

COVIDSafe Event Checklist

To be completed for Tier 3 events

Event details

Event name: Lunar New Year Dragon Boat Festival 2021

Date of event: 13 & 14 February 2021

Event commencement and completion time: Starts 9am Sat 13 Feb with completion 3pm Sun 14 Feb

Event location (address): Victoria Harbour and Harbour Esplanade Docklands

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Date prepared: 7 Dec 2020

Signed: 

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.	Checked weekly by staff and event committee	
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.	DBV Regatta Planning and Innovation Committee	
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.	Briefing the night prior via Zoom and volunteer and officials briefing on-site before the event commences.	

Oversight and administration	Implemented	Not applicable
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>Event organizers will check leading up to the event. At this stage there are no event clashes in the same location</i>	
Event organisers must commit to supporting any public health investigations, and support any required actions requested by public health officials.	<i>DBV will commit 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>See DBV Event Safety and Management plan</i>	
Tickets should be refundable if a ticketholder is unwell.	<i>Participants will be refunded the week following the event</i>	
Develop a process to manage an attendee who develops symptoms; this includes: <ul style="list-style-type: none"> - 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 	<i>Crew Manager of each club/team will be allocated to manage these attendees. A spare marquee will be setup up on-site next to administration</i>	
Record keeping requirements (including ticketing)		
The event's record keeping system must: <ul style="list-style-type: none"> - 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. 	<i>All participants are pre-registered via RevSport system. QR code set up for the event</i>	
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>Keep on system for 28 days</i>	
Attendee management	Implemented	Not applicable
General		

Attendee management	Implemented	Not applicable
<p>Prior to the event, event organisers must communicate the following public health messages to attendees:</p> <ul style="list-style-type: none"> 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. <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><i>Communicated the Thu and night prior to the event starting.</i></p> <p><i>Participants are to stay in allocated marquees until the start of their selected race.</i></p>	
During the event, regularly to reinforce public health messages – use broadcast messages, signage, and workers/volunteers to communicate this information with attendees.	<i>PA system, updates, and push notifications via DBV app and website</i>	
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.	<i>Event 3x3m marquees to be set up with maximum of 8 participants per marquee</i>	
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.	<i>Clubs have own branded 3x3 marquees including personal chairs</i>	
Where seating is not numbered, clearly mark rows and seats that are to be left vacant.	<i>Line markings with chalk on the ground will be used to allocate specific areas for clubs/participants marquees and seating limits</i>	
Non-fixed seated areas (e.g. grassed areas)		
<p>There must be visual cues to facilitate physical distancing, this includes:</p> <ul style="list-style-type: none"> 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 	<i>Adequate chalk used on ground to space out areas and walkways. Event bollards will be set up in potential areas with distancing may be an issue</i>	
Bathrooms, retail and food and drink vendor areas		

Attendee management	Implemented	Not applicable
<p>Use visual cues to facilitate physical distancing:</p> <ul style="list-style-type: none"> - 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. 	<i>Adequate chalk used on ground to space out areas and walkways. Event bollards will be set up in potential areas with distancing may be an issue</i>	
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.	<i>Options communicated prior to the event on car parking locations close to the site, and walking distance from public transport</i>	
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.	<i>No tickets/gates</i>	
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.	<i>Open space on Harbour Esplanade</i>	
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.	<i>Official close of the event will occur with communication via PA</i>	
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.	<i>Event Coordinator will do a site walk through and clean during event breaks including toilet/washroom wipe over.</i>	
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.	<i>All high touch surfaces will be cleaned during the lunch break 12-1pm and at completion of daily event between 5-6pm</i>	
Personal hygiene		
Establish hygiene stations (with hand sanitiser) at entrances and throughout the venue to encourage hand hygiene of workers and attendees.	<i>Hand sanitizers will be used in each clubs' marquees and</i>	

Environmental and personal hygiene	Implemented	Not applicable
	<i>within the site in central locations</i>	
In prominent locations, display posters demonstrating personal hygiene and hand washing practices.	<i>Signage on hygiene stations</i>	
Communal facilities to be regularly cleaned		
Ensure toilets are in working condition with running water for hand basins, soap and disposable hand towels/dryers.	<i>Checked hourly by event coordinator, toilets hooked up to water. Pumped after Sat 13 Feb</i>	
Ensure enough toilets are available to avoid queuing. If queuing is likely, organiser must ensure there is physical distancing.	<i>12 hired toilets on-site</i>	
Designated smoking areas must enable physical distancing of 1.5 meters	<i>No designated area supplied. Smokers advised to use an area further down the esplanade 50 m away</i>	

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.	<i>Advised and communicated prior to being on-site at the event.</i>	
Workers and volunteers should complete the Staff Coronavirus (COVID-19) Health Questionnaire and not attend work when unwell.	<i>Link provided in the event communication email</i>	
Workers must have access to the appropriate personal protective equipment throughout the event.	<i>Supplied by DBV if required and workers/volunteers advised to bring own PPE</i>	
Share COVIDSafe Event Checklist with on-site vendors and contractors. Vendors and contractors should provide their COVIDSafe Plans to the event organiser.	<i>Published on DBV website, vendors CovidSafe plans submitted to DBV prior or link provided if applicable as alternative</i>	
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.	<i>All food/beverage vendors po be registered with StreatTrader</i>	

Workers, vendors and contractors	Implemented	Not applicable
Queues at food and beverage vendors should facilitate physical distancing and not cross over with other queues.	<i>Adequate food trucks on-site to avoid close distancing. Bollards used for lining up for food trucks, order, and pick-up area to be separate</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>Vendors to advise EFT payment as preferred</i>	
Close communal self-serve and condiment stations.	<i>Not to be used and all food vendors on-site for options provided will not have this in place</i>	
Where possible, food and beverages should be sold in packaging to avoid double handling.	<i>To be advised by vendors on what packaging they provide</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>Consumed in allocated club/participate marquees</i>	