

# COVID-SAFE PLAN

## SHEPPARTON FESTIVAL 2021

### Pandemic Risk Management Framework

Version 3. April 26, 2021

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#### Statement of Purpose, Policy and Process

This COVID Safe Plan is a unique and comprehensive Risk Management Plan that provides the rigorous and overarching controls, mechanisms and procedures that will guide the COVID-Safe Management of the 2021 UNIFY Shepparton Festival. The implementation of this plan is designed to mitigate the inherent risks of managing a Festival within an active health pandemic context, reducing the risk of community transmission and keeping our patrons, artists, performers, volunteers and workers safe.

Sections 1 to 3 of this COVID-Safe Plan are not 'event' specific. They provide the principles and guidelines by which all events at the Shepparton Festival will be managed. Each individual event managed directly by The Shepparton Festival has a specific site and event plan that works within these principles. Where required, separate COVID-Safe applications will be submitted to the Victorian State Government under their Public Events Framework.

Event and Site specifics for those events directly managed by the Shepparton Festival Inc are in [Section 4: Event & Site Specific COVIDSafe Controls](#) of this Festival COVID-Safe Plan.

Additionally, in 2020 the Shepparton Festival adopted a business, site and activity specific COVID-Safe Plan for the *Office and General Administrative functions of the Shepparton Festival*. It helps to keep our workers, volunteers and team members safe, and forms part of our legal requirement that all businesses in Victoria have an operational COVID-Safe Plan.

Public Event Framework COVID-Safe Plans and Checklists will be lodged independently of Shepparton Festival for 2021 events managed and run by other organisations. This includes Greater Shepparton City Council. Those events must operate within the core COVID-Safe guiding principles, but they will have their own event structure, management and responsibilities.

The Festival COVID-Safe Plan allows the Shepparton Festival General Manager, Creative Director, the Committee and other personnel, including volunteers, artists and patrons, to identify how to manage the risk of COVID-19 transmission in a way that is appropriate for their site and operational model.

#### COVID-Safe Principles

The following six COVID-Safe Principles are integral to and guide the Festival's COVID-Safe Plan.

1. Physical Distancing
2. Wear a fitted Face Covering / Mask (where and when VIC restrictions require)
3. Practice Good Hygiene
4. Keep Records and Act Quickly if Staff or Patrons become Unwell
5. Avoid Enclosed Spaces
6. Workforce Bubbles

## Table of Contents

<b>COVID-SAFE PLAN</b>	<b>1</b>
Statement of Purpose, Policy and Process	1
COVID-Safe Principles	1
Policy Statement – Third Party Managed and Run Events. COVID-Safe Plans.	8
<b>Section 2: Event Public Health Risk Controls</b>	<b>9</b>
<b>Oversight and administration</b>	<b>9</b>
General Governance	9
Communicate Expectations to Event Workers and Attendees	14
Record Keeping to Support Contact Tracing of workers, contractors and patrons	15
Impact on the Local Community	19
<b>Section 3: Attendee &amp; Event Management</b>	<b>20</b>
<b>Attendee Management</b>	<b>20</b>
Patron Capacity & Density Quotient – Directives & Public Event Framework	21
Maintain Physical Distancing	23
Screening for symptoms of workers, contractors and patrons	25
Ticketing Terms & Conditions: COVID-Safe	28
Entry Points	29
End of event or patron departure for the event	30
First Aid / In-Event Health Service Plans	30
Emergency services access	33
Evacuation	33
Weather	34
Service of Alcohol	35
<b>Cleaning and Hygiene</b>	<b>37</b>
Regular and Thorough Cleaning and Disinfection	37
Hand Sanitiser and Hand Washing Facilities	39
<b>Workers, vendors, volunteers and contractors</b>	<b>39</b>
Event organisers and general event workers	40
Food and Beverage - Catering workers	41
Cleaning workers	42
Security workers	43
Volunteers	44
Deliveries	45
<b>Section 4: Event &amp; Site Specific COVIDSafe Controls</b>	<b>46</b>

<b>E1_Shepparton Festival Turns 25</b>	<b>51</b>
Event Details	51
Attendance	52
Venue Details	52
Public Event Risk Rating	53
Toilets and Amenities	53
Car Parks	54
Food and Beverage Preparation and Service Areas	54
Other Queuing Areas	55
Attendee Seating and Viewing Areas	55
Stages	55
Other Operational Space Considerations	56
<b>E2_Premium Festival Event (Name TBC)</b>	<b>57</b>
Event Details	57
Attendance	58
Venue Details	58
Public Event Risk Rating	59
Toilets and Amenities	59
Car Parks	60
Ventilation - Indoor Spaces	60
Food and Beverage Preparation and Service Areas	60
Other Queuing Areas	60
Attendee Seating and Viewing Areas	61
Stages	61
Non-Allocated Seating	61
Other Operational Space Considerations	62
<b>E3_Affinity String Quartet</b>	<b>63</b>
Event Details	63
Attendance	63
Venue Details	64
Public Event Risk Rating	64
Toilets and Amenities	65
Car Parks	65
Ventilation - Indoor Spaces	66
Food and Beverage Preparation and Service Areas	66
Attendee Seating and Viewing Areas	66
Stages	67
Non-Allocated Seating or Picnic Rug	67

Other Operational Space Considerations	67
<b>Section 5: Supporting Documentation</b>	<b>68</b>
<b>Reviews, Versions, Approval</b>	<b>70</b>
<b>Appendices</b>	<b>71</b>
<b>Festival Event Schedule</b>	<b>71</b>

## Section 1: Key FESTIVAL Information

### Contact Information

<b>Registered company / business name</b>	Shepparton Festival
<b>Trading company / business name</b>	Shepparton Arts Festival Incorporated
<b>Business address</b>	119 Corio St, Shepparton Vic 3630
<b>ABN</b>	36 494 948 700
<b>Chairperson – Festival Committee</b>	Kirsten Green
<b>Event organiser name and title</b>	Louise Tremper, General Manager, Shepparton Festival
<b>Event organiser phone number</b>	██████████
<b>Event organiser email</b>	manager@sheppartonfestival.org.au
<b>COVIDSafe coordinator name and contacts (if any)</b>	Alaina Tuckett <a href="mailto:alaina@sheppartonfestival.org.au">alaina@sheppartonfestival.org.au</a> ██████████
<b>Liquor license type, number and capacity</b>	Temporary event licenses.

### Festival Details

<b>Festival name</b>	<b><i>UNIFY 2021 – Shepparton Festival</i></b>
<b>Festival locations</b>	<p>UNIFY 2021 will be held in a range of venues across the Greater Shepparton area.</p> <p>Key venues include:</p> <ul style="list-style-type: none"> <li>- The multi-deck carpark, Stewart St, Shepparton CBD</li> <li>- Shepparton CBD various locations – light installation, art wall and shop space events</li> <li>- Shepparton, Mooroopna &amp; Tatura Community Halls.</li> <li>- Shepparton Art Museum</li> </ul>

	<ul style="list-style-type: none"> <li>- Tallis Winery, Dookie</li> <li>- Shepparton Brewery</li> <li>- Shepparton Show Grounds</li> <li>- MEAC</li> <li>- GOTAFE</li> <li>- La Trobe University</li> <li>- Harris Scarfe Plaza</li> <li>- Riverlinks Venues</li> </ul> <p>And various other locations</p>
<b>Date (s) of Festival</b>	<p>UNIFY 2021 has events scheduled for 17 consecutive days:</p> <p><b>Friday June 11 to Sunday June 27, 2021.</b></p> <p><b>See Festival Event Schedule – Appendix 01</b></p>
<b>Key decision dates</b>	<p>Mid April – Festival Program Finalised.</p> <p>Late April – Festival COVID-Safe Plan published on-line</p> <p>May 1 – Public Event Framework Applications submitted</p> <p>Late April – All ticketing details confirmed</p> <p>May 6 – Event Pre-Sales</p> <p>May 8 – Ticketing On-Sale to public</p> <p>June 7 – Festival infrastructure installed if applicable</p>
<b>Festival description</b>	<p>UNIFY 2021 is the 25<sup>th</sup> Annual Shepparton Festival.</p> <p>The program will deliver a diverse range of events including visual arts, comedy, music, workshops, films, performance, feasts and a line-up of unique events in a range of venues from a multi-deck car park to riverside, town halls to Shepparton’s brand-new Art Museum, and wherever to you look in the Shepparton CBD.</p> <p>The Goulburn Valley has a thriving creative community with Shepparton as the arts epicentre and showcasing regional highlights Toolamba to Dookie, Tatura to Murchison and many in between.</p> <p>Whether you crave a taste of culture, want to experience events in unusual places or simply love spending time with family and friends, the Shepparton Festival has something for everyone!</p> <p>We are looking forward to delivering a safe and exciting festival in June 2021. We aim to reignite the creativity that our region is so well known for and to giving a boost to our visitor economy.</p>
<b>Duration and Timing of key event activities</b>	<p><b>See Festival Event Schedule – Appendix 01</b></p>

<p><b>Serving of alcohol</b></p>	<p>Alcohol will be served at the following events only:</p> <ul style="list-style-type: none"> <li>- Guide Launch <ul style="list-style-type: none"> <li>o Friday May 7th</li> </ul> </li> <li>- Shepparton Festival turns 25! Opening Night Event <ul style="list-style-type: none"> <li>o Friday June 11</li> </ul> </li> <li>- Unify the senses <ul style="list-style-type: none"> <li>o Saturday June 26</li> </ul> </li> </ul> <p>Shepparton Festival will arrange temporary liquor licenses and appropriate safety controls for events where required.</p>
<p><b>Event website</b></p>	<p><a href="https://sheppartonfestival.org.au/">https://sheppartonfestival.org.au/</a></p>

**Festival Attendance and Public Event Framework Tiers**

Details expected patron numbers for Public Event Framework events only. All other anticipated attendance numbers are in the Festival Schedule at Appendix 01

<p><b>Total expected attendees – all of Festival. 17 DAYS</b></p>	<p>3,800*</p> <p>* Estimate only.</p> <p>Does NOT include ‘viewers’ and those who experience Festival installation events in the CBD that cannot be quantified or measured.</p> <p>Does NOT include patrons at SAM and Tallis Winery who will experience Festival linked exhibitions while visiting. Attendance will be recorded by those venues at the time.</p> <p>Includes estimate of 2,000 patrons for Converge on the Goulburn event June 12.</p>
<p><b>Expected peak attendees</b></p>	<ul style="list-style-type: none"> <li>- June 11. <b>140</b> patrons. 5.30pm</li> <li>- June 12. <b>2,000</b> patrons. 12pm to 4pm. TBC [<i>Converge on Goulburn</i>].</li> <li>- June 26. <b>200</b> patrons per timed event x 3 events. 5pm to 12.30am. Total patronage for venue and night = 600.</li> </ul>
<p><b>Attendee demographic</b></p>	<p>Families. A broad age range from infants to the elderly.</p>
<p><b>Attendance number from previous years if the event has been held previously</b></p>	<p>Not Applicable.</p> <p>The 2021 Festival has been curated to reduce audience numbers at any one event or time in order to reduce risk and increase COVID safety.</p>

	Therefore previous attendance does not provide a reliable benchmark for UNIFY 2021.
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## Policy Statement – Third Party Managed and Run Events. COVID-Safe Plans.

The majority of venues and events coming under the UNIFY 2021 Festival umbrella are managed by other third-party entities or individuals. Those entities are responsible for providing detailed COVID-Safe Event plans specific to their sites and type of event.

While some sites will come under existing COVID-Safe plans, for example those at the Shepparton Art Museum, other events such as outdoor activations designed for the festival are required to lodge their own Public Event Framework Tier 3 applications with supporting COVID-Safe documentation.

To assist these events and their organisers, Shepparton Festival has produced a *COVID-Safe Event Template* for organisers to tailor to their events.

Event organisers must submit their completed COVID-Safe Event Plans to Shepparton Festival at least 2 weeks prior to the commencement of the Festival – **Friday May 28, 2021**. They must also lodge their Tier 3 PEF Event Application and provide confirmation of lodgement to the Festival by this date.

The Shepparton Festival will liaise with these entities to ensure they are able to meet their obligations to run a COVID-Safe event, and will assist them where possible to ensure compliance and best practice.



## Section 2: Event Public Health Risk Controls

### Oversight and administration

#### General Governance

Timing	Plans / actions	Responsible
<p><b>Before</b></p>	<ol style="list-style-type: none"> <li>1. COVIDSafe Plan: Shepparton Festival adopted the <i>COVIDSafe Plan – Administration Office</i> in November 2020, ensuring COVID-safe work practices during event planning. This plan remains active and in force. It is published on the Festival website as supporting documentation for the Festival COVID-Safe Plan.</li> <li>2. Authorities &amp; Approvals: Shepparton Festival have been in discussion with all appropriate authorities regarding the planned festival, as of late 2020. Key authorities liaised with are:               <ol style="list-style-type: none"> <li>a. Greater Shepparton City Council. Events, sites, planning and COVID-safety.</li> <li>b. Public Events Framework team – DJPR, Victorian Government. February 2021. Clarification of COVID-Safe and PEF Application requirements and processes.</li> <li>c. St Johns Ambulance. Safety and First Aid</li> <li>d. Event site owners and operators as per Festival Schedule</li> <li>e. Victorian Commission for Gambling and Liquor Regulation. Temporary liquor licenses x 2.</li> </ol> </li> <li>3. COVID-Safe Festival Plan Review Process               <ol style="list-style-type: none"> <li>a. Key times for planned reviews are as follows:                   <ol style="list-style-type: none"> <li>i. April 2021. COVID-Safe Plan completed – published online.</li> </ol> </li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. COVID Marshal</li> <li>2. General Manager</li> </ol>

	<ul style="list-style-type: none"> <li>ii. April 30: Public Event Framework Checklists for key events lodged.</li> <li>iii. May 14. Review COVID-Safe Plan 4 weeks out from event. Check for regulation updates. Check for site, event, personnel or other changes that require updating.</li> <li>iv. June 9. Review 2 of COVID-Safe Plan. 2 days out. As above. Make any changes. Update. Re-publish.</li> </ul> <p>4. <b>Persons Responsible</b> for reviewing and updating COVID-Safe Event Plan</p> <ul style="list-style-type: none"> <li>a. COVID Marshal: Alaina Tuckett</li> <li>b. General Manager. Louise Tremper</li> </ul> <p>5. Regulation Update Resources:</p> <ul style="list-style-type: none"> <li>a. <a href="http://www.coronavirus.vic.gov.au">www.coronavirus.vic.gov.au</a></li> <li>b. Victorian Case Locations &amp; Outbreaks: <a href="https://www.dhhs.vic.gov.au/case-locations-and-outbreaks-covid-19">https://www.dhhs.vic.gov.au/case-locations-and-outbreaks-covid-19</a></li> </ul> <p>6. Curating a COVID-Safe Event</p> <p>UNIFY 2021 has been curated from the outset to minimise the risk of COVID transmission in the Festival context. Where possible outside or well-ventilated venues have been selected. Audience numbers for events have been capped to enable COVID-Safe patron management. Convergence on the Goulburn has been reduced from 5,000 to just 2,000 patrons. Durational installation works in public spaces have been included, reducing 'event' peak numbers. Key events that may have run over 2 days are now run over only 1 day.</p> <p>7. Key COVID-Safe Workers &amp; Event Monitoring – COVIDSafe Compliance</p> <ul style="list-style-type: none"> <li>a. Implementation of the COVID Safe Event Plan and Compliance is controlled by the COVID Marshal as authorised by the General Manager.</li> <li>b. The Festival have employed an appointed COVID Marshal for this Festival, Alaina Tuckett. They will support the General Manager and lead the COVID-Safe compliance and risk management.</li> </ul>	<p>3. COVID Marshal / General Manager</p> <p>4. COVID Marshal / General Manager</p> <p>5. COVID Marshal</p> <p>6. Creative Director</p> <p>7. COVID Marshal</p>
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	<ul style="list-style-type: none"> <li>c. It is the role of the Festival GM / COVID Marshal to roster a COVID Safe Event compliance worker for each event. The detailed running sheet program will clearly identify who is conducting compliance checks for each Festival run event. <ul style="list-style-type: none"> <li>i. Compliance checks include an operational event ‘audit’ of physical distancing, masks if required, record keeping and general COVIDSafe behaviours. This person should be clearly identified as a COVID Safe Event marshal or monitor.</li> </ul> </li> <li>d. Shepparton Festival will also monitor COVID-Safe behaviour and compliance at Festival events that are run by third party organisers. This will take the form of random spot checks, in addition to the required documentation. The exceptions to this are: <ul style="list-style-type: none"> <li>i. exhibitions at SAM (Shepparton Art Museum), The G.R.A.I.N.S.T.O.R.E., Nathalia, MEAC (Mooroopna Education &amp; Activity Centre) Riverlinks Venues and Tallis Winery where those venues must comply with their own COVID-Safe Plans over the 17 day festival duration. And,</li> <li>ii. durational installation works where there is no scheduled ‘event’. Shepparton Festival will monitor COVID-Safe practices for those works during Installation and De-installation.</li> </ul> </li> </ul> <p>8. Breaches of COVID-Safe protocols or behaviour - Events</p> <ul style="list-style-type: none"> <li>a. Should the Festival COVID Marshal or an appointed ‘monitor’ observe breaches of the COVID-Safe Event Plan by an event organiser, manager, worker or venue, they will: <ul style="list-style-type: none"> <li>i. Immediately notify the appropriate person of the breach</li> <li>ii. Request that the appropriate person immediately rectify the breach of practice and comply with the COVID Safe Event Plan</li> <li>iii. Remain on site to observe and record that compliance has been restored.</li> </ul> </li> <li>b. Escalation: <ul style="list-style-type: none"> <li>i. If the breach is not rectified within a reasonable time, or if there is a failure to comply, the marshal/ monitor shall report the continued breach to the Festival General Manager and notify the event organiser / manager / worker of this action.</li> </ul> </li> </ul>	<p>8. COVID Marshal</p>
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	<p>a. SEE attached Policy and Process document:</p> <p style="padding-left: 40px;">i. <b>02_Incident Response and Communication Plan</b></p> <p>b. This document details the Incident Response Team, Decision Making and communicating any cancellations or rescheduling to Stakeholders and Patrons.</p>	<p>c. CD</p> <p>d. Chair</p> <p>e. Comms</p> <p>f. Admin</p>
<b>During</b>	<p><b>Monitoring COVID-Safe event strategies</b></p> <p>Procedures will be monitored in practice at regular intervals to ensure their effectiveness as well as compliance.</p> <p>1. Shepparton Festival Managed Events</p> <p>The COVID Marshal or appointed monitor will check the events:</p> <ul style="list-style-type: none"> <li>a. One hour prior to opening to public. Are all COVIDSafe measures in place including signage, markings, barriers, sanitizer, record taking in place for patrons? Health screening and Record of attendance onsite for all workers, performers and contractors on site for set up (See Record Keeping). Utilise COVIDSafe Event Checklist</li> <li>b. As event opens to public. Monitor for crowding and queuing – physical distancing. Record Keeping, health screening, bag checks,</li> <li>c. Hourly. For outside events, walk through all parts of the site, check all ‘transaction’ points such as bar or food service, stage and performance spaces, bathrooms, queuing areas</li> <li>d. For inside events – monitor transaction and common area points without interrupting event.</li> <li>e. At Interval. If relevant. As above</li> <li>f. At Conclusion. Monitor egress of patrons. Look for crowding.</li> </ul> <p>2. Other Festival Events - third party managed</p> <p>The COVID Marshal will check their Event for compliance as above and with their own specific COVID Safe Event Plan utilising the COVID Safe Checklist as supplied to them by the Festival.</p>	<p>COVID Marshal or delegated Event Safety Monitor</p>

<b>After</b>	<p><b>Post-Festival COVID-Safe oversight actions</b></p> <ul style="list-style-type: none"> <li>• Ensure all workers, volunteers, performers, artists and producers report any COVID-19 suspected or confirmed cases to the Festival office up to 14 days after the end of the Festival.</li> <li>• Report any potential health concerns to the relevant Government agency</li> <li>• Review COVIDSafe Strategies - Festival Workers and event producers team meeting 2 weeks after Festival to go through any issues arising, processes that could be reviewed to work better. Any concerns for themselves or raised by patrons.</li> <li>• Record Review feedback and integrate into the following year's planning.</li> </ul>	General Manager & Covid Marshal
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### Communicate Expectations to Event Workers and Attendees

Timing	Plans / actions	Responsible
<b>Before</b>	<p><b>Patrons</b></p> <p>Refer to: <b>02_Incident Response and Communication Plan</b></p> <p>Items 3(a) Patron Messaging, Health &amp; Hygiene; 3(b) Terms &amp; Conditions; 3(c) Patron Experience &amp; COVID Safety</p> <p><b>Event Workers including Artists</b></p> <p>Refer to detailed Communication Plan: <b>02_Incident Response and Communication Plan</b></p> <p>Item 4: Workers, Artist/Performers &amp; Vendors</p>	Festival Admin & COVID Marshall

<b>During</b>	<p><b>Patrons</b></p> <p>Refer to detailed Communication Plan: <b>02_Incident Response and Communication Plan</b></p> <p><b>Event Workers including Artists</b></p> <p>All event workers and artists must register their contact details with the COVID Marshall prior to commencing any work on Festival Events.</p> <p>Festival administration will collate this information with other stakeholder and producer information to create a quick contact database for rapid communication during the Festival. This will enable rapid delivery of alerts of any incidents, issues or updates to regulations, practices or protocols for a COVIDSafe Festival.</p>	Festival Admin & COVID Marshall
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### Record Keeping to Support Contact Tracing of workers, contractors and patrons

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<p>Contact tracing capability for all Festival attendees is essential to risk mitigation, regulatory compliance and contact tracing if required.</p> <p>In the case of any suspected COVID-19 infection each Festival event or venue must be able to immediately and accurately contact all attendees and advise them to undertake the appropriate measures, and be able to provide all attendee and worker information to DHHS as required.</p> <p>1. Recording and Collecting Details Policy – All Attendees</p> <p>i. Festival Events and Venues (indoor and outdoor) must keep records and contact details for all persons coming into any venue or event for 15 minutes or more, <i>including</i> those under 18 years of age and infants older than 1 year of age.</p>	COVID Marshall

	<ul style="list-style-type: none"> <li>ii. Each event whether Festival or third-party controlled must collect at minimum First Name, Phone Number and Date Attended for all attendees. If there are multiple sites involved, record which site was attended.</li> <li>iii. On Site registers for each event must be kept for 28 Days, and then destroyed as per Privacy legislation. <ul style="list-style-type: none"> <li>o Privacy laws related to the collection, storage, access and transferal of personal data must be observed.</li> </ul> </li> <li>iv. Patrons cannot be compelled to provide contact details, but they can be refused entry if they do not. This is a government mandated requirement.</li> <li>v. Shepparton Festival recommends that all attendees download, install and run the Government COVID-Safe App on their mobile devices before attending any event or Festival site.</li> </ul> <p><b>2. Electronic Record Keeping - QR Compliance</b></p> <p>Entertainment venues and Festival events, including both indoor and outdoor events, and including all Tier 3 Public Event Framework events, MUST use QR Code patron check in / record keeping.</p> <p>This is current as of March 26, 2021.</p> <p>See: <a href="https://www.coronavirus.vic.gov.au/record-keeping-contact-tracing-information-business">https://www.coronavirus.vic.gov.au/record-keeping-contact-tracing-information-business</a></p> <p>The Shepparton Festival will use:</p> <ul style="list-style-type: none"> <li>i. The Service Victoria QR Code APP</li> </ul> <p>Event organisers using the Service Victoria option must visit the <a href="#">website</a>, register their event, and download the appropriate QR Code</p> <p>The QR code must be printed and displayed so that it can be scanned by all patrons</p> <p>If using this method, you do not need to provide any other information or data to the Shepparton Festival. DHHS automatically stores the data for 28 days only.</p> <p>If using a different QR Application you can check if your QR code provider has connected to the Government’s API by visiting <a href="https://www.coronavirus.vic.gov.au/visitationAPI">coronavirus.vic.gov.au/visitationAPI</a>.</p>	
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	<p>For more information visit <a href="https://coronavirus.vic.gov.au/grcode">coronavirus.vic.gov.au/grcode</a>.</p> <ol style="list-style-type: none"> <li>a. All other Event producers or organisers must use the Service Victoria Government QR Code APP.</li> <li>b. If the QR code system you are using experiences an outage or disruption, then you can collect information through a non-electronic back-up if it is not possible to connect to an electronically compliant service at that time.</li> <li>c. Have a backup paper and pen daily venue attendance register.</li> <li>d. Make reasonable efforts to ensure that customers can use a compliant record keeping system even in cases where a customer cannot access the system on their own device, for example, if they do not have a mobile phone.</li> </ol> <p>3. Patrons – Ticketed</p> <ol style="list-style-type: none"> <li>a. Ticketed events, whether paid or free, provide the opportunity to capture ticket holder details prior to event attendance.</li> <li>b. All ticket holders must be able to be traced to their allocated seat or non-seated event via registration and ticketing.</li> <li>c. Where possible the Festival will ‘ticket’ or ‘register’ free events in addition to ‘paid’ events to enable capturing of attendee details and patron number capping.</li> </ol> <p>4. Workers, Volunteers, Artists, Producers and etc.</p> <ol style="list-style-type: none"> <li>a. Festival Administration Office. <ol style="list-style-type: none"> <li>o Continue with Record Keeping protocol established in November 2020 as per <i>Festival Administration &amp; Office COVIDSafe Plan</i>. (Does NOT need QR Code)</li> </ol> </li> <li>b. Event Sites – Set Up, site establishment, public artwork installation / creation</li> </ol> <p>NB. You do not have to use QR Code record keeping for workers and etc, only for Event Attendees.</p>	
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	<ul style="list-style-type: none"> <li>○ Each individual event organiser must maintain a record of all on-site workers, including artists, contractors and volunteers.</li> <li>○ This data should detail the Event Name, Site and Date; and capture their name, contact details, affiliation (their role), any particular discrete areas of work (e.g., artist installation, stage set up, amenities installation, front of house set up), time entered the site, time of leaving the site.</li> <li>○ The Festival will provide all Event Organisers with a printable template to capture details.</li> <li>○ All completed contact records should be lodged with the Festival Administration Office once the event is concluded. The Festival office will hold the records for 28 days.</li> </ul>	
<b>During</b>	<ol style="list-style-type: none"> <li>1. Patrons <ol style="list-style-type: none"> <li>a. See Above (Before) re Electronic Record Keeping Requirements</li> <li>b. Alternative and backup options must be provided for patrons or event sites unable to use Electronic sign in due to connectivity other technical issues. <ol style="list-style-type: none"> <li>i. This may include Tablet based sign in, or pen and paper register</li> <li>ii. Pens should be regularly sanitised. Hand sanitiser should be provided next to the sign in register.</li> <li>iii. The Festival will provide all Event Organisers with a printable template to capture details</li> <li>iv. If manual paper-based patron record keeping is used, event organisers should provide all completed contact records with the Festival Administration Office once the event is concluded. The Festival office will hold the records for 28 days.</li> </ol> </li> <li>c. Event gate/ ticket/ front of house / security staff must monitor where practicable that all patrons complete the sign in process</li> <li>d. Clear signage must be displayed noting that sign-in is a condition of entry to the site / event.</li> </ol> </li> </ol>	Festival Admin & COVID Marshall

	<p>e. Patrons cannot be compelled to provide contact details, but they can be refused entry if they do not.</p> <p>2. Workers, Volunteers, Artists, Producers and etc.</p> <p>a. SEE Item #4 in 'Before' Above</p> <p>b. If there is a separate 'stage door' or other performer / staff entrance, check-in facilities must also be provided in that location along with appropriate signage.</p>	
<b>After</b>	<p><b>Workers, Volunteers, Artists, Producers: De-Installations / Pack Down</b></p> <p>Event Sites – Pack down, public artwork de-installation, site clean-ups</p> <p>a. As per Item#4 in 'Before' above</p> <p><b>Keeping Records</b></p> <p>a) Patron, worker, artist and all site-attende records will be securely stored for 28 days by Shepparton Festival administration.</p> <p>b) The records shall not used for any other purpose, prior to being appropriately destroyed.</p>	Festival Admin & COVID Marshall

## Impact on the Local Community

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
	<p><b>AIM:</b> Reduce unplanned for or unexpected over-crowding at local shops, cafes, bakeries and accommodation.</p>	

<p><b>Before</b></p>	<p>The Festival administration and marketing will ensure that pre-event publicity:</p> <ul style="list-style-type: none"> <li>• Communicates to the region’s retailers, traders and business association with regards to Festival dates, activities, and peak crowd dates and attendance expectations.</li> <li>• Shares information about the COVIDSafe planning of the event, including where retailers, operators and the community can find key ‘COVIDSafe’ actions and messaging on the Festival website, along with this complete Event COVIDSafe plan.</li> </ul> <p>The Festival administration and marketing will liaise with the local council, local tourism organisation to advise of and plan for any identified issues regards additional impacts of increased crowds in the local community as a result of the event</p>	<p>Festival Marketing, Admin &amp; COVID Marshall</p>
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## Section 3: Attendee & Event Management

### Attendee Management

Shepparton Festival has put in place a range of protocols and actions to ensure physical distancing is maintained throughout the event. COVIDSafe attendee management includes the screening of all workers and attendees for coronavirus (COVID-19) symptoms before each event. Our first aid plans incorporate the management of suspected coronavirus (COVID-19) cases.

Due to the varied nature of event-types and venues, ranging from outdoor non-seated to indoor seated, there are a range of patron capacity and density quotient requirements to be met by different events.

These are detailed in the currently published ***Restricted Activity Directions (Victoria)*** and ***Stay Safe Directions (Victoria)***.

The most up-to-date versions of each document can be downloaded from: <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

In consultation with the Victorian Department of Jobs Precincts and Regions (DJPR) it has been determined that many of the Shepparton Festival events will fall within the current **Public Event Framework Guidelines**, rather than published venue directives. Accordingly, individual Festival Event Applications will be submitted as identified and required within that framework.

## Patron Capacity & Density Quotient – Directives & Public Event Framework

VENUE / EVENT TYPE	<b>RESPONSIBILITY / PUBLIC EVENT FRAMEWORK APPLICATION</b> <p>It is the role of the Event COVID Marshal to ensure that the Shepparton Festival is operating within and complies with the latest restrictions and directives. This includes undertakings within applications to the Public Event Framework.</p> <p>It has been determined through consultation with the Victorian DJPR that many of the Shepparton Festival events will require <b>Tier 3 Public Event Framework Applications</b>.</p> <p>Those people responsible for each event must lodge a Tier 3 Event Checklist at least 2 weeks prior to their Festival event. They are able to reference this overarching Shepparton Festival COVIDSafe Event Plan as the governing document.</p> <p>This table summarises current restrictions and directives for venues and events operating within usual parameters and their existing COVIDSafe Plans. Events operating with the Public Event Framework may differ.</p>
<b>Public Event Framework</b>	<ul style="list-style-type: none"> <li>● Events hosted by organisations or at venues and sites without an existing COVIDSafe Plan that covers their event type and venue, must apply through the Public Events Framework to hold their event; and / or,</li> <li>● Events expected to exceed the Government mandated allowable patron numbers or density quotient must apply through the Public Events Framework to hold their event.</li> <li>● This will include the majority of events under the <i>2021 UNIFY Shepparton Festival</i> umbrella.</li> <li>● The detailed Shepparton Festival Program ‘event type’ schedule identifies which events will require either a Tier 3 or Tier 2 PEF application.</li> <li>● Patron and density quotient limitations may be varied under the Public Events Framework, with approval from DJPR and DHHS.</li> </ul>

<p><b>Seated Venues:</b></p> <p><b>Indoor &amp; Outdoor</b></p>	<p><b>Date of Regulation. 9 April 2021</b></p> <ul style="list-style-type: none"> <li>● Total facility patron cap of <b>100 per cent</b> of seated capacity for a maximum of <b>1000</b> per space</li> <li>● All activities are ticketed.</li> <li>● Density quotient of <ul style="list-style-type: none"> <li>○ <b>1 person per 2 sqm</b> in non-seated common areas of venues, including foyers, bars, bathrooms etc. NOTE. You <b>MUST use electronic record keeping.</b></li> </ul> </li> <li>● Venues with capacity of greater than 500 patrons must publish a COVIDSafe Plan online.</li> <li>● Entry to, and egress from, a seated space or a non-seated space is monitored and staggered, where possible, to ensure compliance with the limits that apply</li> <li>● Maximum allowable auditorium capacity when applicable applies to patrons only. (Staff excluded)</li> <li>● Group sizes are not limited and there is no requirement for distanced seating in auditoria.</li> <li>● Venues and facilities can have the number of staff reasonably required to operate, in addition to the limit in place for patrons.</li> <li>● The capacity limits exclude performers on stage (including orchestra performers) and backstage personnel (e.g. stage management). They are in workspaces separate to public spaces.</li> </ul>
<p><b>Non-seated Outdoor and Indoor events</b></p>	<p><b>Date of Regulation. 9 April 2021</b></p> <ul style="list-style-type: none"> <li>● No patron limits.</li> <li>● A density quotient of 1 person per 2 sqm applies to entire venue and capacity - using electronic record keeping.</li> <li>● Indoor spaces at outdoor venues open, with non-seated indoor spaces subject to a maximum of 1000 people.</li> <li>● Venues with capacity of greater than 500 patrons must publish a COVIDSafe Plan online.</li> </ul>

<p><b>Creative arts facilities</b> (studio, rehearsal room, music room)</p>	<p><b>Date of Regulation. 9 April 2021</b></p> <ul style="list-style-type: none"> <li>● No patron limits</li> <li>● No patron caps with a density quotient of 1 per 2sqm, subject to use of electronic record keeping.</li> </ul>
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## Maintain Physical Distancing

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<p>Each event within the Festival must make all endeavours, where practical, to put in place the following physical distancing measures:</p> <ul style="list-style-type: none"> <li>● Each event should audit and identify high risk crowding and queueing areas requiring physical distancing management. <ul style="list-style-type: none"> <li>○ Including event entries, box office, toilets, food areas, bar, stage and etc.</li> </ul> </li> <li>● Place floor, ground or wall markings or signs – as best suits the site – to identify 1.5 metre distancing between persons queuing at all relevant locations. <ul style="list-style-type: none"> <li>○ Ensure outside venue ground markings are ‘durable’.</li> </ul> </li> <li>● Use physical barriers in high foot traffic areas to separate crowds <ul style="list-style-type: none"> <li>○ Consider bollards and ‘caution tape’ for example.</li> </ul> </li> <li>● Ensure one-way flow of foot traffic is established where possible</li> </ul>	<p>Shepparton Festival GM / COVID Marshal</p> <p>Other Event Producers / Organisers / Venues</p>

	<ul style="list-style-type: none"> <li>● Use separate entries and exits for events / venues where possible</li> <li>● Ensure event evacuation plans consider COVID-19 requirements and therefore increase evacuation exits and assembly areas where possible</li> <li>● Monitoring each event attendance - numbers <ul style="list-style-type: none"> <li>○ The entrance to each event must be staffed at all times, for patron monitoring, record keeping, health screening and risk mitigation, in addition to ticketing for ticketed events.</li> <li>○ Entrance event staff must have an accurate method for monitoring numbers of attendees on site at any one time.</li> <li>○ This will entail recording both those attendees entering and exiting the event site</li> <li>○ Options may include electronic recording devices, ‘clickers’, or pen and paper for small events.</li> <li>○ Each event organiser must have a manageable plan in place to record this information accurately.</li> <li>○ Entrance staff must be briefed on any applicable capacity limitations and ensure numbers on site do not exceed that limit</li> </ul> </li> <li>● Each event must ensure enough toilets are available or accessible to limit any queuing. If there is queuing it must be properly managed to ensure distancing of 1.5m is maintained.</li> <li>● Ensure any designated smoking areas can enable physical distancing of 1.5m, or alternatively designate the events as ‘non-smoking’ events.</li> <li>● The Festival has a process to manage an attendee who develops symptoms of COVID-19. <ul style="list-style-type: none"> <li>○ See <a href="#">document 03_Managing Suspected &amp; Confirmed COVID-19 Cases</a></li> </ul> </li> </ul>	
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<b>During</b>	<p>The COVID Marshal for each event:</p> <ul style="list-style-type: none"> <li>● Must appoint an adequate number of workers or volunteers to be responsible for monitoring COVIDSafe behaviours including distancing at each Event. <ul style="list-style-type: none"> <li>○ Appointed monitors should be trained or briefed as appropriate for their role</li> <li>○ They should be provided the required resources. This may include ‘high-vis’ or other identifying clothing designating their role and responsibility; and relevant Festival contact information and communications equipment if required.</li> </ul> </li> <li>● Monitor physical distancing of 1.5m and density requirements, as per government guidelines, in each discrete area.</li> <li>● Monitor queues and/or seating arrangements to maintain physical distancing</li> <li>● Advise patrons, workers, artists or event organisers if they are breaching physical distancing or other COVIDSafe behaviour.</li> <li>● If there are breaches, refer to the section in this Event Plan: Oversight and Governance; General Administration: (8) Breaches of COVIDSafe protocols or behaviour</li> </ul>	
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### Screening for symptoms of workers, contractors and patrons

<b>Timing</b>	<p><b>Plans / actions</b></p> <p>To provide a duty of care that minimises the risk of transmission and to provide a level of reassurance to all Festival attendees, Shepparton Festival has put in place a range of health screening options.</p> <p>For most attendees, self-disclosure via agreement with terms and conditions and at the event entrances will be considered adequate.</p> <p>For workers, this will take the form of daily health declarations.</p>	<b>Responsible</b>
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<p><b>Before</b></p>	<p><b>1. Patrons:</b></p> <ul style="list-style-type: none"> <li>● Shepparton Festival has established a comprehensive Communication Plan which includes Patron health and hygiene communications and screening.</li> <li>● Pre-Festival all potential patrons are reminded to stay home if they are unwell, have any symptoms of Coronavirus, have travelled internationally or to a hot spot, or had contact with another person with COVID-19.</li> <li>● Festival Terms &amp; Conditions of Entry &amp; Ticketing have been updated to include health screening and information on easy refunds. See Section below.</li> <li>● For Details refer to the document: <a href="#">02_Communication and Incident Response</a>.</li> </ul> <p><b>2. Workers, Contractors, Artists, Volunteers.</b></p> <ul style="list-style-type: none"> <li>● All festival workers, contractors and artists must complete a daily health declaration questionnaire when they commence work in the Festival Office or at any Festival Site.</li> <li>● Questionnaire copies will be made available and distributed to all Event Producers by the Festival team.</li> <li>● See Document: <a href="#">04_Staff Coronavirus (COVID-19) Health Questionnaire</a>.</li> <li>● All Event Producers must ensure that all workers/ artists/ volunteers answer ‘No’ to all questions. If a worker answers ‘Yes’ to any questions, they must not enter the event site or work that day.</li> <li>● Third party Event Producers must put in place a system to return completed worker health screening questionnaires to the Festival Office on a daily basis.</li> <li>● Shepparton Festival will collate all daily worker / contractor health questionnaires at the office for each active event site on a daily basis.</li> <li>● Questionnaire records are private and will be kept secure by the Festival at the Festival Office for 28 days rolling after which time they will be securely destroyed (shredded).</li> <li>● Venues with their own COVIDSafe Plan and processes may use their equivalent daily worker questionnaire if it differs, but it must be compliant with regulations and cover all required declarations.</li> </ul>	<p>Louise Tremper, GM Worker Artists Coronavirus Health Screening Questionnaire</p>
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<p><b>During</b></p>	<p>In addition to the Worker and Artists daily health screening process, the Festival will undertake the following Patron screening during the Festival:</p> <ul style="list-style-type: none"> <li>● Put in place signage at all entrances advising patrons and visitors that disclosure of COVID-19 symptoms or risk of exposure is a requirement of entry.</li> <li>● Self-disclosure of COVID-19 symptoms or risk will be made explicit during the 'Check-in Process' – be that via QR or manual systems.</li> <li>● Patrons purchasing tickets at Events or during the Festival will be advised of these terms and conditions at the time of purchase.</li> <li>● Develop a short Visitor Declaration Form with visitor / patron contact details and a series of health screening questions including disclosure of illness, COVID-19 type symptoms in the past 14 days and any overseas travel. <ul style="list-style-type: none"> <li>○ Event staff may utilise this form at their discretion if they believe it is necessary.</li> <li>○ Refer to Document: <a href="#">05_Patron Coronavirus (COVID-19) Health Questionnaire</a>.</li> </ul> </li> <li>● Event staff may verbally ask the Health Questions of patrons at entry at their discretion if they believe it is necessary. <ul style="list-style-type: none"> <li>○ This may be undertaken at the same time as other activities such as ticket or bag checking.</li> </ul> </li> <li>● If a patron answers yes to any of the Health Questions: <ul style="list-style-type: none"> <li>○ Isolate the attendee in the nearest isolated space.</li> <li>○ Provide the affected person with appropriate PPE.</li> <li>○ Arrange support from first aid, medical or in-event health services</li> </ul> </li> </ul>	
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## Ticketing Terms & Conditions: COVID-Safe

Timing	Plans / actions	Responsible
<b>Before</b>	<p>To aid in pre-event screening of Patrons before they arrive at the event, and in COVID-Safe behaviours at the event, the Festival will update the Terms and Conditions of Festival Event entry and ticketing.</p> <p>Terms and Conditions will include the following:</p> <ol style="list-style-type: none"> <li>1. The Festival 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</li> <li>2. Complying with the Festival COVIDSafe protocols, any COVIDSafe directive of an event official and with all laws applicable to them relating to COVID-19 is a condition of event entry. Such compliance includes complying with any directions or instructions contained in signage or markings at event venues or sites.</li> <li>3. If patrons fail to comply with these terms and conditions, they may be directed to leave the event and must comply with any such direction immediately and without protest. In such circumstances, the Ticket Holder agrees that they will not be entitled to any refund and will have no other claim against the Festival.</li> <li>4. They may be asked COVID-19 health screening questions on arrival at the event. They agree to answer all such questions fully and truthfully.</li> <li>5. All patrons must provide their contact information for COVID-19 tracing. Such information may be provided to health and other authorities and such information may be retained for up to 28 days after the event.</li> <li>6. They will notify the Festival immediately if they develop any symptoms of, or are diagnosed with, COVID-19 within 14 days of attending an event.</li> <li>7. Shepparton Festival may cancel the event at any time and without notice if it determines (in its unfettered discretion) that the event should not proceed for reasons of public safety including, without limitation, due to risks associated with COVID-19.</li> </ol>	<p>Festival Admin            Festival Marketing            COVID Marshal            3<sup>rd</sup> Party event organisers</p>

	<p>8. Shepparton Festival may cancel the event at any time and without notice to ensure compliance with updated Government restrictions or directives which may change at anytime.</p> <p>9. The Festival has a refund policy in place for any ticket holder unable to attend as a result of complying with these terms and conditions.</p> <p>10. <b>Disclaimer and exclusion:</b> The patron attends the event at their own risk and will not make any claim or take any action against the Festival or venue in respect of any injury or damage they may suffer arising out of the patron contracting COVID-19 or the consequences of any actual or suspected contact with a person with COVID-19.</p>	
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## Entry Points

Timing	Plans / actions	Responsible
	All events must have a defined point of entry, such as gates or ticket checkpoints, where patron check in, health checks and other essential COVIDSafe measures can be implemented and monitored.	
<b>Before</b>	<p>The Shepparton Festival will</p> <ul style="list-style-type: none"> <li>● Promote online ticket reservations including for all free and third-party Events where possible to reduce crowding at ticket boxes and at Event entry points</li> <li>● For larger events of over 300 attendees at any one time and where possible, establish multiple entry and exit points to avoid queuing and ensure smooth attendee flow into the site.</li> <li>● Place ground markings at entry points to remind patrons to ensure physical distancing</li> <li>● Place signage at each entrance point regarding COVIDSafety, Distancing, Health &amp; Hygiene and Check-In / QR Code.</li> </ul>	<p>Festival Admin Festival Marketing COVID Marshal</p>
<b>During</b>	<ul style="list-style-type: none"> <li>● <b>Car Parks / Arrival Points:</b> Where Event venues are in control of carparks and approaching paths, stairs, they need to manage patrons at these early points before they arrive at the Event site entrance to ensure physical distancing guidelines are observed.</li> </ul>	COVID Marshal

	<ul style="list-style-type: none"> <li>● <b>Sanitising Stations.</b> Stations with sanitiser will be provided at all points of entry. See details in 'Cleaning &amp; Hygiene'.</li> <li>● Where practical, attendees will be asked COVID-19 screening questions enter the event. See Patron Screening.</li> <li>● Avoid touching people and items such as bags unless necessary for security enforcement purposes</li> <li>● Monitor queues to maintain appropriate physical distancing</li> </ul>	
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### End of event or patron departure for the event

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>● Where the size of the event and site / venue allow, the Festival or Event Producer will establish dedicated avenues to exit events, and these exists should not promote co-mingling with attendees arriving at the event</li> <li>● Where possible and practical, establish additional exit points to disperse large event crowds.</li> </ul>	Festival and Event Producers
<b>During</b>	<ul style="list-style-type: none"> <li>● Monitor crowd density at key exit pathways and points</li> <li>● Direct crowds to less-congested exits</li> </ul>	COVID Marshal

### First Aid / In-Event Health Service Plans

Timing	Plans / actions	Responsible

	<p>Shepparton Festival will again engage St John’s Ambulance to provide first aid services for its own larger public Events.</p> <p>Smaller events of 300 patrons or less at any one time on site held outside of professional venues will utilise a qualified First Aider and identified first aid station.</p> <p style="padding-left: 40px;">Event First Aiders must have a minimum Level 2 Certificate in First Aid and it must be current.</p> <p>Third-party managed Events must include first aid management in their Event Plans. For small events of 50 or less patrons this response will be appropriate in scale.</p> <p>Where first aid services are required for an event, Festival plans incorporate the management of suspected coronavirus (COVID-19) cases. <a href="#">Document 03_ COVID-19 Cases Management</a>.</p> <p>Shepparton Festival will liaise with St John’s Ambulance service prior to the Festival regarding their COVID health responses, training and procedures.</p>	
<p><b>Before</b></p>	<p>Shepparton Festival has put in place the following procedures:</p> <ul style="list-style-type: none"> <li>● Clearly documented protocols for when and how to notify health authorities of issues or suspected coronavirus (COVID-19) cases. <a href="#">Document 03_ COVID-19 Cases Management</a> .</li> <li>● All workers and contractors (including volunteers) must wear appropriate PPE, including masks, for the tasks, role and regulations at the time of the Event. <ul style="list-style-type: none"> <li>○ First Aiders must always wear face masks and gloves when attending to any health incident / person on site.</li> </ul> </li> <li>● All attendees must comply with the latest Chief Health Officer Directions for face masks. The Festival will make these regulation requirements known via online communication and on-site signage.</li> <li>● Established dedicated communication channels between first aid providers and event organisers, security and cleaning workers. <ul style="list-style-type: none"> <li>○ Key contact phone numbers on lanyards for all first aiders, providers, event organisers (site managers) and cleaning contractors (large events).</li> </ul> </li> </ul>	<p>COVID Marshal Event First Aiders</p>

	<ul style="list-style-type: none"> <li>● Ensure that St John’s Ambulance has a process to screen / triage people presenting with coronavirus (COVID-19) like symptoms separate to other attendees presenting for first aid / in-event health care. <ul style="list-style-type: none"> <li>○ Assist St John’s Ambulance in event planning to ensure adequate separation space is provided.</li> </ul> </li> <li>● For events under 300 persons, create a dedicated first aid station that is sufficiently isolated from other attendees. (Minimum 2m, ideally 5m)</li> <li>● Specific Event Plans will address site issues to enable responses to medical emergencies, while minimising the movement through crowds. <ul style="list-style-type: none"> <li>○ Consideration will be given to transporting attendees through an event whilst maintaining distancing from other attendees (e.g., utilising an isolated first-aid post to an ambulance meeting point, or to the attendee's car).</li> </ul> </li> <li>● Event workers and volunteers will be provided basic training of how to respond to suspected or confirmed COVID-19 cases at an event, including appropriate use of PPE and ensuring enough PPE is available. See <a href="#">Document 03_ COVID-19 Cases Management</a>.</li> <li>● All first aid / in-event health workers must complete training to identify and manage potential coronavirus (COVID-19) cases. Free resources available at: <a href="https://www.dhhs.vic.gov.au/infection-prevention-control-resources-covid-19">https://www.dhhs.vic.gov.au/infection-prevention-control-resources-covid-19</a></li> </ul>	
<b>During</b>	<p>Event COVID Marshals shall ensure:</p> <ul style="list-style-type: none"> <li>● Appropriate set-up, staffing and positioning of first aid stations and services</li> <li>● Appropriate personal protective equipment for first aid / in-event health workers and the provision of personal protective equipment to persons displaying coronavirus (COVID-19) related symptoms</li> <li>● Maintain contact with first aid workers, security and cleaners throughout the event</li> </ul>	Event Covid Marshals
<b>After</b>	<ul style="list-style-type: none"> <li>● Records of each notifiable incident will be kept by the Festival administration for a minimum of 28 days.</li> </ul>	COVID Marshal Festival Admin



## Emergency services access

Timing	Plans / actions	Responsible
<b>Before</b>	<p>Emergency services may include Victoria Police, Ambulance Victoria, Fire Rescue Victoria, and/or other emergency service agencies. On occasion, emergency services may require immediate and/or emergency access within or peripheral to an event site.</p> <ul style="list-style-type: none"> <li>● Individual Site / Event Plans and the Festival Risk Management Plan will detail emergency service contacts, access points and any specific needs or requirements.</li> <li>● Local Emergency services shall be notified of and consulted with regarding the Festival, key dates, program, sites and expected attendances.</li> <li>● Where required and appropriate the Festival will communicate its larger Event plans with emergency services to ensure they are reasonable and consider the appropriate coronavirus (COVID-19) controls.</li> <li>● A clear path marked out and kept vacant for emergency services at major sites</li> <li>● All volunteers have lanyard with event managers direct numbers for notification of any event or emergency.</li> </ul>	Festival Admin GM
<b>During</b>	Key workers will be notified by the Event Site Supervisor if an emergency service has been called to attend the event	

## Evacuation

Timing	Plans / actions	Responsible

	<p><b>NOTE:</b> The goal of maintaining physical distancing and additional public health controls is a secondary consideration in the case of imminent danger requiring an emergency evacuation</p> <p><b>Refer to Festival Emergency Plan</b> for Emergency and Evacuation plan details. <i>This section details the COVIDSafe specifics only.</i></p>	
<b>Before</b>	<p>The Festival shall:</p> <ul style="list-style-type: none"> <li>● Ensure event evacuation plans consider the need to reduce the risk of transmission of coronavirus (COVID-19) during an emergency event, and therefore will endeavour to increase evacuation exits where possible.</li> <li>● Establish additional or larger emergency assembly areas where practical or possible.</li> <li>● Brief all workers on emergency and evacuation plans, including maintaining COVIDSafe practices where possible.</li> </ul>	<p>Event workers COVID Marshal</p>
<b>During</b>	<ul style="list-style-type: none"> <li>● If an evacuation is ordered, security and event workers should direct attendees to either the nearest or least congested exit</li> <li>● If an evacuation is ordered, once attendees are safe in assembly areas, the COVID Marshal / event workers should encourage physical distancing as practically as possible</li> </ul>	<p>COVID Marshal Event workers Security (if applicable)</p>

## Weather

Timing	Plans / actions	Responsible
	<p><i>This document details the COVIDSafe weather contingencies only.</i></p>	

<b>Before</b>	<ul style="list-style-type: none"> <li>For expected high temperatures and/or rainfall, events will endeavour to provide for additional shelter structures, ensuring that spaces under shelter have adequate room for physical distancing where possible or practical.</li> </ul>	Event workers COVID Marshal
<b>During</b>	<ul style="list-style-type: none"> <li>Monitor weather shelters if in use to maintain physical distancing where possible.</li> <li>If rainfall is imminent or commences, provide messaging detailing where to shelter, and how to maintain physical distancing</li> </ul>	

## Service of Alcohol

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
	<p><i>This document details the COVIDSafe aspects of the serving of alcohol only.</i></p> <p>The service of alcohol must be in line to the relevant licence arrangements, regulations and patron behaviour.</p> <p>The service of alcohol must align with the relevant COVIDSafe industry standards for bar service.</p> <p>See <b>Hospitality – Food and Beverage Service Sector Guidelines:</b></p> <p><a href="https://www.coronavirus.vic.gov.au/hospitality-food-and-beverage-services-sector-guidance">https://www.coronavirus.vic.gov.au/hospitality-food-and-beverage-services-sector-guidance</a></p>	
<b>Before</b>	<p>The Operator of a licensed bar service at any Shepparton Festival Event, including third party providers, must:</p> <ul style="list-style-type: none"> <li>Establish designated areas where alcohol is served, in consultation with the Event Organiser.</li> <li>Ensure one-way flow of pedestrian traffic can be achieved through the bar service area</li> <li>Provide a safe distance barrier in front of the bar counter.</li> <li>Provide markers for physical distancing in queuing and at bar</li> </ul>	

	<ul style="list-style-type: none"> <li>● Consider the provision of contact-less payment</li> <li>● Consider replacing all pouring of wine and other beverages into open glasses with the service of bottled beverages where the patron may then fill their own glass. This eliminates a number of touch points.</li> </ul>	
<b>During</b>	<p>The licensed facility operator and the Event COVID Marshal should:</p> <ul style="list-style-type: none"> <li>● Ensure co-mingling does not occur in areas where alcohol is being consumed</li> <li>● Monitor crowd density. Cease operating if distancing measures cannot be maintained</li> </ul>	Licensed facility operator and the Event COVID Marshal

## Cleaning and Hygiene

The following section provides an overview of the Festival’s policies and procedures regarding cleaning and hygiene.

*Refer to Event Site Plans in Section 4 for any specific schedules or requirements related to particular event sites.*

The Festival will ensure that its own events and those managed by others will adhere to a cleaning schedule that pays particular attention to high traffic areas such as toilets and the disinfecting of frequently touched surfaces such as door handles, table tops and counters.

The plan includes:

- ensuring that adequate provisions are made for handwashing and hand sanitation throughout each event.
- ensuring that cleaning and disinfecting facilities are readily available throughout the event.
- ensuring that frequently touched surfaces are cleaned regularly.
- ensuring that shared spaces like bathrooms are cleaned regularly.

Our practices are guided by the following DHHS advice:

- *Coronavirus Cleaning Guidelines for Workplaces. Information for business owners, managers and cleaners.*
- *Factsheet – Cleaning Guidelines. Building owners and managers*
- <https://www.coronavirus.vic.gov.au/preventing-infection-workplace#cleaning-and-disinfection>

### Regular and Thorough Cleaning and Disinfection

Timing	Plans / actions	Responsible
<b>Before</b>	<p><i>NOTE: this plan is in addition to the Cleaning &amp; Hygiene measures for the Festival Office detailed in the administration COVIDSafe Plan.</i></p> <ol style="list-style-type: none"> <li>1. Ensure appropriate personal protective equipment (including masks) is available for use by workers               <ul style="list-style-type: none"> <li>○ The Festival will estimate requirements based on event numbers then purchase and provide disposable masks and gloves sufficient for all cleaning during the 17 day Festival</li> </ul> </li> </ol>	Festival GM / Event Site supervisors

	<ul style="list-style-type: none"> <li>○ PPE supplies will be stored and distributed to workers from the Festival Office.</li> <li>○ Festival staff will monitor supplies throughout the Festival to ensure they are adequate.</li> </ul> <p>2. Ensure adequate supplies of all cleaning and disinfecting products</p> <ul style="list-style-type: none"> <li>○ Festival staff review Event check lists, identify surfaces, toilets and other areas needing cleaning.</li> <li>○ Identify which products and quantities required for cleaning and disinfecting.</li> <li>○ Purchase, store centrally and distribute from the Festival office with PPE.</li> <li>○ Festival staff monitor supplies throughout the Festival to ensure they are adequate.</li> </ul> <p>3. Establish cleaning protocols for discrete areas of high foot traffic (e.g., bathrooms, catering areas).</p> <ul style="list-style-type: none"> <li>○ Create Event specific checklists of which surfaces and areas need cleaning, and stipulate how often.</li> <li>○ High touch surfaces must be cleaned at least twice per day and between groups</li> </ul> <p>4. Provide bins at each event 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).</p> <p>5. Undertake pre-event cleaning of communal facilities and high touch surfaces</p>	
<b>During</b>	<ul style="list-style-type: none"> <li>● Frequent cleaning of high traffic areas as identified by Event Cleaning checklists and schedules</li> <li>● At minimum, high touch surfaces must be cleaned at least twice per day and between groups</li> <li>● Additional cleaning of visibly soiled surfaces must occur as required.</li> <li>● Event Site supervisor / COVID Safe Marshal to monitor Event Cleaning Checklist compliance during each event.</li> </ul>	<p>Event Site supervisor / COVID Safe Marshal</p> <p>Workers rostered for Cleaning duties</p>

<b>After</b>	During the bump-out, complete a final clean of the event site, discrete areas and facilities	
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## Hand Sanitiser and Hand Washing Facilities

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<ul style="list-style-type: none"> <li>● Identify locations and establish hand washing / sanitising stations and practices for workers and attendees as they enter and exit each event site and discrete areas within the site. <ul style="list-style-type: none"> <li>○ Utilise downloadable signage templates re hand sanitising and washing. Place at sanitising stations.</li> </ul> </li> <li>● Hand washing facilities must include clean running water, liquid soap and paper towel.</li> <li>● If hand washing facilities are not available, an appropriate alcohol-based hand rub should be made available</li> </ul>	Event Site supervisor / COVID Safe Marshal
<b>During</b>	<ul style="list-style-type: none"> <li>● Ensure hand sanitiser and handwashing facilities are maintained throughout the event site for workers and attendees.</li> <li>● Ensure hand sanitiser stations are stocked, working.</li> </ul>	Event Site supervisor / COVID Safe Marshal

## Workers, vendors, volunteers and contractors

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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.

## Event organisers and general event workers

Timing	Plans / actions	Responsible
<b>Before</b>	<p>Shepparton Festival will:</p> <ul style="list-style-type: none"> <li>● Ensure appropriate personal protective equipment (including masks) is available for use by workers. (see Cleaning &amp; Hygiene).</li> <li>● Ensure workers and volunteers are trained in the appropriate use of PPE as required and, where appropriate trained in general safety for an event workplace. <ul style="list-style-type: none"> <li>○ Worker training needs identified by Festival GM. Training resources and program developed and delivered prior to Festival commencing.</li> <li>○ Utilise DHHS resources regards PPE use and training</li> <li>○ <a href="https://www.dhhs.vic.gov.au/personal-protective-equipment-ppe-covid-19">https://www.dhhs.vic.gov.au/personal-protective-equipment-ppe-covid-19</a></li> </ul> </li> <li>● Establish reliable and robust communication plans with cleaners, security, and first aid / in-event health providers. <ul style="list-style-type: none"> <li>○ This will rely primarily on provision of key personnel mobile number contacts on lanyards for event workers, with clear identification of which personnel to contact in which circumstances.</li> </ul> </li> </ul>	<p>Festival GM Event Producers COVID Marshal</p>



	<ul style="list-style-type: none"> <li>○ Larger events will utilise 2-Way Radio Communications for instant comms between key personnel.</li> <li>● Workers must be aware of the required steps if a suspected case of coronavirus (COVID-19) is identified before, during or after the event <ul style="list-style-type: none"> <li>○ <b>Document 03_COVID Case Management</b> incorporated into Worker Training.</li> </ul> </li> <li>● Festival COVIDSafe Plan and relevant specific Event Site plans shared with all workers and contractors</li> </ul>	
<b>During</b>	COVID Marshal will monitor crowd behaviour and movements to ensure the key principles of this plan are maintained.	COVID Marshal

### Food and Beverage - Catering workers

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
	<p>The Shepparton Festival does not directly operate any food and beverage or catering services.</p> <p>Any third party contractors or providers of Food and Beverage services must comply with the relevant hospitality and COVIDSafe directions and restrictions.</p> <p><a href="https://www.coronavirus.vic.gov.au/hospitality-food-and-beverage-services-sector-guidance">https://www.coronavirus.vic.gov.au/hospitality-food-and-beverage-services-sector-guidance</a></p> <p>This includes providing their own COVIDSafe Plan that covers their workers as well as service and patrons.</p>	

<b>Before</b>	<ul style="list-style-type: none"> <li>External caterers, bar operators and all other third-party providers must provide the Festival General Manager with a COVID Safe Plan which is compliant with the relevant industry body / code of practice.</li> <li>They must be provided with and acknowledge receipt of the Festival's own COVID Safe plan and provide written acceptance of the health and safety measures in place on site</li> <li>The Festival will provide all food and beverage providers with a copy of the Festival's COVIDSafe Plan. They must comply with the procedures and policies in this plan.</li> </ul>	COVID Marshal
<b>During</b>	<ul style="list-style-type: none"> <li>The Event COVID Marshal will monitor food and beverage / catering compliance with both their own and the Festival's COVIDSafe Plan.</li> <li>Monitor queues to maintain physical distancing. Cease operating if distancing measures cannot be maintained.</li> </ul>	COVID Marshal

## Cleaning workers

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<p>Cleaning workers are required to have the resources and capacity to adequately undertake cleaning activities as outlined in this document</p> <p>Shepparton Festival will:</p> <ul style="list-style-type: none"> <li>Ensure appropriate personal protective equipment (including masks) is available for use by workers. (see Cleaning &amp; Hygiene).</li> <li>Ensure workers and volunteers are trained in the appropriate use of PPE as required and, where appropriate trained in general safety for an event workplace.</li> </ul>	Festival GM

	<ul style="list-style-type: none"> <li>○ Worker training needs identified by Festival GM. Training resources and program developed and delivered prior to Festival commencing.</li> </ul>	
<b>During</b>	Ensure reliable and robust communication plans are in place – see above.	

### Security workers

<b>Timing</b>	<b>Plans / actions</b> <b>Festival to complete if an as needed</b>	<b>Responsible</b>
<b>Before</b>	Training in the basic COVID Safe Procedures, Plan and expected Patron Behaviour Good communications.	
<b>During</b>	Work with and assist COVID Marshal	

## Volunteers

Timing	Plans / actions	Responsible
<b>Before</b>	<p>SEE: General Event Workers – above.</p> <p>Additionally, the Festival will:</p> <ul style="list-style-type: none"> <li>● Ensure that our volunteers are aware of the Festival’s COVID-19 precautions and measures.</li> <li>● Provide our volunteers with a copy of these guidelines or online access to them.</li> <li>● Discuss the COVIDSafe Event Plan and what that means with our volunteers to ease any concerns or anxieties they may have.</li> <li>● Be aware that Volunteers and Workers aged over 70 years are classified as Vulnerable Workers.</li> <li>● Review and where appropriate provide volunteer specific training.</li> <li>● Take into account the advice available from Volunteer Victoria - <a href="https://www.volunteer.vic.gov.au/covid19">https://www.volunteer.vic.gov.au/covid19</a></li> <li>● Make available the <b>document A1_Volunteering During COVID-19 Factsheet</b> to all volunteers.</li> <li>● Clearly define and articulate the roles and designated areas for each volunteer during event days.</li> </ul>	<p>Festival Admin</p> <p>Covid Marshal</p>
<b>During</b>	<ul style="list-style-type: none"> <li>● Monitor the well-being of volunteer members throughout event</li> <li>● Maintain a record of all volunteers and their responsibilities/areas of contact during the event, in line with other record keeping procedures</li> </ul>	

<b>After</b>	Follow up regarding any concerns or issues arising.	
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## Deliveries

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
	Deliveries to event sites should be discouraged during the operational hours of events. Instead, deliveries should occur prior to the commencement of the event.	
<b>Before</b>	<p>Direct visiting delivery drivers and contractors to provide details for event organiser to record.</p> <p>Drivers must remain in vehicles and use contactless methods such as mobile phones to communicate with event workers wherever possible.</p> <p>Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered.</p>	Event Producer
<b>During</b>	Event Site Supervisor or COVID Marshal must ensure that delivery drivers and other contractors who need to attend the event site, to provide maintenance or perform other essential activities, are given clear instructions of COVIDSafe requirements while they are on site.	COVID Marshal