



# 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 staff. 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' documentv](#)

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:

<b>Registered company / business name</b>	Warrnambool Racing Club
<b>Trading company / business name</b>	Warrnambool Racing Club
<b>Business address</b>	2-64 Grafton Road Warrnambool VIC 3280
<b>ABN</b>	65 374 908 892
<b>Event organiser name and title</b>	Tom O'Connor Chief Executive Officer
<b>Event organiser phone number</b>	0488 738 877
<b>Event organiser email</b>	tom.oconnor@countryracing.com.au
<b>COVIDSafe coordinator name and contacts (if any)</b>	Tom O'Connor
<b>Liquor license type, number and capacity</b>	On Premises (32265800) Limited Licence (Major event application submitted)

### Event Details

Please provide the relevant event details below:

<b>Event name</b>	Warrnambool Racing Club TAB May Carnival
<b>Event location</b>	2-64 Grafton Road Warrnambool VIC 3280
<b>Date (s) of event</b>	4 <sup>th</sup> May 2021 5 <sup>th</sup> May 2021 6 <sup>th</sup> May 2021

<b>Duration of the event</b>	10am to 8pm
<b>Event description</b>	Thoroughbred Race Meeting
<b>Timing of key event activities</b>	<p>Gates open at 9.30am</p> <p>Races conducted between 11am and 4.30pm each day</p> <p>Lunch served between 12:00pm and 3pm</p> <p>Racing finishes at 4.30pm and the Event finishes at 8pm and the venue is empty by 9pm</p>
<b>Serving of alcohol</b>	Yes alcohol will be served in accordance with the allocated on premise and limited license for the event
<b>Event website</b>	<a href="https://country.racing.com/Warrnambool">https://country.racing.com/Warrnambool</a>
<b>Experience arranging a COVIDSafe event</b>	<p>The Warrnambool Racing Club TAB May Carnival is run by Club Manager the Warrnambool Racing Club (WRC). The WRC racing club has raced 13 times during COVID period since March 2020.</p> <p>This has included racing as a Tier 2 event venue since the 16<sup>th</sup> December 2020 with a max capacity of 2500.</p> <p>The WRC has also conduct COVID safe non racing events including AFL finals, Melbourne Cup and wedding hospitality events.</p>

#### Attendance and tiers

Please provide details of the event attendees and event tier:

<b>Total expected attendees</b>	<p>4<sup>th</sup> May 2021 – 6,000 customers</p> <p>5<sup>th</sup> May 2021 – 6,000 customers</p> <p>6<sup>th</sup> May 2021 – 12,000 customers</p>
<b>Expected peak attendees</b>	Between 1:00pm and 4:00pm
<b>Attendee demographic</b>	Male and female guests of various ages. Predominantly an outdoor event. Opened marquee structures used.
<b>Attendance number from previous years if the event has been held previously</b>	<p>2019</p> <p><b>TUESDAY</b></p>

	1109 - Staff, Trainers, Jockeys and Industry 5387 - Patrons, members and guests <b>WEDNESDAY</b> 1199 - Staff, Trainers, Jockeys and Industry 5888 - Patrons, members and guests <b>THURSDAY</b> 2442 - Staff, Trainers, Jockeys and Industry 12,518 - Patrons, members and guests
<b>Event Tier (Tier 1 or Tier 2)</b>	Tier 1

### Venue Details

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

<b>Venue name</b>	Warrnambool Race Course
<b>Venue contact</b>	Tom O'Connor Chief Executive Officer <a href="mailto:tom.oconnor@countryracing.com.au">tom.oconnor@countryracing.com.au</a> 0488 738 877
<b>Venue site map</b>	See Attachment 1. Venue Site Map Warrnambool Racing Club
<b>Venue site size (in square meters)</b>	Racing Zone: 6000m <sup>2</sup> Public Zone: 53,000m <sup>2</sup> Racing Industry Parking: 7,500 m <sup>2</sup> Car Parking Space: 57,500m <sup>2</sup>
<b>Venue publicly accessible floor (in square metres)</b>	See Attachment 1. Venue Site Map Warrnambool Racing Club
<b>Maximum venue capacity:</b>	The venue has held 15,000 people. Under COVID protocols and the 2m <sup>2</sup> density quotient indoors the venue could hold over 1000 in the member / public areas. In the outdoor areas open air areas the venue can hold over 20,000 at the 2m <sup>2</sup> density quota.

<b>Break down of room / area (in square meters) and capacity:</b>	See attachment 2. Room / area breakdown Warrnambool Racing Club
<b>Requested maximum number of attendees at the venue</b>	4 <sup>th</sup> May 2021 – 5,000 customers 5 <sup>th</sup> May 2021 – 6,000 customers 6 <sup>th</sup> May 2021 – 10,000 customers
<b>Venue staff number (excluding vendors, sub-contractors, volunteers)</b>	350
<b>Venue vendors, sub-contractors, volunteers number</b>	350
<b>Event / venue staff key roles and responsibilities</b>	50
<b>Number of entry / exit points</b>	There will be three points of entry.  <ol style="list-style-type: none"> <li>1. Horse Gate &amp; Participants Gate</li> <li>2. Public Gate 1</li> <li>3. Public Gate 2</li> <li>4. Public Gate 3</li> </ol>
<b>Venue access management arrangements</b>	<p>The TAB May Carnival will be a pre purchase ticketed event where attendees will be given clear access direction, including relevant directional map for the area they are allocated. Based on the patrons allocated area, they would be directed to the relevant entrance.</p> <p>The WRC has divided the patron areas into zones to clearly define various areas from an operation point of view. The will assist with movement, seating allocation, tracing and entry points. The WRC would like to be consider for a free standing event should the Government restrictions change to this phase.</p> <p>All attendees will be temperature tested and the contact details obtained before entering the course via the State Government QR Code system. The entry points will be have appropriate social distancing barriers and ground markers and the processing time will be efficiently by WRC staff. Contact tracing will be done via QR technology in conjunction with Country Racing Victoria.</p>



## Section 2: Event Site Map

Please provide the event site map.

See Attachment 1. Venue Site Map Warrnambool Racing Club

## 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
- Spectator management
- Cleaning and hygiene
- Staff, 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 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 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	Attached is the Warrnambool Racing Club detailed Covid Safe Plan.	Tom O'Connor
During	As per above.	Tom O'Connor



<b>After</b>	As per above.	Tom O'Connor
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## Communicate Expectations to Event Staff and Attendees

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<ul style="list-style-type: none"> <li>• Where First Aid is located</li> <li>• What Social Distancing and Covid procedures we have implemented.</li> <li>• Details sent to all staff deputy rostering system.</li> <li>• Online COVID-19 training provided to all hospitality and customer service staff.</li> <li>• Hospitality Staff will sign the VICgov health declaration prior to commencing their shift.</li> <li>• Covid Plan on web site with Quick access Questions and Answers section.</li> <li>• Terms &amp; Conditions of Entry are well defined and publicised on web site and through booking process.</li> <li>• Event Staff and attendees are instructed not to attend if they are unwell through direct communications at several contact points prior to the event (e.g. on registering attendance/purchase of a ticket, upon receipt of confirmation of attendance, etc...)</li> <li>• Clearly communicate that if you are displaying symptoms to not attend the event.</li> <li>• Event induction session conducted prior to the Carnival.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>• Communicate if you are feeling unwell or displaying symptoms to isolate.</li> <li>• Staff briefing session at the beginning of each day.</li> <li>• Signage delivered throughout the venue displaying key CovidSafe messaging.</li> <li>• CovidSafe posters in prominent thoroughfares in front and back of house areas.</li> </ul>	WRC Operations and Administration

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

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
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<b>Before</b>	<ul style="list-style-type: none"> <li>• Use of QR technology at entrance to the course.</li> <li>• No one will gain entry to the course without going through this process and undertaking mandatory temperature testing.</li> <li>• Patrons to be asked to complete Covid Screening Questions prior to entering the course.</li> <li>• Staggered arrival times to eliminate the need for queuing.</li> <li>• Process managed by Security and Covid Marshalls.</li> <li>• Several WRC Staff have undergone Racing Victoria 'contact tracing' training.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>• All details are obtained at entrance to the event.</li> <li>• Event management to coordinate and monitor authorised persons for event days.</li> <li>• Any seated dining experience will be pre-booked identifying individuals/groups and their seated location.</li> </ul>	WRC Operations and Administration
<b>After</b>	<ul style="list-style-type: none"> <li>• Records will be maintained for 28 days by the Covid Officer.</li> </ul>	WRC Operations and Administration

## Impact on the Local Community

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<ul style="list-style-type: none"> <li>• Emergency Planning meeting conducted with all services prior to the event.</li> <li>• South West Health Care form part of the WRC pre event communications.</li> <li>• Event fully self contained and there will be no impact on the local community.</li> <li>• Council, Police and local Chamber of Commerce are aware of the event details.</li> <li>• The event is an existing event.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>• As above.</li> </ul>	WRC Operations and Administration

## Spectator Management

Arrangements must be in place to ensure physical distancing is maintained throughout the event. All staff and attendees must be screened for coronavirus (COVID-19) symptoms before and during 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
<b>Before</b>	<ul style="list-style-type: none"><li>• Pre event communications via;<ul style="list-style-type: none"><li>○ Web site</li><li>○ Social media</li><li>○ Ticketing notifications</li><li>○ EDM in lead up to event</li></ul></li><li>• Communication to adhere to CovidSafe protocols including social-distancing, in pre-event communications.</li><li>• Implementation of a signage plan across the venue.</li><li>• Density quotients calculated for each room with signage stating capacity of each.</li><li>• Seating provided in each area if/as required by government direction.</li><li>• Placement of barriers to prevent physical movement and maintain separation between attendees and racing participants.</li><li>• Grassed areas to be marked as required to maintain social-distancing.</li><li>• Density limit applied in Lifts as required</li></ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"><li>• Physical barriers separating patrons from Industry participants.</li><li>• Group bookings separated by barriers</li><li>• Signage throughout course</li><li>• Ground markers</li><li>• Racebook advertising</li></ul>	WRC Operations and Administration

	<ul style="list-style-type: none"> <li>• On course AV and Big Screen signage on loop throughout the day.</li> <li>• Ensure ample toilets are provided to avoid queuing.</li> <li>• Station Covid Marshall at all toilets to avoid people congregating.</li> <li>• On course PA announcements by course broadcaster</li> <li>• SMS throughout the day</li> <li>• Covid Marshalls and event staff to monitor.</li> <li>• Signage to encourage one way people traffic where possible.</li> <li>• Patrons will required to wear masks inside or in areas outside where they cannot adequately social distance.</li> </ul>	
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### Screening for symptoms of staff, contractors and patrons

Timing	Plans / actions	Responsible
<b>Before</b>	<p>&lt;eg. asking all arrivals to report any symptoms of sore throat, cough, fever, recent international travel or contact with another persons with COVID-19&gt;</p> <ul style="list-style-type: none"> <li>• Staff Information Sheet &amp; Induction</li> <li>• Contractor Information Sheet &amp; Induction</li> <li>• Web site</li> <li>• Social media</li> <li>• Ticketing notifications</li> <li>• EDM in lead up to event</li> <li>• Clear communication for all persons to not attend if feeling unwell.</li> <li>• Completion of a Medical Questionnaire as part of the registration/ticket purchase process as required.</li> <li>• Placement of signage advertising the 'symptoms' of Covid-19.</li> <li>• Staff members prevented from working if these items have not been completed.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>• Signage throughout course</li> <li>• Facebook advertising</li> <li>• On course AV and Big Screen signage on loop throughout the day.</li> <li>• On course PA announcements by course broadcaster</li> <li>• SMS throughout the day</li> <li>• Temperature testing.</li> </ul>	WRC Operations and Administration

## Entry Points

Timing	Plans / actions	Responsible
<b>Before</b>	<p>&lt;eg. ground markings at entry points to remind patrons to ensure physical distancing&gt;</p> <ul style="list-style-type: none"> <li>• Tickets all to be pre purchased. No ticket – No entry.</li> <li>• Staggered entry times</li> <li>• Designated entry points</li> <li>• Physical Barriers</li> <li>• Ground Markers</li> <li>• Covid Marshalls</li> <li>• Security</li> <li>• MC on PA at Entrance Points with consistent messaging.</li> <li>• Set up designated Isolation area at gates for anyone showing potential symptoms.</li> <li>• No eskies or food will be permitted by patrons to ensure smooth attendee entry flow.</li> <li>• Continually monitor entry points for potential queues.</li> <li>• Temperature testing at all entry points.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>• As above</li> </ul>	

## End of event or patron departure for the event

Timing	Plans / actions	Responsible
<b>Before</b>	<p>&lt;eg. brief patrons at time of booking on your egress or departure plan for when patrons are leaving the venue or event&gt;</p> <ul style="list-style-type: none"> <li>• Staggered exit times</li> <li>• Designated exit points</li> <li>• Physical Barriers</li> <li>• Ground Markers</li> <li>• Covid Marshalls</li> <li>• Security</li> <li>• MC on PA at Exit Points with consistent messaging.</li> <li>• Continually monitor exit points for potential queues.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>• As above</li> </ul>	

## First Aid / In-Event Health Service Plans

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Provide copy of COVID Safe Plan to Contractor.</li> <li>• Discuss additional requirements.</li> <li>• Communicate Mask protocols to all attendees.</li> <li>• Communicate good Hygiene practices to all attendees.</li> <li>• Provide all staff with an Emergency Management Plan update including the process for dealing with a potential Covid infected person.</li> <li>• All key WRC staff to complete mandatory COVID 19 Infection Control Training .</li> <li>• Allocate an isolation area.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>• First Aid Services in attendance is Australian Pacific Training Solutions.</li> <li>• Set up two First Aid Stations on site.</li> <li>• Require all attendees to comply with the latest Chief Health Officer mask protocols.</li> <li>• Set up an Isolation location on course in an open and restricted space.</li> </ul>	WRC Operations and Administration
<b>After</b>	<ul style="list-style-type: none"> <li>• Debrief of event.</li> </ul>	WRC Operations and Administration

## Emergency services access

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Clearly signed access points.</li> <li>• Emergency Management Plan in place.</li> <li>• Copies provided to Council, Police and other relevant authorities.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>• Emergency Management Plan in place and to be activated where necessary.</li> </ul>	WRC Operations and Administration

## Evacuation

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"><li>• Emergency Management Plan in place.</li><li>• Establish additional Designated Evacuation Points to avoid attendees congregating.</li><li>• Copies provided to Council, Police and other relevant authorities.</li><li>• Advise Security prior to the event that if required attendees are directed to leave the nearest or least congested exit/assembly points.</li></ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"><li>• Emergency Management Plan in place.</li><li>• Chief Warden to activate as and if necessary.</li></ul>	WRC Operations and Administration

## Weather

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"><li>• All attendees are in pre paid packages that will provide suitable weather protection in the form of temporary infrastructure.</li><li>• WRC also has significant open under cover spaces enabling for adequate social distancing.</li></ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"><li>• Monitor sheltered areas to ensure that attendees are social distancing.</li></ul>	WRC Operations and Administration

## Service of Alcohol

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"><li>• All attendees are in pre paid packages that will include beverages – removing the need to use cash.</li><li>• Beverages will be served by dedicated Food &amp; Beverage Attendants.</li><li>• Beverages will be served in single use disposable cans and plastic glassware.</li></ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"><li>• Service Bars to be one way flow.</li></ul>	WRC Operations and Administration

	<ul style="list-style-type: none"> <li>Attendees getting beverages will be encouraged by Covid Marshalls to return to their designated package enclosure.</li> <li>Any additional purchases will be cashless only.</li> </ul>	
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## 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
<b>Before</b>	<ul style="list-style-type: none"> <li>Please see Covid Plan and WRC's Cleaning and Disinfecting Procedures.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>Ensuring that adequate PPE is provided to all staff.</li> </ul>	WRC Operations and Administration
<b>After</b>	<ul style="list-style-type: none"> <li>As above</li> </ul>	WRC Operations and Administration

## Hand Sanitiser and Hand Washing Facilities

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Install sanitising facilities in all bars, TAB's, toilets, entrys, exits and high traffic areas.</li> <li>Ensure that all hand washing facilities and hand sanitising units are full to capacity.</li> <li>Provide all bookings with a complimentary pack including hand sanitiser, sanitising wipes, aeroguard and sun screen.</li> </ul>	WRC Operations and Administration



<b>During</b>	<ul style="list-style-type: none"> <li>• Utilise on course PA and AV to ensure patrons maintain appropriate hygiene standards.</li> <li>• Ensure that sanitising and hand wash facilities are fully stocked throughout the day.</li> <li>• Restock hand towel as required.</li> <li>• Covid Marshalls to encourage attendees to sanitise where appropriate.</li> <li>• Ensure Cleaning Schedule is being maintained.</li> </ul>	WRC Operations and Administration
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## Staff, vendors, volunteers and contractors

Staff, 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 staff have access to appropriate personal protective equipment, and they receive appropriate training in its use?
- How will you monitor the wellbeing of staff during the event?
- How will you ensure adequate physical distancing is maintained between staff and attendees?
- How will you make sure staff have undergone suitable training?

## Event organisers and general event staff

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<ul style="list-style-type: none"> <li>• Provide all necessary PPE for staff to undertake the tasks required of them.</li> <li>• Staff Training &amp; Induction</li> <li>• Key staff to complete Infection Control Training</li> <li>• Share Covid Safe Plan with all staff and contractors.</li> <li>• Ensure staff have a copy of RVL Staff Guidance Procedure.</li> <li>• Staff and Contractors to monitor crowd movement and behaviour to ensure that this plan is maintained.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>• As above</li> </ul>	

## Food and catering staff

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Provide all necessary PPE for staff to undertake the tasks required of them.</li> <li>• Staff Training &amp; Induction</li> <li>• Key staff to complete Infection Control Training</li> <li>• Share Covid Safe Plan with all staff and contractors.</li> <li>• Ensure staff have a copy of RVL Staff Guidance Procedure.</li> <li>• Ensure that all staff and Contractors are aware of how to serve food and beverages in a Covid safe manner.</li> <li>• Staff and Contractors to monitor crowd movement, behaviour and queues to ensure that this plan is maintained.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>• As above</li> </ul>	

## Cleaning staff

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Provide all necessary PPE for staff to undertake the tasks required of them.</li> <li>• Staff Training &amp; Induction</li> <li>• Key staff to complete Infection Control Training</li> <li>• Share Covid Safe Plan with all staff and contractors.</li> <li>• Ensure staff have a copy of RVL Staff Guidance Procedure.</li> <li>• Ensure that all staff and Contractors are aware of Cleaning and Disinfecting Procedures.</li> <li>• Staff and Contractors to monitor crowd movement, behaviour and queues to ensure that this plan is maintained.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>• Ensure Cleaning Schedule is maintained and communicated to relevant areas on course.</li> <li>• Maintain communications with First Aid, Security and Covid Officer throughout the event to ensure prompt response to directions.</li> </ul>	WRC Operations and Administration

## Security staff

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Provide all necessary PPE for staff to undertake the tasks required of them.</li> <li>• Staff Training &amp; Induction</li> <li>• Key staff to complete Infection Control Training</li> <li>• Share Covid Safe Plan with all staff and contractors.</li> <li>• Ensure staff have a copy of RVL Staff Guidance Procedure.</li> <li>• Ensure that all staff and Contractors are aware of the Communication Plan and necessary responses to various situations.</li> <li>• Staff and Contractors to monitor crowd movement, behaviour and queues to ensure that this plan is maintained.</li> <li>• Conduct Security Briefing prior to the start of the event to ensure that all personell are aware of the details relating to this plan.</li> <li>• Ensure Security are aware of areas of high crowd movement and density.</li> <li>• Ensure Security are aware of the Covid-19 symptoms and that they monitor attendees for signs of possible infection.</li> <li>• Ensure that Security have a plan in placed to deal with unruly attendees and general crowd management in a Covid Safe manner.</li> <li>• Condust Security Meeting prior to the event with local Police and Contractor to ensure that all matters have been considered.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>• As above.</li> </ul>	

## Volunteers

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• No Volunteers in attendance</li> </ul>	
<b>During</b>	<ul style="list-style-type: none"> <li>• No Volunteers in attendance</li> </ul>	

<b>After</b>	<ul style="list-style-type: none"> <li>No Volunteers in attendance</li> </ul>	
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## Deliveries

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<ul style="list-style-type: none"> <li>All deliveries will be made prior to the event. There will be no deliveries on the day of the event.</li> <li>All deliveries of food and beverages will be done in accordance with normal Safe Food Handling Practices.</li> <li>Delivery Drivers can not access the course without phoning the office to arrange safe collection.</li> <li>All delivery drivers are temperature checked and their contact tracing details recorded.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>Any emergency deliveries or contractors (ie electrician, plumber, etc) throughout the event will be required to follow the same procedure as all attendees for access to the course. This will be clearly communicated to them prior to arrival.</li> </ul>	WRC Operations and Administration

## Other staff (if any)

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<ul style="list-style-type: none"> <li>Provide all necessary PPE for staff to undertake the tasks required of them.</li> <li>Staff Training &amp; Induction</li> <li>Key staff to complete Infection Control Training</li> <li>Share Covid Safe Plan with all staff and contractors.</li> <li>Ensure staff have a copy of RVL Staff Guidance Procedure.</li> <li>Staff and Contractors to monitor crowd movement and behaviour to ensure that this plan is maintained.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>As above</li> </ul>	WRC Operations and Administration

## 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. staff areas), or other spaces (e.g. fields of play, stages).

- How will you demonstrate in your event plan that you can ensure staff, contractors and patrons can access the parts of the venue or event as required? Eg. 'spectator 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	<ul style="list-style-type: none"><li>• The WRC is currently working with Warnambool Bus lines on their COVID 19 strategies. The outcome of these discussions and planning will determine the WRC before and after transport options.</li></ul>	
After	<ul style="list-style-type: none"><li>• As above</li></ul>	

### Car Parks

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"><li>• Ensure appropriate Social Distancing signage is displayed.</li><li>• Ensure Access Points are prominently highlighted and that clear pathways to entry points are visible.</li><li>• Utilise bollards and bunting to provide adequate spacing between vehicles.</li></ul>	WRC Operations and Administration
During	<ul style="list-style-type: none"><li>• Staff members to direct traffic and monitor general crowd movement and points of congestion.</li></ul>	WRC Operations and Administration

	<ul style="list-style-type: none"> <li>• Covid Marshalls to monitor attendees for signs of infection.</li> </ul>	
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## Ventilation - Indoor Spaces

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Utilise air conditioning and ensure all available windows are open.</li> <li>• Ensure no large object are in place of openings.</li> <li>• Establish one way movement through in door spaces where applicable.</li> <li>• Utilise fans where possible.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>• Encourage attendees to not congregate in doors where possible.</li> </ul>	WRC Operations and Administration

## Food and Beverage Preparation and Service Areas

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Ensure that the service of all food and beverages are in accordance with the Governements Corona Virus Hospitality guidelines.</li> <li>• Establish satellite bars and food service areas for outside packages to ensure limited congregation.</li> <li>• No communal self service of food and beverages.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>• Table service for all food and beverage in doors to avoid queueing.</li> <li>• Ensure queues for bars and food service do not cross other high traffic paths.</li> <li>• One way traffic flows to avoid congregation.</li> <li>• Monitor queues for physical social distancing.</li> <li>• Cease food and beverage service if physical social distancing can not be maintained.</li> <li>• Ensure that takeaway food and beverages are consumed in their allocated package site.</li> </ul>	WRC Operations and Administration

## Other Queuing Areas

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Ensure that queueing areas do not cross over other foot traffic areas.</li> <li>• Utilise social distancing markers on the ground</li> <li>• Utilise barriers</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>• Continually monitor queues throughout the day.</li> </ul>	WRC Operations and Administration

## Grandstands and Stadium Seating

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Clean and sanitise all seating</li> <li>• Alternative rows empty</li> <li>• Erect signage to promote social distancing between groups.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>• Monitor</li> <li>• Continually clean and sanitise throughout the day.</li> </ul>	WRC Operations and Administration

## Fields of Play and Competition Areas

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• As per Racing Victoria's Racing Protocols and managed and monitored by the Racing Victoria Stewards on the day.</li> </ul>	WRC Operations and Administration
<b>During</b>	<ul style="list-style-type: none"> <li>• Racing participants are separated from the public by a 3m separation fence.</li> </ul>	WRC Operations and Administration

## Stages

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• No stages to be erected.</li> <li>• Bands to be limited to two cover bands piece only.</li> </ul>	WRC Operations and Administration

	<ul style="list-style-type: none"> <li>• Band locations to be separated by a minimum of 4m from the public.</li> <li>• Ensure adequate social distancing signage is erected.</li> <li>• The use of music will be as a complimentary back ground addition to the event. Dancing or standing by the musicians will not be allowed</li> </ul>	
<b>During</b>	<ul style="list-style-type: none"> <li>• Ensure Covid Marshalls and Security monitor the crowd to ensure adequate social distancing is followed.</li> </ul>	WRC Operations and Administration

## Market Stalls and Fetes

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	
<b>During</b>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	

## Non-Allocated Seating or Picnic Rug

Timing	Plans / actions	Responsible
<b>Before &amp; During</b>	<ul style="list-style-type: none"> <li>• The WRC would like to be considered and work through the DHHS expectations for a free standing event, should the restrictions by May allow.</li> <li>• 6000 people attend each day on the Tuesday and Wednesday. Zone as one area the WRC believes this is manageable to trace should it be needed. A strategy would be created to managed the 12,000 on the Thursday. This would included multiply zones.</li> </ul>	WRC Operations and Administration

## Other Operational Space Considerations

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>	



<b>During</b>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	
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## 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 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.

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