

COVIDSafe Plan for Events in Mount Alexander Shire Council



About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support event organisers to safely plan and run a COVIDSafe event and prepare for a suspected or confirmed case of coronavirus (COVID-19) onsite.

In order to be compliant with public health direction:

- All businesses / event organisers in both metropolitan Melbourne and regional Victoria must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers, volunteers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing a COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so, by an Authorised Officer or WorkSafe Inspector.

How to develop your COVIDSafe Plan

1. Understand your responsibilities

Information on public health directions is available at <https://www.dhhs.vic.gov.au/coronavirus>

2. Prepare your plan

Below is the COVIDSafe Plan template which you will need to complete. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement.

Mandatory requirements under public health direction feature this symbol:



- All other points are highly recommended for keeping your workers/volunteers and attendees safe but are not mandatory.
- Some of the requirements in the COVIDSafe Plan may not apply to your event. Where the requirement does not apply to your event it should be marked N/A (not applicable).

3. Keep your plan up to date

Your COVIDSafe Plan must be reviewed and updated routinely and when restrictions or public health advice changes. Organisations with multiple event sites must complete a COVIDSafe Plan for each site.

You do not have to lodge your COVIDSafe Plan with the Victorian Government, however, you may need to provide your COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits to ensure the implementation of and compliance with your COVIDSafe plan.

4. Share your plan

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your staff before you finalise it. Once you have completed the plan, share it with your staff and occupational health and safety representatives.

For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit vic.gov.au or call the Business Victoria Hotline on 13 22 15.

We also recommend notifying all local emergency services of your event as they may be able to provide guidance and assist with the enforcement of restrictions in the event of attendees refusing to abide by regulations.

Your COVIDSafe Plan

Event name
and date :

Plan completed by:

Date reviewed:



1. Ensure physical distancing

Requirements

Action

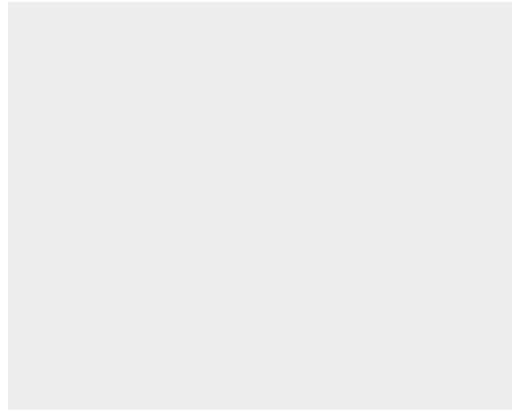


You must ensure workers/volunteers and visitors are 1.5 metres apart as much as possible. This can be done by:

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Having dedicated staff monitoring distancing during the event

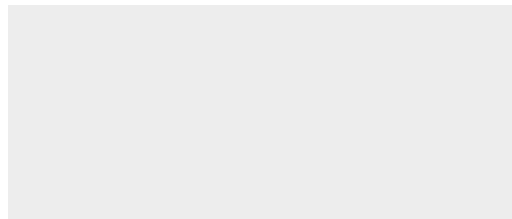
You may also consider:

- Minimising the build-up of people waiting to enter and exit the event site.
- Using floor markings to provide minimum physical distancing guides.
- Online ticketing to avoid queues of patrons on arrival.



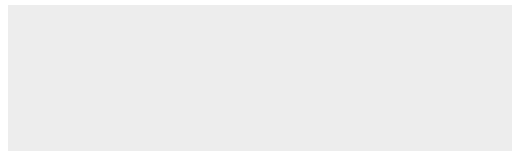
You must apply density quotient to configure shared areas and publicly accessible spaces to ensure that:

- There is no more than one worker/volunteer per four square metres of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors



You should provide training to workers/volunteers on physical distancing expectations while working and socialising. This should include:

- Informing workers/volunteers to follow current public health directions.




Tips to calculate your area:

1. Measure the length of your space
2. Measure the width of your space
3. Multiply the length by the width to calculate the area in square metres
4. Divide the area of your space (calculated in square metres) by 4 to calculate the maximum number of people allowed



2. Wear a face covering

Requirements	Action
 <p>You must ensure all workers and visitors entering the site wear a face mask as per public health advice. This includes:</p> <ul style="list-style-type: none">• Providing adequate face coverings and Personal Protective Equipment (PPE) to workers/volunteers that do not have their own	
<p>You should install screens or barriers for additional protection where relevant.</p>	
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers 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</p>	



3. Practise good hygiene

Requirements

Action



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

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts



You should display a cleaning log in shared spaces.

You should make soap and hand sanitiser available for all workers/volunteers and visitors throughout the worksite and encourage regular handwashing.



4. Keep records and act quickly if staff become unwell

Requirements

Action



You must support staff to get tested and stay home even if they only have mild symptoms.



You must develop a contingency plan to manage any outbreaks. This includes:

- Having a plan to respond to a staff member being notified they are a positive case while onsite, noting workers who show symptoms or have been in close contact should NOT attend the event until they receive their test results
- 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 in place to clean the site (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

You must keep records of all people who attend the event for contact tracing.

You should implement a screening system that involves temperature checking upon entry for all staff and attendees.



5. Avoid interactions in enclosed spaces

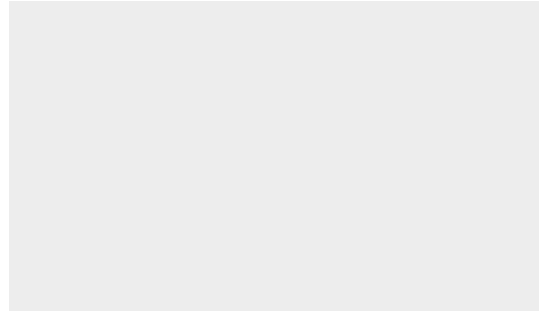
Requirements

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

This could include:

- 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 systems

Action





6. Create workforce bubbles

Requirements

You should keep groups of workers \ volunteers rostered on the same shifts at your event and ensure there is no overlap of staff during shift changes.

Action

You should maintain records of all workers/volunteers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.