

COVID SAFE EVENT PLAN: TIER 3 PUBLIC EVENT FRAMEWORK THE GEELONG ARENA



ABOUT THIS COVID SAFE PLAN

This COVID Safe Event Plan has been developed to support the Geelong Arena (Venue) to safely reopen for public events to a capacity of 1,000 spectators, maintain a COVID Safe venue and prepare for a suspected or confirmed case of coronavirus (COVID-19). This plan has regard to the Victorian [Public Events Framework](#) and aligns to the framework event checklist for defined tier 3 major events at the Geelong Arena.

The Venue Safe Work Plan (SWP) implemented for tenants, staff and daily activities all remain.

Event organisers will have their own COVID Safe Plan and must submit their own checklist to the venue with any details of their specific operational requirements. As per the Public Events Framework, the [COVIDSafe event checklist](#) must also be submitted to the Victorian Government by the hirer.

COVID SAFE PRINCIPLES

The COVID Safe Plan follows the Victorian Government's six COVID Safe principles template. These include:

1. Ensure physical distancing
2. Wear a face covering
3. Practice good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

1. RESPONSIBLE OFFICERS

Version 3 April 2021

Council Department Approval:	Robyn Stevens	Director Community Life
Health, Safety & Wellbeing Advisor:	Danielle McDougall	O H & S Advisor
Venue Responsible Officer:	Mark Giles	Venue Manager Geelong Arena

2. BEFORE THE EVENT

- a. Check the Victorian Government's coronavirus website (<https://www.coronavirus.vic.gov.au>) on legislative requirements and specific restrictions that may apply.
- b. Events at Geelong Arena to capacity of 1,000 spectators are Tier 3 events under the [Public Events Framework](#). The venue has completed a framework to operate events safely. The hirer agrees to abide by the venue framework and any event specific additional measures can be added and agreed with the venue.
- c. The hirer must have completed and submitted a [COVIDSafe Event Checklist](#) via the online registration form to the Victorian Government to register the event. The hirer must submit an email receipt and confirmed checklist to the venue 8 weeks prior to event.
- d. Council Health, Safety & Wellbeing Advisor, Council Director of Community Life and Venue Manager are responsible for implementing and reviewing the strategies in this COVIDSafe Event Checklist.

3. OVERSIGHT & ADMINISTRATION

Ensure that workers and volunteers attending the event are provided education and guidance on physical distancing, good personal hygiene and staying home from work if feeling unwell.

- a. Alcohol-based hand sanitiser is provided at entries and exits and throughout the venue
- b. Signage on distancing, hygiene, mask wearing, and other temporary conditions are prominent
- c. Social distancing – signage & floor has markings to keep workers and customers at least 1.5m apart from each other.
- d. Cough Screens - Plexi glass screen is installed at counters. Customers are kept back from counters.
- e. Before the event workers and volunteers are communicated reminder to self-assess and not attend if unwell
 - i. Symptoms Self-Assessment
 - ii. COVID-19 contact Self-Assessment
 - iii. Travel to hot spot in last 14 days Self-Assessment
- f. Upon entry to everyone over 18 to sign into the venue via QR code with a manual back up if required.
- g. Staff checking people into the venue shall wear a face mask if they aren't positioned behind a screen and aren't able to maintain 1.5m social distance
- h. Occupancy monitoring and public access in accordance with restrictions and density quotients
- i. Mask wearing is managed in line with restrictions
- j. Ensure all staff are trained appropriately in the requirements of the COVID Safe Event Plan and have undertaken any other relevant refresher training prior to service.
- k. Contractors have been provided COVID safe plan and agree to communicate requirements with their staff
- l. Event schedule and planning considers other events in the same local area which may use similar transport options, shared pathways and facilities.
- m. Event organisers and venue commit to supporting any public health investigations, and support any required actions requested by public health officials.
- n. Contingency planning is documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons.
- o. Tickets are refundable if a ticketholder is unwell.
- p. If an attendee develops symptoms on site St John Ambulance coordinates arrangements to send the person home in suitable and safe private transport so the risk of potential coronavirus (COVID-19) transmission is reduced. If the person cannot travel home the person can remain in isolation in a room until they are able to travel home
- q. A venue front of house supervisor trained in level 2 first aid and COVID 19 Infection control will act as a [COVID Marshal](#) alongside other normal shift duties. All other venue supervisors and staff on site will assist in COVIDSafe principles and activities.

4. RECORD KEEPING REQUIRMENTS (INCLUDING TICKETING)

- a. Records must be kept of all workers and visitors who attend the facility for longer than 15 minutes to include
 - The person's first name
 - Contact phone number
 - The date and time which the person attended the facility
 - The areas of the facility the person attended
- b. The venue provides an overarching QR code check in for all
- c. Tenants and approved user groups manage their own participants and recordkeeping
- d. Ticketing sales are identified per bay, box or table facilitating to agreed density quotients
- e. All event attendees must register QR code as well as have valid ticket for entry

5. ATTENDEE MANAGEMENT

- a. Prior to the event, event organisers and venue must communicate the following public health messages to attendees:
 - i. Each attendee is asked to do a [symptom self-assessment](#) prior to leaving home and not attend if they are unwell or have been instructed to isolate or quarantine.
 - ii. Attendees must always maintain physical distance between those from other groups.
 - a. 1.5 metres is required where possible
 - iii. To minimise movement, attendees must stay within their allocated spaces or seats where practical.
 - iv. Requirements for face covering, observe cough etiquette and personal hygiene measures.
- b. A reminder of public health measures is included in the ticketing sales process, visible on the ticket and an email reminder
- c. During the event, regularly to reinforce public health messages – use broadcast messages, signage, and workers/volunteers to communicate this information with attendees. Scripts and media are provided to all event organisers.
- d. Where possible establish multiple zones within the event area to limit interaction between groups of attendees.

6. FIXED SEATED AREAS (GRANDSTANDS)

- a. Seating is clearly labelled to enable COVID compliant seating allocation
- b. Geelong Arena supports public events under Public events framework to Tier 3 events to maximum of 1,000 spectators
 - i. Larger events may apply but are subject to DHHS and Public Events Framework Tier 1 & 2 criteria with venue consideration prior to any such consideration
- c. Groups who book tickets together can sit together but they must be socially distant from other groups
 - i. Seating is allocated per bay via pre-sold tickets to that bay applying density quotients currently at a maximum 75%.
 - ii. Grandstand capacities managed in line with any floor seating and overall event capacity
 - iii. Attendees are advised to leave vacant one seat space in the row between groups
 - iv. Attendees are advised to only leave their seat for food, facilities or first aid
 - v. Boxes or tables are separated at least 1.5 m per group or by a physical screen
 - vi. Seating plans are documented and signed off prior to sale
- d. All events are ticketed

7. NON- FIXED SEATING

Temporary seating may be installed per event within capacities and density quotients with visual cues to facilitate physical distancing, this includes:

- a. Ground marking or barriers allocating space to groups – with at least 1.5m between areas allocated to separate groups
- b. Temporary seating, boxes or table clearly identified
- c. Signage requirements as set out in the Restricted Activity Directions
- d. Dedicated wide walkways are at least 2m wide
- e. Ground/wall markings of 1.5m spacing where queuing may occur

8. BATHROOMS, RETAIL, FOOD AND DRINK VENDOR AREAS

Use visual cues to facilitate physical distancing:

- a. Signage on distancing, hygiene, mask wearing, and other temporary conditions are prominent
- b. Social distancing – signage & floor has markings to keep workers and customers at least 1.5m apart from each other
- c. Clear signage indicating number of people permitted in any rooms according to the density requirement of 4sqm or 2sqm per person
- d. Clear signage indicating number of people permitted in the staff lunchroom according to the density requirement of 4sqm per person
- e. Signage at the entrances to lifts advising maximum COVID safe capacity is not exceeded. 1-person limit (people who live in the same household or carers are able to access in these groups) floor decals inside lift indicating where passengers must stand
- f. Clear signage in public access areas
- g. Indicate direction of travel on walkways with a preference for one-way flow, where practical

9. ACCESS TO AND FROM THE VENUE

- a. Venue traffic management plan is implemented per event
- b. Limitations to 1,000 spectator capacity assists to avoid overcrowding and adequate access
- c. Multiple events on site at one time are avoided with tenants communicated event activities
- d. Onsite and surrounding parking available to cater for car-based travel
- e. Post event taxi ranks if required and public transport communicated to assist egress
- f. All events are ticketed and pre-sold before the day of the event
 - a. On the day box office sales are discouraged
- g. Entry and exit points are allocated to avoid queuing and ensure smooth attendee flow into the venue.
 - a. Entry / exit flow managed per event
 - i. If only one entry possible enter Victoria street with exit only at Baxter road during the event
 - ii. If multiple entries permit entry and access at both Victoria Street and Baxter road
 - b. Queuing markers are clearly identified when required
 - c. Staffing is sufficient to ensure timely access is provided
 - d. Venue access is provided at least one hour prior to the event to assist staggered arrival when possible
 - e. Tickets allocate entry and exit doors to the stadia
- h. Multiple doors are opened post event to ensure more timely egress and no lingering

10. ENVIRONMENTAL MEASURES INCLUDING CLEANING

We must frequently and regularly clean and disinfect shared spaces, including high-touch points

- a. Pre event cleaning
 - i. Cleaning contractors perform appropriate cleaning at regular intervals.
 - ii. A cleaning register is maintained
- b. High touch points
 - i. Cleaning at least twice a day and if any high touch area is visibly soiled
 - ii. Roving cleaning staff throughout the event focusing on high touch points
 - iii. Cleaning in accordance with <https://www.dhhs.vic.gov.au/cleaning-and-disinfecting-reduce-covid-19-transmission>
 - iv. Checklist has been created and signed off daily
- c. Stocks of hand sanitiser, wipes, soap, paper towel etc. to be replenished at regular intervals

11. PERSONAL HYGIENE

- a. Hygiene stations (with hand sanitiser) are at entrances and throughout the venue to encourage hand hygiene of workers and attendees
- b. Posters and media are prominent demonstrating personal hygiene and hand washing practices

12. COMMUNAL FACILITIES TO BE REGULARLY CLEANED

- a. Toilets are in working condition with running water for hand basins, soap and disposable hand towels/dryers.
- b. Enough toilets are available. If queuing is likely venue must ensure there is physical distancing.
- c. Venue is a smoke free facility – smoking is not permitted at entrances

13. WORKERS VENDORS AND CONTRACTORS

- a. It is the responsibility of the event organiser to ensure that workers, including volunteers, vendors and contractors engaged by them;
 - i. Understand and comply with COVIDSafe work practices, including training in COVIDSafe behavior
 - ii. Have access to the appropriate personal protective equipment throughout the event
 - iii. Should complete the Staff Coronavirus (COVID-19) Health Questionnaire and not attend work when unwell.
 - iv. Provide their COVIDSafe Plans prior to the event
- b. It is the responsibility of the venue to ensure that workers, including volunteers, vendors and contractors engaged by them;
 - i. Understand and comply with COVIDSafe work practices, including training in COVIDSafe behavior
 - ii. Have access to the appropriate personal protective equipment throughout the event
 - iii. Should complete the Staff Coronavirus (COVID-19) Health Questionnaire and not attend work when unwell
 - iv. Provide their COVIDSafe Plans prior to the event
- c. The Venue will share its COVIDSafe Event Plan with on-site vendors and contractors.
- d. Venue will publish on its website the event organiser completed event checklist per event

14. FOOD AND BEVERAGE REQUIREMENTS

- a. Any food and beverage service aligns with the Victorian Government's coronavirus (COVID-19) [hospitality guidance](#) and the Restricted Activity Directions
- b. Queues at food and beverage outlets facilitate physical distancing and not cross over with other queues
- c. Additional service points implemented if possible, assisting keeping attendees in zones
- d. Reduced touch points managed during food and beverage service
- e. Contactless payment methods preferred – cash handling only on exception
- f. Service is occurring in well ventilated areas.
- g. Close communal self-serve and condiment stations
- h. Where possible, food and beverages should be sold in packaging to avoid double handling
- i. Where catering will be provided it will be single serves with no shared cutlery
- j. Take-away food and drinks must be consumed in allocated seats.
- k. Food court-style seating is permitted if consistent with the Restricted Activity Directions guidelines. Venue will make available in outdoors areas only if possible.

15. WEAR A FACE COVERING

Requirements: We must ensure all employees and visitors entering the worksite use a face mask as per public health advice, this includes:

- a. Everyone must carry a face mask and wear it according to the current Victorian Government restrictions.
- b. All City of Greater Geelong employees have been provided with appropriate face coverings and will always carry a mask.
- c. Screens and barriers have been installed in certain areas for additional protection.
- d. Face mask signage is installed in public areas (when necessary).

16. KEEP RECORDS AND ACT QUICKLY IF WORKERS BECOME UNWELL

Requirements: We must support workers to get tested and stay home even if they only have mild symptoms.

- a. Regular communications are provided on COVID symptoms and testing.

Requirements: We must develop a business contingency plan to manage any outbreaks.

- b. The City has documented action plans that cover:
 - i.outbreaks, management of close contacts (primary and secondary)
 - ii.cleaning requirements
 - iii.notification to internal stakeholders, WorkSafe and DHHS
 - iv.processes to close and re-open sites
- c. Follow the [casual and close contact action plans](#)
- d. Follow the [closing a facility action plan](#)

17. AVOID INTERACTIONS IN ENCLOSED SPACES

Requirements: We should reduce the amount of time workers are spending in enclosed spaces.

- a. Facilities Management have enhanced airflow by opening windows and doors, where possible.
- b. Facilities Management have optimised fresh air flow in air conditioning systems.

18. CREATE WORKFORCE BUBBLES

- a. People Leaders should aim to minimise the crossover of staff in the workplace.
- b. Staff should avoid moving from site to site in particular on any one day.
- c. The Policy and Workplace Relations unit maintain a register of staff who reside together.

19. FURTHER INFORMATION

- [City of Greater Geelong Coronavirus Support Page](#)
- [Industry Restart Guidelines – Indoor entertainment Venues](#)



CORONAVIRUS ALERT

HELP TO KEEP US ALL SAFE

We have increased our cleaning and sanitation measures to reduce the risk of Coronavirus transmission.



Quayclean Safespace certification



Hands free sanitiser stations



Regular touch point cleaning



Provision of wipes and hand gel



Preventative cleaning



Protective guard installations



Reactive decontamination cleaning



Infection control staff training



Sanitisation cleaning

www.geelongaustralia.com.au/covid19

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