



COVID SAFE PLAN

2022



Maintenance of the Plan

This plan will be reviewed prior to the event to ensure that the information it contains is accurate and current according to the Government regulations and health directives from DHHS.

Amendments should be sent to: **Belinda Lorensini** E-mail: belinda.lorensini@vfa.vic.gov.au

Covid 19 – Covid Safe Event Planning

Below table indicates activities and controls relating to delivery of Covid Safe events by VFA. Further specific plans may be required for unique events with bespoke activity. Not all activities will be relevant for all events.

Area/ Item	Activity/ Control
Entry	<ul style="list-style-type: none">Attendees must be double vaccinated to enter the venue/VFA run events unless they hold a valid exemption and provide proof on arrival. This applies to all visitors 18 years and over.
Registration	<ul style="list-style-type: none">QR code to register peopleWe can print and place the registration QR code around the venue, for people to check in at different locations in the venueManual check in if required
Physical Distancing	<ul style="list-style-type: none">Signage to be installed at all events to remind patrons to maintain physical distance of 1.5 meters from one another.Particular focus on areas where lines may occur e.g. food service, entry doors.Furniture to be spaced 1.5 meters between each group.
Masks	<ul style="list-style-type: none">Masks are required to be worn when indoors which will be the case once attendees enter the Riverlinks venue.Masks not required when eating and drinkingAttendees must be seated when eating and drinking if inside the venue.
Showbags	<ul style="list-style-type: none">Showbags will be placed at each seat, they will not be given out at registration to minimise people traffic flow/congestion.
Q&A sessions in Auditorium	<ul style="list-style-type: none">There will not be a roving mic circulated around the room for questions from the audience. Attendees will have the option to submit their questions via their phone to the panel and get them answered. If there are a lot of questions, then we will endeavour to get them answered after the conference and responses will be emailed to all attendees.
Hygiene - hand sanitiser	<ul style="list-style-type: none">Hand sanitiser will be readily available throughout the event space.
High Touch Surfaces	<ul style="list-style-type: none">High touch surfaces to be cleaned minimum twice a day.Operational plans to reduce touch points wherever possible.
Food Service	<ul style="list-style-type: none">Shared condiment stations to be closed.Service to minimise and where possible eliminate multiple touch items.Food to be pre-packed for single touch collection where at all possible.Attendees must be seated when eating and drinking.
Pedestrian Movement	<ul style="list-style-type: none">Walk ways to be 2 metres or above to support physical distancing.Entry and Exit points to consider event flow and where applicable have separate or divided entry and exit points.
Record Keeping – Contact Tracing	<ul style="list-style-type: none">First Name, Surname and contact phone number to be captured for all attendees including staff and suppliers.QR Code on display at all events for check in.Communication to attendee prior to event to inform them of the obligation to check in on arrival.

	<p>Note: Pre registration or guest list documentation can be accessed as supporting reference for contact tracing however is not to be used as the primary contact by Health as people may have registered on behalf of others and or registered but not attended.</p>
Fixed Seating Events	<ul style="list-style-type: none"> Record of the seating location of all guests to be kept for fixed seating events. Once seated we ask that you please remain in your allocated seat, return this allocated seat after breaks.
Non Fixed Seating Events	<ul style="list-style-type: none"> Furniture and or ground markings to be spaced 1.5 metres apart. Signage to reinforce physical distancing requirements.
Patron/Staff unwell experiencing Covid 19 Symptoms - Required to go home	<ul style="list-style-type: none"> Patron to drive home in own vehicle if well enough to do so. We can organise transport for them (call a taxi etc). If patron not well enough to drive family member should be contact and or emergency services if requiring medical treatment. Patron to be immediately isolated and required to wear a mask. Names of people who have been in direct contact with individual to be record. Such people should also isolate.
Event Capacity	<ul style="list-style-type: none"> Capacity for each event to be closely managed and capped in line with government regulations at the time of the event.
General Cleaning	<ul style="list-style-type: none"> All high touch services to be cleaned prior, during and following the event. This includes but is not limited to bathrooms, doors, furniture
Communication	<ul style="list-style-type: none"> Email and text communication with all registered attendees and staff/stakeholders/speakers attending to remind them if they are experiencing symptoms/feeling unwell, they should stay home and get tested. Let them know the sessions will be recorded and we will send them out their showbag if they've registered.
Key Information	<ul style="list-style-type: none"> Chief warden to review latest government advice and requirements continuously in the led up to and during event.
Venue Covid Safe Plan	<ul style="list-style-type: none"> Riverlinks COVID Safe Plan 6.2 .PDF (riverlinksvenues.com.au) The venue will be ensuring their staff are adhering to their Covid Safe Plan which is in line with the plan we have in place. The venue have ensured that we are following the density limits based on the current guidelines.