

Managing Suspected & Confirmed COVID-19 Cases
 Shepparton Festival

COVID-19 CASES		
Category	Procedure	Responsibility
Suspected Case of COVID-19	<p>NOTE: <i>Professional Venues or Managed Event Sites will have their own policy and procedures for a suspected COVID-19 case and will enact their own isolation, cleaning, notification and related policies. Shepparton Festival will coordinate procedures and work with Venues where applicable. The below information is adapted from <u>Work Safe Victoria; and the Victorian Government/ DHHS.</u></i></p> <p>If an attendee (patron, worker, artists, other) is displaying COVID-19 symptoms:</p> <ul style="list-style-type: none"> ● Isolate - Immediately physically isolate the attendee displaying symptoms. Move them away from the other event attendees. Supply them with a face mask and gloves. Maintain physical distancing. ● Get Tested & Transport – if they do not have their own transport, arrange to provide them private transportation to have them attend a COVID-19 testing clinic, and then to home (or accommodation). Driver must wear PPE and take all appropriate precautions. ● They are required to self-isolate and not attend the work premises until they have an ‘all clear’ from a COVID-19 test. ● Any worker waiting on a test result must notify the GM or other delegate directly when they have the outcome of their test, either positive or negative. ● The COVID Marshal/ GM will enter a full report of the incident and all actions taken into the office incident/ risk register, signed and dated. 	COVID Marshal / General Manager

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	<ul style="list-style-type: none"> ○ NB: test results are normally received within 48 hours. ● Notify – local health authorities, including local government. <ul style="list-style-type: none"> ○ Notify the event Venue if appropriate. ● Clean - Clean & disinfect all areas where the person has been. Use PPE when cleaning. May include bathrooms and other facilities. Liaise with Venues re their facilities and procedures. ● Identify - who has had close contact with this person and what spaces they have occupied recently in order to assist contact tracing if required. ● Advise – if the person was a worker and part of an event Workforce Bubble advise those other work members of the suspected case, and advise to monitor their health for any symptoms. <ul style="list-style-type: none"> ○ If advised by health authorities there may be a requirement for testing and isolation. ● Support - Ensure that any impacted employees or volunteers are supported. 	
<p>Confirmed Case of COVID-19</p>	<p>NOTE: Mandatory reporting of COVID-19 cases and related actions are the responsibility of Employers.</p> <p>For all Shepparton Festival managed events, the Festival assumes the role of ‘employer’ of workers, volunteers and artists.</p> <p>The Festival must report cases confirmed in Patrons or other attendees at Festival managed events.</p> <p>For third party managed events, the Producer or Organiser of the event is the Employer, (They may be a ‘sole trader’ / artist).</p> <p>Shepparton Festival will work closely with all event producers coming under the Festival umbrella to actively assist them with reporting and any other COVID-19 case management procedures as required.</p> <p><i>The below information is adapted from <u>Work Safe Victoria; and the Victorian Government/ DHHS.</u></i></p> <ol style="list-style-type: none"> 1. If an attendee (patron, worker, artists, other) has a confirmed case of COVID-19 (i.e: returned a Positive Test for Coronavirus as advised by health authorities): <ul style="list-style-type: none"> ● Take ALL ACTIONS as per SUSPECTED CASES ABOVE and ADDITIONALLY; 	<p>COVID Marshal / General Manager</p>

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	<p>2. Mandatory Reporting: The Festival or the Event Producer must notify WorkSafe and DHHS immediately after becoming aware that:</p> <ul style="list-style-type: none"> Any worker, volunteer or artist engaged for the Event has received a confirmed COVID-19 diagnosis; or, Any patron or other attendee at an Event has received a confirmed COVID-19 diagnosis; or, An independent contractor, employee of the independent contractor, or self-employed person has received a confirmed COVID-19 diagnosis; or, the diagnosed employee, independent contractor, employee of the independent contractor, or artists or other self-employed person has attended the workplace / event site within the relevant infectious period. <p>3. Mandatory Reporting Process</p> <ul style="list-style-type: none"> The person to first contact DHHS and notify the actions taken is Louise Tremper, GM. In the event that the GM/ COVID Marshal is impacted, the next person in line to take over the reporting and COVID Marshal responsibilities is: Jamie Lea (Creative Director) <p>4. WORKSAFE: Complete the WorkSafe incident notification form in full and submit to WorkSafe within 48 hours.</p> <ul style="list-style-type: none"> The available COVID Marshal will notify WorkSafe Victoria immediately on 13 23 60 The GM is responsible for providing a written report to WorkSafe within 48 hours of reporting the incident. The template for this report is located on the WorkSafe web site How to report to WorkSafe – here. <p>5. DHHS: The Festival and/ or Event Producer must notify and work with DHHS to provide close contact details and comply with any further directions.</p> <ul style="list-style-type: none"> DHHS have a range of reporting requirements, depending on ‘suspected’, ‘confirmed’, ‘single’, or ‘multiple’ cases. Full details of scenarios, process, contact form and risk assessment form templates see <i>Workplace Guidance for Managing Suspected and Confirmed Cases</i> – downloadable here. 	
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	<ul style="list-style-type: none">● Notify DHHS or other entity nominated by the Department, report on actions taken, provide a copy of risk assessment, provide close contact details, and comply with any further directions from DHHS or WorkSafe as to further actions.● DHHS notification: 1300 651 160● Completed Close Contact Forms and Risk Assessments to: COVIDEmployerNotifications@dhhs.vic.gov.au <p>6. As the Employer, the Festival / Tour Producer must undertake any further steps required to assure the safety of it workers, artists and ‘workplaces’, and of Festival Patrons as soon as practicable. This includes:</p> <ul style="list-style-type: none">● Removing the worker or patron from the work premises if they are on site when reported.● Cleaning and disinfecting.● Identification and notification of workplace close contacts and provision of close contact details to DHHS.● Putting in place appropriate control measures. <p>7. Identify - who has had close contact with this person and where they have been recently in order to assist contact tracing if required. This includes Event site areas and also spaces other than the venues or event sites, such as accommodation, cafes, shops they may have visited.</p> <p>8. Advise & Inform - Workers– all other Festival or Event workers and artists, or those in the Workforce Bubble that they may have been exposed to COVID-19 and if advised by health authorities any requirement for testing and isolation.</p> <p>9. Advise & Inform – Patrons, Attendees, Stakeholders</p> <ul style="list-style-type: none">● See document 02_Communication and Incident Response Plan● This document details communication responses for confirmed COVID-19 cases. <p>10. Testing – Event workers/ volunteers who have been in contact with a Confirmed Case <i>will</i> have to get tested and isolate until they return a negative result.</p>	
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	<ul style="list-style-type: none">• DHHS may advise them to isolate for 14 days and wait for a second negative result before resuming work. <p>11. Cleaning and Disinfecting - In the event of a confirmed or suspected case in the Festival office or Event Site, the process for the cleaning and disinfection of the workplace is:</p> <ul style="list-style-type: none">• A 'deep clean' of the employee's workspace or areas of work and high touch surfaces, or of the patron's identified key areas of contact, including all areas where that worker or patron may have been or had contact.• A full clean and disinfect of the entire identified contact area and associated amenity spaces.• The person/s responsible to facilitate and organise:<ul style="list-style-type: none">○ Alaina Tuckett – Covid Marshall <p>12. Support - Ensure that impacted workers/ artists are supported.</p> <p>13. The Festival going forward:</p> <ul style="list-style-type: none">• Refer to Incident Response Team decision making process regards event cancellations, postponement and notifications in: 02_Communication and Incident Response Plan	
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END

Version Control

Version	1.3
Date	27 th April 2021
Last Modified by	Alaina Tuckett
Approvals if any	

**SAFETY
REQUIREMENTS ARE
NOW IN PLACE**

**At first sign of any of these symptoms,
get tested then stay home.**



Fever



Runny nose



Sore throat



Cough



Chills



Shortness
of breath



Loss of sense
of smell or taste

**STAY SAFE
STAY OPEN**

**For testing locations visit
[CORONAVIRUS.vic.gov.au](https://www.coronavirus.vic.gov.au)**

Authorised by the Victorian Government, 1 Treasury Place, Melbourne

