

Nomads COVIDSafe Event Checklist

This document was adapted from the checklist provided at: coronavirus.vic.gov.au/covidsafe-events-checklist.

EVENT DETAILS

Event name:	Valentine's Gardens Walk and Picnic
Date of event:	14/02/2021
Event commencement and completion time:	10:30am to 4:30pm
Event location (address):	Meeting Point: Flinders Street Station
Contact person:	Garry O
Date prepared:	8/2/2021

THE CHECKLIST

Oversight and administration	Implemented	Not applicable
Before the event		
Check the Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) on legislative requirements and specific restrictions that may apply.	See a)	
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.	Event Leaders have been briefed. COVIDSafe guidance is provided by Alan Drummond	
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.	See pre-event briefing email pro forma	
When scheduling an event, consider potential for other events in the same local area which may use similar transport options, shared pathways and facilities.	See b)	
Event organisers must commit to supporting any public health investigations, and support any required actions requested by public health officials.	See c)	
Contingency planning must be documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons.	See Important Cancellation	

	Considerations.	
Tickets should be refundable if a ticketholder is unwell.	See Important Cancellation Considerations	
Develop a process to manage an attendee who develops symptoms; this includes: - Making arrangements to send the person home in suitable and safe private transport so the risk of potential coronavirus (COVID-19) transmission is reduced. - If the person cannot travel home identify an area where the person can remain in isolation until they are able to travel home	See d)	
Record keeping requirements (including ticketing)		
The event's record keeping system must: - Record the name, phone number and area for each attendee in a way that complies with privacy obligations - Ensure attendee contact details available to the event organiser and the Department of Health and Human Services (DHHS) to facilitate contact tracing if required - Where applicable and practicable, link ticket information to a seating/location map, categorised by row or section.	Done automatically via TidyHQ tickets.	
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.	Done by TidyHQ	

Attendee management	Implemented	Not applicable
General		
Prior to the event, event organisers must communicate the following public health messages to attendees: • Each attendee is asked to do a symptom self-assessment prior to leaving home and not attend if they are unwell or have been instructed to isolate or quarantine. • Attendees must maintain at least 1.5m physical distance between those from other groups at all times. • To minimise movement, attendees must stay within their allocated spaces or seats where practical. • Requirements for face covering, observe cough etiquette and personal hygiene measures. A reminder of public health measures must be included in the ticketing sales process, visible on the ticket or as an email reminder.	See PRE-EVENT BRIEFING EMAIL PROFORMA	
During the event, regularly to reinforce public health messages – use broadcast messages, signage, and workers/volunteers to communicate this information with attendees.	See e)	
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.		n/a
Fixed seated areas (e.g. grandstands)		
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.		n/a
Where seating is not numbered, clearly mark rows and seats that are to be left vacant.		n/a

Non-fixed seated areas (e.g. grassed areas)		
There must be visual cues to facilitate physical distancing, this includes: - 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 - Signage requirements as set out in the Restricted Activity Directions - Dedicated wide walkways at least 2m wide - Ground/wall marking of 1.5m spacing where queuing may occur		n/a
Bathrooms, retail and food and drink vendor areas		
Use visual cues to facilitate physical distancing: - Ground/wall marking of 1.5m spacing where queuing may occur (e.g. outside bathrooms, in service lines) - Signage requirements as set out in the Restricted Activity Directions - Indicate direction of travel on walkways with a preference for one-way flow, where practical.		n/a
Access to and from the venue		
Implement strategies to avoid crowding on public transport and at stops/stations. Where feasible, ensure there are adequate parking options for car-based travel.	See b)	
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.		n/a
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.	Numbers too low for this to be an issue	n/a
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.	Numbers generally too low to worry	n/a

Environmental and personal hygiene	Implemented	Not applicable
Environmental measures including cleaning		
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.		n/a
At minimum, high touch surfaces must be cleaned at least twice per day and between groups in accordance with DHHS's cleaning and disinfection guidelines . Additional cleaning of visibly soiled surfaces must occur as required.		n/a
Personal hygiene		
Establish hygiene stations (with hand sanitiser) at entrances and throughout the venue to encourage hand hygiene of workers and attendees.	Largely not applicable, but Leader & attendees advised to carry hand sanitiser	(n/a)
In prominent locations, display posters demonstrating personal hygiene and hand washing practices.		n/a
Communal facilities to be regularly cleaned		
Ensure toilets are in working condition with running water for hand basins, soap and disposable hand towels/dryers.		n/a

Ensure enough toilets are available to avoid queuing. If queuing is likely, organiser must ensure there is physical distancing.		n/a
Designated smoking areas must enable physical distancing of 1.5 meters		n/a

Workers, vendors and contractors	Implemented	Not applicable
Responsibilities		
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.	Event Leader to see LEADERS INFORMATION	
Workers and volunteers should complete the Staff Coronavirus (COVID-19) Health Questionnaire and not attend work when unwell.	See Important Cancellation Considerations	
Workers must have access to the appropriate personal protective equipment throughout the event.	See Pre-event briefing email Pro Forma	
Share COVIDSafe Event Checklist with on-site vendors and contractors. Vendors and contractors should provide their COVIDSafe Plans to the event organiser.		n/a
Food and beverage requirements		
Any food and beverage service must align with the Victorian Government's coronavirus (COVID-19) hospitality guidance and the Restricted Activity Directions.		n/a
Queues at food and beverage vendors should facilitate physical distancing and not cross over with other queues.		n/a
Reduce touch points during food and beverage service, such as using contactless payment methods and ensure service is occurring in well ventilated areas.		n/a
Close communal self-serve and condiment stations.		n/a
Where possible, food and beverages should be sold in packaging to avoid double handling.		n/a
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.		n/a

PRE-EVENT BRIEFING EMAIL PRO FORMA

Nomads leaders should send a briefing email to attendees a day or two prior to the event. This would usually include some notes about the weather forecast (and what to wear or bring), a reminder about key things to consider and mention of any changes that may have occurred since the event was first listed. In addition, during the COVID-19 pandemic, we need to include the following paragraphs in the briefing email:

You should not attend the event (and any fees paid will be refunded) if you are experiencing any of the following symptoms: fever, chills, a cough, a sore throat, shortness of breath, a runny nose or the loss of sense of smell. Obviously, you should not attend if you have been exposed to COVID-19 or have been asked to self-isolate.

Remember to bring a mask and hand sanitiser. When travelling to the event you should wear a mask and try to socially distance as much as possible, unless driving by yourself. A mask must be worn on public transport. For the duration of the pandemic, we will not be formally organising car pooling as we normally would.

At the event we ask you to maintain sound personal hygiene (e.g. cough into your elbow and use hand sanitiser upon arrival and before eating), to refrain from social contact such as handshakes or hugs, and to maintain a physical distance of 1.5 metres as much as possible, particularly from non attendees.

NOMADS LEADERS INFORMATION

In the above checklist, a **yellow background** highlights the sections you need to pay particular attention to. *(The sections with an **aqua background** should have been taken care of via standard Nomads procedures, and those with a grey background are typically not relevant).* For each yellow-highlighted item, a reference has been provided that you should read carefully, and act upon. Many of those references are to additional explanations provided below under **Notes for Completing the Form**.

Important Cancellation Considerations

You (the event leader) should not attend your event if you are experiencing any of the following symptoms: fever, chills, a cough, a sore throat, shortness of breath, a runny nose or the loss of sense of smell. If possible, prepare for this eventuality by creating documentation that you could send to an alternative leader. If it's not possible to find and adequately brief an alternative leader, your event will need to be cancelled.

Similarly, if after checking the DHHS guidelines ([see note a\) below](#)), you discover there is an update indicating that it would be unwise (or even illegal) to proceed with your event, you should cancel it.

If non-free tickets are available to your event, the ticket conditions for that ticket category will indicate that fees will be refunded if the event or attendance is canceled due to COVID-19.

- **HOW TO CANCEL YOUR EVENT:** in the [Event Leaders information and training](#) document, the section [How do I communicate with people who have Registered for my event?](#) outlines how to send an email to all attendees. That step also has some tips for sending an SMS to the attendees - sending an SMS is recommended if you are cancelling the event on the day of, or even the night prior to, your event.
- **REFUNDING VISITOR FEES:** If a non-member (Visitor) cancels their registration at any time for COVID-19 reasons, or if the event is cancelled by the leader for any reason, a refund will be provided to any visitors who have paid a visitor attendance fee (usually \$5). Let the visitors know that their fee will be fully refunded, and contact [Kevin King](#) who will take care of that for you.

Notes for Completing the Form

- a. **CHECKING THE GOVERNMENT WEBSITE:** Check <https://www.coronavirus.vic.gov.au> in case any changes have been made. You should do this regularly, as conditions sometimes change quite rapidly. Alerts will also often be announced on news outlets - treat these as a prompt to recheck the government coronavirus website.
- b. **PLANNING TO AVOID CONGESTION:** When planning your event, you should consider how attendees can get to the meeting point safely. If public transport is likely to be used, ensure there are no external factors that are likely to result in crowded services. Try to avoid running your event at times when other public events could result in crowding or congestion in the area of your event. If public transport won't be widely used, note that more cars than normal are likely to be used, so be sure to choose a meeting point that has adequate car parking space.

- c. **COOPERATE WITH HEALTH OFFICIALS:** If contacted by a public health official, you should be as cooperative as possible. Attendees' contact information can be extracted as described in the [Event Leaders information and training](#) guide. Be sure to contact a Nomads committee member if you are contacted by a public health official.
- d. **HOW TO ISOLATE AN ATTENDEE:** If during your event an attendee starts to develop symptoms, or becomes aware that they need to self-isolate (perhaps as a result of a conversation), you need to ensure they are kept apart from other attendees as much as possible, and that they can get tested/home ASAP. Some things to consider include: if they drove themselves to the event, alternative transport arrangements should be made for anybody who travelled with them; if they didn't drive themselves to the event, transport should be organised ensuring they are kept as far apart from others as possible, that everybody wears masks, and that extreme care is taken to sanitise hands and follow other hygiene protocols (including deep-cleaning the vehicle afterwards); DHHS should be contacted ASAP; and **the entire group should assume they need to self-isolate.**
- e. **PRE-EVENT BRIEFING:** In the briefing at the start of the event, remind people to maintain sound personal hygiene (e.g. cough into your elbow and use hand sanitiser), to refrain from social contact such as handshakes or hugs, and to maintain a physical distance of 1.5 metres as much as possible, particularly from non attendees. Upon arrival at the lunch spot, remind people to sanitise their hands prior to eating.