

COVIDSafe Event Checklist

To be completed for Tier 3 events

Event details

Event name: W-League – Melbourne Victory v Melbourne City

Date of event: Sunday 17 January, 2021

Event commencement and completion time: Kick Off: 4:05pm and completion approx. 6:00pm

Event location (address): Epping Stadium Harvest Home Rd, Epping VIC 3076

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Date prepared: 13 January 2021

Signature:



Oversight and administration	Implemented	Not applicable
Before the event		
Check the Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) on legislative requirements and specific restrictions that may apply.	<i>Done</i>	
Identify key workers or volunteers who are responsible for implementing and reviewing the strategies in this COVIDSafe Event Checklist. This must include identifying workers whose role are to ensure that public health measures, such as physical distancing and general COVIDSafe behaviours are adhered to.	<i>Shane Doyle, Tyson Wiegold, Jess Abela – MVFC Staff</i>	
Develop processes and materials to 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.	<i>Appropriate briefing of staff and attendees,</i>	

Oversight and administration	Implemented	Not applicable
	<i>and adequate signage will be provided on site.</i>	
When scheduling an event, consider potential for other events in the same local area which may use similar transport options, shared pathways and facilities.		N/A
Event organisers must commit to supporting any public health investigations, and support any required actions requested by public health officials.	<i>Yes, noted</i>	
Contingency planning must be documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons.	<i>To be communicated via EDM, and all Club social channels</i>	
Tickets should be refundable if a ticketholder is unwell.	<i>Predominately walk up tickets (cashless) only so no refunds available. Pre-purchased ticket holders will be refunded if they were unable to attend due to feeling unwell.</i>	
Develop a process to manage an attendee who develops symptoms; this includes: <ul style="list-style-type: none"> - Making 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 identify an area where the person can remain in isolation until they are able to travel home 	<i>Isolation rooms will be utilised and paramedic services on site will be engaged.</i>	
Record keeping requirements (including ticketing)		
The event's record keeping system must: <ul style="list-style-type: none"> - Record the name, phone number and area for each attendee in a way that complies with privacy obligations - Ensure attendee contact details available to the event organiser and the Department of Health and Human Services (DHHS) to facilitate contact tracing if required - Where applicable and practicable, link ticket information to a seating/location map, categorised by row or section. 	<i>QR Code system in place at all entry points, maintained by MVFC staff members.</i>	
Attendee contact details must be retained for 28 days after the event, after which, information should be destroyed, unless there is another statutory requirement for retention.	<i>Yes, noted.</i>	

Attendee management	Implemented	Not applicable
General		

Attendee management	Implemented	Not applicable
<p>Prior to the event, event organisers must communicate the following public health messages to attendees:</p> <ul style="list-style-type: none"> • 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. • Attendees must maintain at least 1.5m physical distance between those from other groups at all times. • To minimise movement, attendees must stay within their allocated spaces or seats where practical. • Requirements for face covering, observe cough etiquette and personal hygiene measures. <p>A reminder of public health measures must be included in the ticketing sales process, visible on the ticket or as an email reminder.</p>	<p><i>Included in pre-match comms, on site signage, and ground announcements</i></p>	
<p>During the event, regularly to reinforce public health messages – use broadcast messages, signage, and workers/volunteers to communicate this information with attendees.</p>	<p><i>Noted, will occur via broadcast messaging and signage</i></p>	
<p>Where possible establish multiple zones within your event area to limit interaction between groups of attendees. You may consider assigning dedicated facilities e.g. allocated bathrooms to a specific zone.</p>	<p><i>Facilities are available for both sides of the grandstand – this will be reinforced through ground announcements and signage</i></p>	
<p>Fixed seated areas (e.g. grandstands)</p>		
<p>Ensure seating is clearly labelled to enable seating allocation. Groups who booked tickets together can sit together but they must be spaced at least 1.5m from other groups.</p>	<p><i>GA seating only however, security guards will be briefed to monitor social distancing.</i></p>	
<p>Where seating is not numbered, clearly mark rows and seats that are to be left vacant.</p>	<p><i>As above</i></p>	
<p>Non-fixed seated areas (e.g. grassed areas)</p>		
<p>There must be visual cues to facilitate physical distancing, this includes:</p> <ul style="list-style-type: none"> - Ground marking or barriers allocating space to groups (i.e. their allocated ‘picnic’ area) – with at least 1.5m between areas allocated to separate groups - Signage requirements as set out in the Restricted Activity Directions - Dedicated wide walkways at least 2m wide - Ground/wall marking of 1.5m spacing where queuing may occur 	<p><i>Noted – markings and signage will be deployed to promote physical distancing</i></p>	
<p>Bathrooms, retail and food and drink vendor areas</p>		

Attendee management	Implemented	Not applicable
<p>Use visual cues to facilitate physical distancing:</p> <ul style="list-style-type: none"> - Ground/wall marking of 1.5m spacing where queuing may occur (e.g. outside bathrooms, in service lines) - Signage requirements as set out in the Restricted Activity Directions - Indicate direction of travel on walkways with a preference for one-way flow, where practical. 	<i>Noted – markings and signage will be deployed to promote physical distancing</i>	
Access to and from the venue		
Implement strategies to avoid crowding on public transport and at stops/stations. Where feasible, ensure there are adequate parking options for car-based travel.	<i>Car based attendees only, adequate parking in surrounding areas given likely crowd</i>	
Where an event could attract attendees, who do not have a ticket, the organiser must use a gated venue with designated points of entry and exit.	<i>Gated venue, only entry point will have QR codes displayed and (cashless) ticket purchase. Designated exit points will be made clear for patrons when leaving the venue.</i>	
Establish multiple entry and exit points to avoid queuing and ensure smooth attendee flow into the venue. Where multiple entry and exit points cannot be established, encourage staggered entry/ exit to avoid queuing; this could be done as part of pre-event communication.	<i>Included in pre event comms, and appropriate barriers in place</i>	
Implement strategies to limit the potential for gathering near the venue or at entrances/exits. Encourage attendees to disperse from the event at its conclusion.	<i>Noted, included in post match comms</i>	
Environmental and personal hygiene		
Environmental measures including cleaning		
Undertake pre-event cleaning of communal facilities and high touch surfaces. Develop and implement a cleaning schedule to ensure frequent cleaning and disinfection of high touch surfaces and bathroom facilities.	<i>Cleaning schedule to be developed in conjunction with the venue</i>	
At minimum, high touch surfaces must be cleaned at least twice per day and between groups in accordance with DHHS's cleaning and disinfection guidelines . Additional cleaning of visibly soiled surfaces must occur as required.	<i>Noted, confirmed with the venue</i>	
Personal hygiene		
Establish hygiene stations (with hand sanitiser) at entrances and throughout the venue to encourage hand hygiene of workers and attendees.	<i>Noted, sanitisers will be provided on site</i>	

Environmental and personal hygiene	Implemented	Not applicable
In prominent locations, display posters demonstrating personal hygiene and hand washing practices.	<i>Noted, posters prepared for onsite</i>	
Communal facilities to be regularly cleaned		
Ensure toilets are in working condition with running water for hand basins, soap and disposable hand towels/dryers.	<i>Noted, confirm pre-event</i>	
Ensure enough toilets are available to avoid queuing. If queuing is likely, organiser must ensure there is physical distancing.	<i>Noted, distancing signage will be provided</i>	
Designated smoking areas must enable physical distancing of 1.5 meters	<i>No smoking permitted inside the venue</i>	

Workers, vendors and contractors	Implemented	Not applicable
Responsibilities		
It is the responsibility of the event organiser to ensure that workers, including volunteers, vendors and contractors, understand and comply with COVIDSafe work practices, including training in COVIDSafe behaviours.	<i>Noted – MVFC Staff have all completed training per club induction process</i>	
Workers and volunteers should complete the Staff Coronavirus (COVID-19) Health Questionnaire and not attend work when unwell.	<i>Noted, will be completed by staff</i>	
Workers must have access to the appropriate personal protective equipment throughout the event.	<i>Noted, will be supplied.</i>	
Share COVIDSafe Event Checklist with on-site vendors and contractors. Vendors and contractors should provide their COVIDSafe Plans to the event organiser.	<i>Noted, this document to be shared with all relevant parties.</i>	
Food and beverage requirements		
Any food and beverage service must align with the Victorian Government’s coronavirus (COVID-19) hospitality guidance and the Restricted Activity Directions.	<i>Yes, noted.</i>	
Queues at food and beverage vendors should facilitate physical distancing and not cross over with other queues.	<i>Floor / wall markings will be implemented to encourage physical distancing</i>	
Reduce touch points during food and beverage service, such as using contactless payment methods and ensure service is occurring in well ventilated areas.	<i>Yes, noted. Tenant club to implement cashless payments.</i>	

Workers, vendors and contractors	Implemented	Not applicable
Close communal self-serve and condiment stations.	<i>Yes, noted.</i>	
Where possible, food and beverages should be sold in packaging to avoid double handling.	<i>Yes, noted.</i>	
Take-away food and drinks must be consumed in allocated seats or 'picnic areas'. Food court-style seating is permitted if consistent with the Restricted Activity Directions guidelines.	<i>Noted - Patrons will be advised to eat and drink in their seats.</i>	