etc.>
During	<Attach your completed guidance documents here; or a bulleted list of key plans and actions to mitigate introduction and spread of coronavirus (CORONAVIRUS (COVID-19)) during the event>	
After	<Attach your completed guidance documents here; or a bulleted list of key plans and actions to mitigate introduction and spread of coronavirus (CORONAVIRUS (COVID-19)) after the event>	

Communicate Expectations to Event Workers and Attendees

Timing	Plans / actions	Responsible
Before	All committee members, relevant volunteers, coaches and players will be informed of changes due to covid.	Club secretary Committee Members Football and netball operations representatives
During	Signs will be displayed in the relevant places informing general attendees of changes and new rules.	Club secretary

Record Keeping to Support Contact Tracing of workers, contractors and patrons

Timing	Plans / actions	Responsible
Before	A QR code has been created for the recreation reserve. If people choose to sign in manually, this option will be available.	Club secretary
During	Upon entry, all adults will be asked to scan our QR code at our entry point and show 'gate keepers' the green tick on their screens to enter. Alternatively, people have the option to sign in manually.	Gate keepers (volunteers)
After	A record will be kept of all attendees for 28 days.	

Impact on the Local Community

Timing	Plans / actions	Responsible
Before		
During		

Attendee Management

Arrangements must be in place to ensure physical distancing is maintained throughout the event. All workers and attendees must be screened for coronavirus (COVID-19) symptoms before the event, and first aid plans should incorporate the management of suspected coronavirus (COVID-19) cases.

- How will you ensure that physical distancing requirements are maintained during the event, including when alcohol is being consumed?
- What measures will you put in place to screen for coronavirus (COVID-19) symptoms?
- How will you monitor the number of people at the event at any given time?
- How will you incorporate the management of suspected coronavirus (COVID-19) cases in your first aid plans?

Maintain Physical Distancing

Timing	Plans / actions	Responsible
Before	<p>We will advertise social distancing posters on social media before the event.</p> <p>We will use tape to put 'x' on the floor to show people the appropriate distance</p> <p>Hang social distancing posters around the venue</p>	<p>Committee</p> <p>Volunteers</p>
During	<p>Covid officers will continually 'patrol' the venue and remind patrons to socially distance.</p> <p>Keep a limit as to how many people are in indoor spaces.</p>	<p>Covid marshalls</p> <p>Committee members</p>

Screening for symptoms of workers, contractors and patrons

Timing	Plans / actions	Responsible
Before	Through pre-event communications, asking all attendees to report any symptoms of sore throat, cough, fever, recent international travel or contact with another persons with COVID-19	Committee
During	Send people home if unwell.	Committee

Entry Points

Timing	Plans / actions	Responsible
Before	<p>To access the reserve, we have one entry point, people will be asked to 'check in' and numbers will be counted.</p> <p>Change rooms will be restricted to players and club officials only to limit people.</p> <p>Floor markings will be laid and signs hung to remind people</p>	<p>Gate keepers</p> <p>Committee members</p> <p>Covid Marshalls</p>
During	The gate it manned until half time of the seniors.	

End of event or patron departure for the event

Timing	Plans / actions	Responsible
Before	NIL	
During	NIL	

First Aid / In-Event Health Service Plans

Timing	Plans / actions	Responsible
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Before	We have qualified trainers with their first aid qualifications. Trainers have also undertaken the covid training	Club trainers
During	As above	
After	As above	

Emergency services access

Timing	Plans / actions	Responsible
Before	NIL	
During	Emergency services are able to enter the reserve, they also have special access onto the oval and full access to the netball courts	

Evacuation

Timing	Plans / actions	Responsible
Before	NIL	
During	Follow the club evacuation plan.	

Weather

Timing	Plans / actions	Responsible
Before	Rain, hail or shine, this event continues. Football and Netball are winter sports. In extreme thunder and lightening, it may be called off.	Umpries
During		

Service of Alcohol

Timing	Plans / actions	Responsible
Before	The Bar doesn't open until 1pm.	
During	We follow our Liquor licence plan, we don't serve to un 18's, we only serve until 1am. All bar staff have RSA.	

Cleaning and Hygiene

A regular and thorough cleaning schedule must be implemented before, during and after the event with high traffic areas such as toilets and frequently touched objects such as door handles, counters and railings regularly disinfected.

- How will you ensure that adequate provisions are made for handwashing and hand sanitation throughout the event?
- How will you ensure that facilities are readily available throughout the event?
- How will you make sure that frequently touched objects are cleaned regularly?
- How will you make sure shared spaces like bathrooms are cleaned regularly?

Regular and Thorough Cleaning and Disinfection

Timing	Plans / actions	Responsible
Before	We have employed a cleaner that clean the venue and all frequently touched surfaces	Cleaner
During	<p>We will provide sanitiser spray bottles in the toilets with signs, asking attendees to clean the toilet seat and door handle after use.</p> <p>We will provide mops and buckets in the shower areas for players to mop the showers after use.</p> <p>Committee members will regularly check and refill the bottles and buckets</p>	<p>Attendees and players</p> <p>Committee members</p>
After	We have employed a cleaner that clean the venue and all frequently touched surfaces	Cleaner

Hand Sanitiser and Hand Washing Facilities

Timing	Plans / actions	Responsible
Before	<p>Purchased Sanitiser stations</p> <p>Committee members and cleaners will ensure that all hand sanitiser stations have been refilled and are full.</p>	<p>Committee members</p> <p>Cleaners</p>
During	Continually check throughout the day that the sanitiser stations are filled up.	<p>Committee members</p> <p>Covid marshalls</p>

	Encourage patrons to use the sanitiser and to wash hands	
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Workers, vendors, volunteers and contractors

Workers, vendors, volunteers and contractors are essential in operating a COVIDSafe event. They must understand and be responsible for their personal distancing and hygiene practices, and support attendees to behave in a COVIDSafe manner. To enable this, they must undergo appropriate coronavirus (COVID-19) training and have access to suitable personal protective equipment.

- How will you ensure that workers have access to appropriate personal protective equipment, and they receive training in its use? (see <https://www.dhhs.vic.gov.au/infection-prevention-control-resources-covid-19> for further information).
- How will you monitor the wellbeing of workers during the event?
- How will you ensure adequate physical distancing is maintained between workers and attendees?
- How will you make sure staff have undergone training on COVIDSafe Event Plan requirements for your event/venue?

Event organisers and general event workers

Timing	Plans / actions	Responsible
Before	Markings have been laid down to ensure physical distancing when working behind the bar or in the canteen.	Committee
During	The Bar manager will monitor bar staff and ensure physical distancing and covid rules being followed.	Bar manager

Food and catering workers

Timing	Plans / actions	Responsible
Before	Canteen leader has undertaken her food handling certificate and the covid safe training. Markings have been laid on the floor and hand washing signs have been placed around the room.	Canteen leader
During	Volunteers will be asked to continually wash and sanitize their hands. All covid rules to be followed.	Canteen leader and volunteers.

Cleaning workers

Timing	Plans / actions	Responsible
Before	Cleaners will come in the Friday before our home games and do a 3hr covid clean.	Paid cleaners
During	Patrons are asked to sanitize their toilet after use and players are asked to mop their showers after use. Committee members will go in every 2 hrs and conduct a proper clean with bleach.	Patrons, Players and committee members.

Security workers

Timing	Plans / actions	Responsible
Before	NIL	
During	NIL	

Volunteers

Timing	Plans / actions	Responsible
Before	Volunteers are asked not to attend if feeling unwell. All volunteers asked to do the covid safe training.	Committee
During	NIL	
After	NIL	

Deliveries

Timing	Plans / actions	Responsible
Before	NIL	

During	NIL	
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Other workers(if any)

Timing	Plans / actions	Responsible
Before	NIL	
During	NIL	

Section 4: Event Specific COVIDSafe Controls (if relevant)

Operational Spaces

Events are often comprised of multiple discrete areas and/or spaces. These spaces may be external (e.g., transport hubs, ticket offices, training/practice facilities), front of house (e.g. toilets, retail outlets, grandstands), back of house (e.g. workerareas), or other spaces (e.g. fields of play, stages).

- How will you demonstrate in your event plan that you can ensure workers, contractors and patrons can access the parts of the venue or event as required? Eg. 'attendee zones' or 'staff only' sections clearly demarcated.

Complete following sections as applicable to your event.

Public Transport: for large scale events, how will you incorporate public transport or engage with the Department of Transport?

Timing	Plans / actions	Responsible
Before	NIL	
After	NIL	

Car Parks

Timing	Plans / actions	Responsible
Before	NIL	
During	NIL	

Ventilation - Indoor Spaces

Timing	Plans / actions	Responsible
Before	Area cleaner prior, posters hung, floor markings alid.	Committee
During	Air conditions on, doors open, using floor markings, reduced seating.	Committee

Food and Beverage Preparation and Service Areas

Timing	Plans / actions	Responsible
Before	All areas cleaned prior, people handling food will wear gloves and will be asked to continually clean and sanitize hands. Clean up any mess and keep the area clean.	Canteen leader
During	Keep areas clean, conduct regular cleaning with proper products. Most food is pre-made.	Canteen leader

Other Queuing Areas

Timing	Plans / actions	Responsible
Before	Floor markings have been laid to remind people to social distance. Posters have been hung around the venue.	Committee

During	Covid marshalls will continually remind people to social distance.	Covid marshalls
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Attendee Seating and Viewing Areas

Timing	Plans / actions	Responsible
Before	Floor markings have been laid to remind people to social distance. Posters have been hung around the venue	Committee
During	Covid marshalls will continually remind people to social distance.	Covid Marshalls

Fields of Play and Competition Areas

Timing	Plans / actions	Responsible
Before		
During	Spectators are asked to keep off the ground, strictly club officials and players only at the huddle and in the change rooms.	Committee

Stages

Timing	Plans / actions	Responsible
Before	NIL	
During	NIL	

Market Stalls and Fetes

Timing	Plans / actions	Responsible
Before	NIL	
During	NIL	

Non-Allocated Seating or Picnic Rug

Timing	Plans / actions	Responsible
Before	Physical distancing posters hung around venue.	Committee
During	Covid marshalls to remind people of physical distancing.	Covid marshall

Other Operational Space Considerations

Timing	Plans / actions	Responsible
Before	NIL	
During	NIL	

Section 5: Supporting information

Please ensure you attach any supporting information that may be helpful to illustrate aspects of your COVIDSafe Plan. This could include, but not be limited to:

- Event Operations Plan
- Floor Plans
- Previous COVIDSafe Event Plans (in Australia or overseas)
- Existing COVIDSafe Event Plans for other events - currently under review or recently approved
- Cleaning schedule
- Photos

Section 6: Legal Terms

Liability and indemnity

You control and accept sole responsibility, risk and liability for all aspects of your public event. You must conduct your own investigations, assessments and interpretations and seek independent professional advice on all aspects of your public event.

The State of Victoria does not control and accepts no liability for your public event nor for any loss, damage, injury or death in connection with your public event, including (without limitation), any change to requirements for your public event or the cancellation or postponement of your public event.

You will indemnify the State of Victoria against any liability to or claims by a third party for any loss, damage, injury or death in connection with your public event, including (without limitation), the cancellation or postponement of your public event.

Consultation, review, assessment and approval process

To the extent permitted by law, the State of Victoria excludes liability for any loss, damage, injury or death caused by use of or reliance on any consultation, review, assessment or approval process in connection with your public event.

The State of Victoria may amend or withdraw from the consultation, review, assessment or approval process at any time without notice.

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You will not be relieved from compliance with any of your obligations at law as a result of:

- any consultation, review, assessment, or approval (or failure to consult, review, assess, or approve) or any other act or omission by the State of Victoria in connection with your public event (including, without limitation, any failure by the State of Victoria to detect any errors, inaccuracies, mistakes, non-compliances or omissions in connection with your public event)
- your implementation of and compliance with the Plan for your public event.

Purpose / use of template

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