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| COVIDSAFE PUBLIC EVENTS  EVENT PLAN TEMPLATE FOR TIER 1 and TIER 2 EVENTS |
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# 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](https://www.coronavirus.vic.gov.au/public-events-information-organisers).

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](https://www.coronavirus.vic.gov.au/covidsafe-plan-events).

* 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:

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| **Registered company / business name** | Casablanca Events Pty Ltd |
| **Trading company / business name** | Casablanca Events Pty ltd |
| **Business address** | 74 Gladesville Blv, 3197 |
| **ABN** | 92 608 631 376 |
| **Event organiser name and title** | Victor Perez - Director |
| **Event organiser phone number** | 0427680779 |
| **Event organiser email** | victorperez@casablancaevents.com.au |
| **COVIDSafe coordinator name and contacts (if any)** | Julian Rodriguez - Director |
| **Liquor license type, number and capacity** | Temporary Limited Licence  Capacity 300 |

**Event Details**

Please provide the relevant event details below:

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| **Event name** | Fiesta del Sol |
| **Event location** | Federation Square |
| **Date (s) of event** | 20-21 March |
| **Duration of the event** | Saturday, 11:00am to 9:00pm  Sunday 11:00am to 9:00pm |
| **Event description** | An explosion of Life in the heart of the city.    **Three Saturdays!**  **LATIN POP-UP**  Cocktail and Beer Bar - DJs Spanish, Latin & Vegetarian Food 5 Food Marquees 3 food trucks |
| **Timing of key event activities** | Food truck will star to trade form 11:00pm to 9:00pm  The Bar area wil open doors from 12:00pm to 9:00pm - DJs |
| **Serving of alcohol** | Yes |
| **Event website** | www.fiestadelsol.com.au |
| **Experience arranging a COVIDSafe event** | Federation Square has experience arranging COVIDSafe events.  Casablanca Events doe not have experience arranging COVID Safe evets. |

**Attendance and tiers**

Please provide details of the event attendees and event tier:

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| **Total expected attendees** | 1,000 patrons across the day at the beer garden.  3,000 pattrons across the day at the food court |
| **Expected peak attendees** | 4,000 people |
| **Attendee demographic** | Young families, an local community |
| **Attendance number from previous years if the event has been held previously** | N.A. |
| **Event Tier**  **(Tier 1 or Tier 2)** | Tier 2 |

**Venue Details**

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

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| **Venue name** | Federation Square – Main Square |
| **Venue contact** | Victor Perez, Ph: 0427 680 779 |
| **Venue site map** | Attached |
| **Venue site size (in square meters)** | Federation Square 17,000 sqm |
| **Venue** **publicly accessible floor (in square metres)** | Federation Sqaure 7,000 sqm |
| **Maximum venue capacity:** | 222 Zone 1  212 Bar  136 Zone 2 |
| **Break down of room / area (in square meters) and capacity:** | Zone 1 444m2  Zone 2 272m2  Bar 424m2 |
| **Requested maximum number of attendees at the venue** | 4,000 people across the day  222 Zone 1  212 Bar  136 Zone 2 |
| **Venue workersnumber (excluding vendors, sub-contractors, volunteers)** | 20 Workers |
| **Venue vendors, sub-contractors, volunteers number** | 12 |
| **Event / venue workerskey roles and responsibilities** | |  |  |  |  | | --- | --- | --- | --- | | **Company/Role** | **Contact name** | **Contact number** | **Email** | | Festival Director | Victor Perez | 0427 680 779 | [victorerez@casablancaevents.com.au](mailto:victorerez@casablancaevents.com.au) | | Festival Manager | Julian Rodriguez | 0401 661 461 | julian@casablancaevents.com.au | | Production Manager | Mauricio Gomez | 0406 784 929 | mauro@casablancaevents.com.au | | Fed. Square | Kim McGeachin | 61 3 9655 1961 | [KIM.MCGEACHIN@FEDSQUARE.COM](mailto:KIM.MCGEACHIN@FEDSQUARE.COM) | |
| **Number of entry / exit points** | Zone 1 1 x entry/exit points  Zone 2 1 x entry/exit points  Bar: 1 x entry/exit points |
| **Venue access management arrangements** | Entries will enforce “Attendance Register”. (By code and manually) |

# 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
* Atendeemanagement
* 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](https://www.coronavirus.vic.gov.au/covidsafe-plan-events)’.

## 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? |
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### General Governance

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will communicate the intent to hold the event to appropriate authorities, such as land holders and/or local council, and to local health authorities, and obtain relevant approvals and permits. * We will Identify key times to review plans prior to the event   **December 2020 – Initial planning**  **January 18th,2021 - Plan review**  **February 5th, 2021 – Final Plan review**   * Victor Perez will be responsible for regularly reviewing and updating the COVIDSafe Event Plan. * We will check the Victorian Government’s coronavirus website ([www.coronavirus.vic.gov.au](https://www.coronavirus.vic.gov.au/coronavirus-covid-19-victoria)) for legislative requirements, Chief Health Officer’s Directions and any other specific restrictions that may apply. * We will consider when scheduling an event, the potential for other events in the same area which may use similar transport options, shared pathways and facilities. * Key workers who are responsible for implementing the COVIDSafe Event Plan   **Victor Perez – Director**  **Julian Rodriguez - Manager**  **COVID Compliance staff**  **Federation Square**  **Security Guards**  They will ensure that public health measures, such as physical distancing and general COVIDSafe behaviours are adhered to Identify the escalation processes in the event of breaches.   * We will be monitor the public health directions for Victoria for changing regulations and restrictions will be frequently monitored and the plan will be adapted as necessary | Victor Perez – Festival Director  Fed. Square rep. |
| **During** | * We will monitor COVIDSafe event strategies during the event at regular intervals as follow:   **The beginning of the event and every two hours from the star of the event.**   * We will record information on all workers, contractors and attendees to assist in contact tracing should it be required, including where possible the time they arrive and leave. * We will conduct health screening of all workers, contractors and attendees prior to the event or upon arrival, consistent with privacy and Charter of Human Rights and Responsibility obligations. | Juian Rodriguez – Festival Manager  1 x COVID Compliance staff.  Fed. Square rep. |
| **After** | * Report any potential health concerns to the relevant Government agency. | Victor Perez – Festival Director |

### Communicate Expectations to Event Workersand Attendees

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * Before the events will include information of physical distancing measures, on the event website. * Before the events, we will ensure key health messages are distributed to attendees **trough our social channels and website such as:**   + Stay at home if unwell, or identify yourself as a contact of someone who has been unwell and who is being tested for coronavirus (COVID-19) infection.   + How to seek assistance if becoming unwell during the event (locate security, cleaners, event officials or first aid / in-event health workers).   + Location of first aid posts.   + Maintaining physical distancing requirements.   + Enhanced public health measures that are in place at the event, including the requirement to wear masks (consistent with Chief Health Officer Directions).   + Encourage attendees to download the Commonwealth Government COVIDSafe app prior to attending the event.   + Not attending the event if:     1. You have been in close contact with a person who is diagnosed coronavirus (COVID-19) positive.     2. You are positive for coronavirus (COVID-19).     3. You have travelled overseas in the previous 14 days. * Promote good hygiene practices at key points (e.g., retail outlets, bathrooms). * Place signs at entry points to the event and discrete areas advising attendees not to enter if they are unwell or have coronavirus (COVID-19) symptoms. * Place signs at entry points stating that the event organisers have the right to refuse entry and may insist that anyone with coronavirus (COVID-19) symptoms needs to leave the event and obtain coronavirus (COVID-19) testing as per health guidelines. * Ensure all communication of risk and mitigation strategies are inclusive of all cultures and languages for the targeted audiences. **(English and Spanish)** | Victor Perez – Festival Director |
| **During** | * We will use loudspeakers and/or a megaphone to disseminate information about the public health measures implemented at the event. **(English and Spanish)** | COVID Compliance staff |

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

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will use the Victorian Government QR service to identify attendees via QR code technology as well as manualy. * We will maintain a record of all on-site workers, including contractors and volunteers. This data will capture their name, contact details, affiliation, discrete areas of work. (e.g., security at the front gate, cleaner in retail space), time entered the event, time of leaving the event. * We will divide the staf in groups of two maxium three workers working at the same time were possibe. | Juian Rodriguez – Festival Manager  Fed.Square rep. |
| **During** | * We will record the contact information of all attendees at the event. Records must adhere to standards in privacy and health records legislation. * The registration sytem will capture the time frames in which people arrive and leave the event. | Juian Rodriguez – Festival Manager  Fed.Square rep. |
| **After** | * Attendee records must be securely stored for 28 days, not used for any other purpose, prior to being appropriately destroyed. | Victor Perez – Festival Director |

### Impact on the Local Community

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will share information about the COVIDSafe planning of the event, **trough social media and website** * We will make sure the host community retailers (e.g., hotels, café, tourism operators) are aware of event planning. * Liaise with the local council, local tourism organisation and retail societies or equivalent, to plan for additional impacts of increased crowds in the local community as a result of the event. | Victor Perez – Festival Director |
| **During** | * We will encourage event attendees to be considerate of the crowding impact on local communities. | Victor Perez – Festival Director |

## 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? |
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### Maintain Physical Distancing

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will use floor markings and signs to identify 1.5m distance between persons queuing at all relevant locations (e.g., at all entries, toilets, food areas, etc.). * We will ensure one-way flow of foot traffic where possible. * We will use separate entries and exits within discrete areas of the event. * We will develop a process to manage an attendee who develops symptoms.   **We will make arrangements to send the person home in suitable and safe private transport so the risk of potential coronavirus (COVID-19) transmission is reduced.**   * We established a system to monitor the number of people entering and exiting the event site. * We will ensure enough toilets are available to avoid queuing. * Smoking areas can enable physical distancing of 1.5m. | Victor Perez -Festival Director  COVID Compliance staff  Fed.Square rep. |
| **During** | * We will monitor physical distancing of 1.5m and density requirements, as per government guidelines, in each discrete area. * We will monitor queues and/or seating arrangements to maintain physical distancing. | COVID Compliance staff  Fed.Square  Security Guards  Supervisor |

### Screening for symptoms of workers, contractors and patrons

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * Frequent event messaging should encourage event workers and attendees to stay home if they have signs or symptoms of coronavirus (COVID-19), such as: cough, fever, sore throat, fatigue or shortness of breath. * We will implement symptom screening for workers, contractors and volunteers who will be screened prior to arrival/shift commencement. * This will include verbal/print questionnaire or electronic platforms. | Victor Perez  Festival Director |
| **During** | * Through pre-event communications we will deliver screening questions of attendees such as:   + **In the last 14 days have you travelled from overseas or a coronavirus (COVID-19) hotspot?**   + **Have you been in close contact with a person who is diagnosed as coronavirus (COVID-19) positive?**   + **Are you an active coronavirus (COVID-19) case?**   + **Are you currently, or have you recently experienced cough, fever, sore throat, fatigue or shortness of breath?**   **If yes to any of the above:**   * + **Isolate the attendee in the nearest designated isolation space.**   + **Provide the affected person with appropriate PPE.**   + **Arrange support from first aid, medical or in-event health services.** | Fed.Square  Security Guards  Supervisor  COVID Compliance staff |

### Bar Entry Points

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will establish an area away from attendees, at each point of entry, for people to wait for assessment by in-event health services if suspected of coronavirus (COVID-19) | Fed.Square  Security Guards  Supervisor |
| **During** | * If practical, ask screening questions of attendees as they enter the event (can be completed concurrently with other security measures, e.g., bag checking, ticket scanning, etc). * Avoid touching people and items such as bags unless necessary for security enforcement purposes. * Monitor queues to maintain appropriate social distancing. | Fed.Square  Security Guards  Supervisor |

### End of event or patron departure for the event – Bar area

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will ensure dedicated avenues to exit events are established, and that these exists do not promote co-mingling with attendees arriving at the event. | Juian Rodriguez – Festival Manager |
| **During** | * Monitor crowd density at key exit pathways and points. * Direct crowds to less-congested exits. | Juian Rodriguez – Festival Manager  Fed.Square  Security Guards  Supervisor |

### Emergency services access

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * Ensure individual plans are established for each emergency service as each service may have different requirements. * Ensure that event workers have input into emergency service access plans (e.g., in-event health services for ambulance, security contractors for police). * Ensure that where normal practice, communicate plans with emergency services to ensure they are reasonable and consider the appropriate coronavirus (COVID-19) controls. | Victor Perez – Festival Director  Fed.Square rep.  Security Guards  Supervisor |
| **During** | * Ensure key workers are aware when an emergency service has been called to attend the event. | Victor Perez – Festival Director |

### Evacuation

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We ensured the event evacuation plan considered coronavirus (COVID-19) and therefore increase evacuation exits where possible. * We establish an additional assembly areas. * Share evacuation plans with workers. | Victor Perez – Festival Director  Fed.Square  Security Guards  Supervisor |
| **During** | * If an evacuation is ordered, ensure security and event workers direct attendees to either the nearest or least congested exit. * If an evacuation is ordered, once attendees are safe in assembly areas, encourage physical distancing as practically as possible. | Victor Perez – Festival Director  Fed.Square  Security Guards  Supervisor |

### Service of Alcohol

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will ensure one-way flow of pedestrian traffic can be achieved using fences. | Victor Perez – Festival Director  COVID Compliance Staff  Fed.Square  Security Guards  Supervisor |
| **During** | * We will ensure co-mingling does not occur in areas where alcohol is being consumed with floor marks. * Monitor crowd density. Cease operating if distancing measures cannot be maintained. | COVID Compliance Staff  Fed.Square  Security Guards  Supervisor |

## 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? |
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### Regular and Thorough Cleaning and Disinfection

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will ensure appropriate personal protective equipment (including masks) for use by workers. * We will establish cleaning protocols for discrete areas of high foot traffic (e.g., bathrooms, catering areas). * We will provide bins for the safe disposal of hygienic materials (e.g. tissues, towels, sanitary products) in washrooms and changing rooms to help reduce transmission of coronavirus (COVID-19). * Undertake pre-event cleaning of communal facilities and high touch surfaces. | COVID Compliance Staff  Fed.Square Cleaning |
| **During** | * We will have frequent cleaning on high traffic areas such as toilets and retail spaces. * High touch surfaces will be cleaned at least twice per day and between groups in accordance with government [cleaning and disinfection guidelines](https://www.coronavirus.vic.gov.au/preventing-infection-workplace). * Additional cleaning of visibly soiled surfaces will occur as required. | COVID Compliance Staff  Fed.Square Cleaning |
| **After** | * During the bump-out, complete a final clean of the event site, discrete areas and facilities. | COVID Compliance Staff  Fed.Square Cleaning |

### Hand Sanitiser

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * An appropriate alcohol-based hand rub will be made available to attendees as they enter and exit the event site and discrete areas within the site. | Julian Rodrigeuz Event Manager  COVID Compliance Staff  Fed.Square Cleaning |
| **During** | * An appropriate alcohol-based hand rub will be made available to attendees as they enter and exit the event site and discrete areas within the site. | COVID Compliance Staff  Fed.Square Cleaning |

## 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 workershave 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 workersduring the event? * How will you ensure adequate physical distancing is maintained between workersand attendees? * How will you make sure staff have undergone training on COVIDSafe Event Plan requirements for your event/venue? |
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### Event organisers and general event workers

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We make sure appropriate personal protective equipment (including masks) will be available for use by workers. * Workers will be trained in the appropriate use of personal protective equipment and trained in general safety for an event or venue workplace. Access more [guidance on PPE](https://www.dhhs.vic.gov.au/personal-protective-equipment-ppe-covid-19). * We will establish communication plans with cleaners, security, and first aid / in-event health providers. * We will be aware of the required steps if suspected case of coronavirus (COVID-19) is identified before, during or after the event. * COVIDSafe Event Plans will be share with all workers and contractors. | Julian Rodriguez - Manager  Fed.Square Cleaning |
| **During** | * We will monitor crowd behaviour and movements to ensure the key principles of this plan are maintained. | Julian Rodriguez - Manager  Fed.Square Cleaning |

### Food and catering workers

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will ensure appropriate personal protective equipment (including masks) is available for use by workers and they receive appropriate training. * We will ensure all staff are [appropriately trained to prepare and serve food and beverages](https://www2.health.vic.gov.au/public-health/food-safety) in compliance with COVIDSafe directions. | Victor Perez – Event Director  COVID Compliance Staff |
| **During** | * Monitor queues to maintain physical distancing. Cease operating if distancing measures cannot be maintained. | COVID Compliance Staff |

### Cleaning workers

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will ensure appropriate personal protective equipment (including masks) is available for use by workers. Workers must be trained in the [appropriate use of personal protective equipment](https://www.dhhs.vic.gov.au/personal-protective-equipment-ppe-covid-19). * We will establish communication plans with event organisers, security, and first aid. | Julian Rodriguez - Manager  Fed.Square Cleaning |
| **During** | * We will maintain direct communication with security personnel. | Julian Rodriguez - Manager  Fed.Square Cleaning |

### Security workers

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will ensure appropriate personal protective equipment (including masks) is available for use by workers. Workers must be trained in the appropriate use of [personal protective equipment](https://www.dhhs.vic.gov.au/personal-protective-equipment-ppe-covid-19). * We established communication plans with first aid / in-event health services and ensure security workers are trained to work at events. * We determined key areas security can monitor crowd movements and density. * Monitor crowd behaviour for unwell attendees and contact first aid / in-event health services when appropriate. * Develop COVIDSafe protocols for the management of aggression from attendees. This should include crowd management, movement of attendees throughout crowds, and liaison with police. | Julian Rodriguez  Festival manager  COVID Compliance Staff  Fed.Square  Security Guards  Supervisor |
| **During** | * Ensure people provide accurate details for event records. * Have adequate personal protective equipment at entry points if engaging with attendees exhibiting possible coronavirus (COVID-19) symptoms. * Monitor crowd movements and density to implement strategies to maintain crowd density as per the Chief Health Officer Directions. | COVID Compliance Staff  Fed.Square  Security Guards  Supervisor |

### Deliveries

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * Non-essential visits to the event site should be cancelled or postponed. * Direct visiting delivery drivers and contractors to provide details for event organiser to record, and must remain in vehicles and use contactless methods such as mobile phones to communicate with your event workers wherever possible. * Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered. | Victor Perez  Festival Director |
| **During** | * Ensure delivery drivers and other contractors who need to attend the event site, to provide maintenance or repair services or perform other essential activities, are given clear instructions of requirements while they are on site. | COVID Compliance Staff  Security Guards  Supervisor |

# 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. |
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### Food and Beverage Preparation and Service Areas

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * Any food and beverage service must align with the Victorian Government’s coronavirus (COVID-19) [hospitality sector guidance](https://www.coronavirus.vic.gov.au/hospitality-food-and-beverage-services-sector-guidance) and the [roadmap for reopening](https://www.coronavirus.vic.gov.au/coronavirus-covidsafe-summer). * We will encourage attendees to make electronic payments for food and beverage purchases. * We will ensure queues for food and beverage outlets do not cross other foot traffic areas using fences. * Have additional retails outlets open to disperse crowds. * We will establish different areas for ordering and collection, and where practical, separate entry and exit paths. * Close communal self-serve and condiment stations. | Victor Perez  Festival Director  COVID Compliance Staff |
| **During** | * Monitor queues to maintain physical distancing. Cease food and beverage operations if distancing measures cannot be maintained. * Ensure take-away food and drinks are consumed in allocated seats or ‘picnic areas’. | COVID Compliance Staff  Security Guards  Supervisor |

### Other Queuing Areas

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * Ensure queues do not cross other foot traffic areas. | COVID Compliance Staff  Fed.Square  Security Guards  Supervisor |
| **During** | * Monitor queues to maintain physical distancing. Cease operating if distancing measures cannot be maintained. | COVID Compliance Staff  Fed.Square  Security Guards  Supervisor |

### Market Stalls

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will provide appropriate amounts of alcohol-based hand sanitiser at each stall. * We will establish one-way flow of pedestrian traffic at stalls (e.g., encourage people movement from left to right at stalls). * We will encourage stall owners to take electronic payments. | Victor Perez Festival Director |
| **During** | * Wi will ensure stall owners understand that they should stay at their stall to avoid interactions with other stall owners. * We will monitor physical distancing measures in queues, and ensuring queues do not cross foot traffic | COVID Compliance Staff  Fed.Square  Security Guards  Supervisor |

# 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.

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

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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