



# COVIDSAFE PUBLIC EVENTS

## EVENT PLAN TEMPLATE FOR TIER 1 and TIER 2 EVENTS

### Instructions

A COVIDSafe Event Plan is a unique and comprehensive plan that must be specific to your event and venue. The plan sets out how high-risk activities will be managed to reduce the risk of transmission of coronavirus (COVID-19) between participants, attendees and workers. This template should be used to develop the COVIDSafe event plans for Tier 1 and Tier 2 major events in Victoria.

Detailed guidance on how to develop your COVIDSafe Event Plan can be found [for preparing a COVIDSafe Event Plan' document](#).

The responsibility for the implementation of, and any amendments to your approved COVIDSafe Event Plan will belong to the Event Organiser.

### Submission guidelines

Please submit all COVIDSafe Event Plans through the Victorian Government's [Coronavirus website](#).

- COVIDSafe Event Plans for Tier 1 events must be submitted at least 8-10 weeks prior to the event commencement.
- COVIDSafe Event Plans for Tier 2 events must be submitted at least 4-6 weeks prior to the event commencement.

## Section 1: Key Event Information

### Contact Information

Please provide the relevant business details and contact information below:

<b>Registered company / business name</b>	Melbourne Fringe
<b>Trading company / business name</b>	Melbourne Fringe
<b>Business address</b>	G2, 152 Sturt Street, Southbank 3006
<b>ABN</b>	41 006 125 515
<b>Event organiser name and title</b>	Simon Abrahams – CEO and Creative Director Will Dawson – General Manager and Deputy CEO
<b>Event organiser phone number</b>	03 9660 9600
<b>Event organiser email</b>	<a href="mailto:will@melbournefringe.com.au">will@melbournefringe.com.au</a>
<b>COVIDSafe coordinator name and contacts (if any)</b>	Emily O'Brien (Risk, Safety and COVID Consultant) <a href="mailto:emily@firstinlastout.net">emily@firstinlastout.net</a>
<b>Liquor license type, number and capacity</b>	<p><u>FESTIVAL HUB:</u></p> <p>License type – Late Night (On Premises) License (with temporary red-line and trading hours alteration for Melbourne Fringe season)</p> <p>License number – 32248117</p> <p>Capacity – 1665 across the whole Festival Hub (all spaces and bars)</p> <p><u>LOOP BAR (Fringe Focus Taiwan):</u></p> <p>License type – Late Night (On Premises) License</p> <p>License number – 32269456</p> <p>Capacity – 152 on Ground Floor (area where Fringe event takes place)</p>

## Event Details

Please provide the relevant event details below:

<b>Event name</b>	Melbourne Fringe Festival
<b>Event location</b>	<p>Melbourne Fringe is an open-access arts venue with three streams of presentation of works: the Festival Hub, the Signature Events program and the Open Access Program.</p> <p>The <b>Festival Hub</b> houses 12 individual venues and 1 bar spread across the whole of Trades Hall in Carlton. This venue is operated and staffed by Melbourne Fringe and all operational activities fall under the organisation’s purview. Each night the Festival Hub will have a program of seated ticketed shows by independent artists within the 12 performance spaces across the venue. There will also be a number of free exhibitions and events running throughout the venue. Each Thursday to Saturday, Melbourne Fringe will showcase some of Australia’s best talent as part of Club Fringe in the Common Rooms and ETU Ballrooms. A variety of different styles will be incorporated into the programming to celebrate the diversity of Australia’s artistic scene. This year we can expect to see: dance, cabaret, stand-up comedy, live local music, variety performance nights, circus, physical theatre, storytelling and artistic forums.</p> <p>The <b>Signature Events</b> program involves the presentation, by Melbourne Fringe, of specific large-scale public artworks, primarily located in the open air or publicly accessible areas. These are generally free and family-friendly and are managed by Melbourne Fringe personnel and teams, with operational oversight borne by the festival.</p> <p>The <b>Open Access Program</b> involves the presentation by independent artists and venues of projects that are included in the Fringe program and on the website, but are delivered operationally by the artists and venues with no involvement from the Fringe. These are, essentially, projects receiving umbrella marketing, ticketing and promotional support only.</p> <p><b>Addresses for Festival Hub and Signature Events venues are:</b></p> <p><u>Festival Hub</u>: Trades Hall, 54 Victoria Street, Carlton</p> <p><u>Groundswell</u>: Queensbridge Sqr, 3 Queensbridge St, Southbank</p> <p><u>Town Choir</u>: Prahran Square, Cato Street, Prahran</p> <p><u>Fringe Focus Taiwan</u>: Loop Bar, 23 Meyers Place, Melbourne</p> <p><u>We Built This City</u>: Skyline Terrace, Federation Square, Melbourne</p> <p><u>Faces of Fringe</u>: Metro Tunnel Hoardings, Melbourne</p> <p><u>Kidstruments Live!</u>: Yarraville Pop-Up Park, Ballarat St, Yarraville</p> <p><b>Addresses for Independent Open Access Program venues are:</b></p> <p><i>Please refer to the <b>Melbourne Fringe COVIDSafe Overview</b></i></p>
<b>Date (s) of event</b>	Melbourne Fringe Festival runs 30 <sup>th</sup> September to 17 <sup>th</sup> October 2021  <i>Please refer to the Melbourne Fringe COVIDSafe Overview for dates and times for specific events</i>
<b>Key decision date</b>	Launch of the Festival: Thursday 26 <sup>th</sup> August 2021  Onsale date for Ticketing: Thursday 26 <sup>th</sup> August 2021  First Night of Festival: 30 <sup>th</sup> September 2021

<p><b>Duration of the event</b></p>	<p>Melbourne Fringe Festival runs 30<sup>th</sup> September to 17<sup>th</sup> October 2021</p> <p><i>Please refer to the <b>Melbourne Fringe COVIDSafe Overview</b> for dates and times for specific events.</i></p> <p>Most events run for 45-60 minutes in length with some events running longer.</p>
<p><b>Event description</b></p>	<p>The Melbourne Fringe Festival began in 1982 as the Fringe Arts Network and has been operating successfully for 39 years.</p> <p>The Melbourne Fringe Festival is Open Access – meaning all applications are accepted and anyone with something to say can put on a show. Every year the uncurated Open Access Program features around 450 events by Melbourne’s most interesting (and independent) artists and community members across every possible artform imaginable. Through broadcasts and live streams, interactive virtual experiences and digital art, physically distant or in-theatre experiences...big names stand-by-side with emerging artists and everyday citizens with creative bones and a bright idea.</p> <p>The Festival Hub is the epicentre of the Festival and features a bold program of events at Trades Hall. The legendary Club Fringe is the festival’s meeting place, it’s town hall, it’s city square (AKA the social heart of the Festival), a place for the Fringe community to gather for some eye-opening performances.</p> <p>Each year, Melbourne Fringe collaborates with Australia’s leading artists to commission and present a free program of new and bold public artworks for all of Melbourne to experience. These works put the process of art-making directly into the hands of the citizens of Melbourne, calling on them to contribute their thoughts, voices and bodies to the creation of the work. Hundreds of thousands of people engage with these works over the Festival, with many gaining a long touring life across Victoria, Australia and the world.</p>
<p><b>Timing of key event activities</b></p>	<p><i>Please refer to the <b>Melbourne Fringe COVIDSafe Overview</b> for dates and times for specific events.</i></p>
<p><b>Serving of alcohol</b></p>	<p>Alcohol will be served at the following venues:</p> <ul style="list-style-type: none"> <li>- Festival Hub: temporary licensed bar in the ground-level open air loading dock (drinks are purchased here and carried to the ticketed venue the patron is attending, as the whole of Trades Hall is a licensed area for the Fringe), drinks can also be purchased in the Common Rooms and ETU Ballrooms during select shows and at Club Fringe.</li> <li>- Loop Bar: the <i>Fringe Focus Taiwan</i> event is presented in the Loop Bar, and patrons will be able to purchase drinks within this venue.</li> </ul>
<p><b>Event website</b></p>	<p><a href="http://www.melbournefringe.com.au">www.melbournefringe.com.au</a></p>
<p><b>Experience arranging a COVIDSafe event</b></p>	<p>Emily O’Brien, the primary consultant for risk, safety and COVID planning, has delivered the planning for multiple large COVID Safe Events in Victoria (Boogie, April Sun, Flash Forward) and venues (ACMI), as well as large scale festivals (MONA FOMA in Tasmania).</p> <p>Outside the Festival period Melbourne Fringe runs a year-round independent arts venue, Fringe Common Rooms, delivering COVID-Safe events 5 nights per week. The organisation also successfully presented a small number of COVID-Safe events as part of the 2020 Festival, including <i>Multiply</i>, a mass participatory dance event at Prahran Square.</p>

## Attendance and tiers

Please provide details of the event attendees and event tier:

<p><b>Total expected attendees</b></p>	<p><b>Maximum possible attendance, across all venues, for the Festival Hub is 3848 patrons daily, before COVID restrictions apply.</b></p> <p><b>The following lists the total capacity possible under the current PEF (as at August 23<sup>rd</sup>) with the expectation that venues will be operating under Restricted Activity Directions at the time of the event, and onsale ticketing capacities have been set to 100 for all venues until further notice.</b></p> <p><b>Currently the PEF allows for 1 person / 2sqm standing and 75% capacity for seated events.</b></p> <p><b><u>The capacity of Fringe Venues at the Festival Hub is as follows:</u></b></p> <p>ETU Ballroom: 120 standing, 150 seated</p> <p>Common Rooms Ballroom: 76 standing, 90 seated</p> <p>Solidarity Hall: 165 seated, 74 standing</p> <p>Old Council Chambers: 41</p> <p>Meeting Room: 55</p> <p>Music Room: 42</p> <p>Quilt Room: 55</p> <p>Common Rooms Lounge: 36</p> <p>The Boardroom: 26</p> <p>The Fishbowl: 26</p> <p>Artists’ Studio: 57</p> <p>Loading Dock Bar: 112</p> <p><b>Total Attendance for the Signature Events is expected to be around 2600 people daily, based on average attendance levels for free public-art events at previous festivals.</b></p> <p><u>Groundswell</u>: 12 participants at one time, expected daily attendance of 800</p> <p><u>Town Choir</u>: 100 patrons and 200 choir performers at one time, expected daily attendance of 500 (2 performances over course of event)</p> <p><u>Fringe Focus Taiwan</u>: Capacity of 6 per session (8 sessions daily) expected daily attendance of 48</p> <p><u>We Built This City</u>: Capacity of 150, expected daily attendance of 250</p> <p><u>Faces of Fringe</u>: N/A – installation is on a public pedestrian pathway</p> <p><u>Kidstruments Live!</u>: No set capacity (park is open and instruments spread out), , expected daily attendance of 250</p>
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<p><b>Expected peak attendees</b></p>	<p>Total peak attendees at Festival Hub is anticipated to be around 850, based on previous events.</p> <p>It is anticipated that the 7-9pm show period and the Club events will have the strongest patron draw, based on previous festivals, particularly on Friday and Saturday evenings.</p>
<p><b>Attendee demographic</b></p>	<p>Melbourne Fringe has a broad demographic of attendees across the festival but primarily the Festival Hub audience skews younger (25-45), inner-city dwelling arts enthusiasts with an interest in performing arts, comedy, live music and alternative entertainment. We anticipate a high level of compliance with COVID safety controls and strategies based on low incident levels and minimal compliance/security issues at previous events.</p>
<p><b>Attendance number from previous years if the event has been held previously</b></p>	<p>Total Attendance at Festival Hub in 2019 across entire festival period, including both ticketholders and artists gaining free entry on an artist pass : 25,000</p> <p>Average Daily Attendance at Festival Hub in 2019 (all venues): 1,366</p>
<p><b>Event Tier (Tier 1 or Tier 2)</b></p>	<p><b><u>FESTIVAL HUB</u></b></p> <p>Tier 2</p> <p><b><u>SIGNATURE EVENTS</u></b></p> <p>All signature events will operate in existing venues under COVID Safe Settings OR we will register these as Tier 3 events (all relevant events pass the Self-Assessment Tool to be designated Tier 3) – these events will fall under the operational responsibility of Melbourne Fringe.</p> <p><b><u>INDEPENDENT OPEN-ACCESS PROGRAM</u></b></p> <p>All open-access will operate in existing venues under COVID Safe Settings OR the artist/organiser will register these as Tier 3 events) – these events will fall under the operational responsibility of the artist, organiser or venue.</p>

## Venue Details

Please provide the relevant details of your venue or venues below:

<b>Venue name</b>	Festival Hub - Trades Hall, 54 Victoria Street, Carlton
<b>Venue contact</b>	Will Dawson - General Manager and Deputy CEO <a href="mailto:will@melbournefringe.com.au">will@melbournefringe.com.au</a>   03 9660 9600
<b>Venue site map</b>	<i>Please see <b>Melbourne Fringe – Festival Hub – COVID Site Map</b> attached</i>
<b>Venue site size (in square meters)</b>	TOTAL AREA (Trades Hall – Fringe areas including passageways and BOH/office spaces utilised by the Festival): 3002m <sup>2</sup> Total Area (Ground Level): 1126m <sup>2</sup> Total Area (Level One): 1790m <sup>2</sup> Total Area (Level Two): 86m <sup>2</sup>
<b>Venue publicly accessible floor (in square metres)</b>	TOTAL PUBLIC AREA (Trades Hall – Fringe areas including passageways/open spaces): 1906m <sup>2</sup> Total Public Area (Ground Level): 651m <sup>2</sup> Total Public Area (Level One): 1169m <sup>2</sup> Total Public Area (Level Two): 86m <sup>2</sup>
<b>Maximum venue capacity:</b>	1731 concurrent patrons (under NCC calculations for planned activities/occupancy permit)
<b>Break down of room / area (in square meters) and capacity:</b>	<b>ETU Ballroom:</b> 240m <sup>2</sup> , capacity of 120 patrons standing and 150 seated <b>Common Rooms Ballroom:</b> 153m <sup>2</sup> , capacity of 76 patrons standing and 90 seated <b>Common Rooms Lounge:</b> 63m <sup>2</sup> , capacity of 36 patrons <b>Solidarity Hall:</b> 148m <sup>2</sup> on ground level and 76 m <sup>2</sup> on balcony, capacity of 74 patrons standing and 165 patrons seated (Solidarity Hall Foyer is 78m <sup>2</sup> so can hold 39 patrons at any time) <b>Old Council Chambers:</b> 93m <sup>2</sup> , capacity of 41 patrons <b>Meeting Room:</b> 90m <sup>2</sup> , capacity of 55 patrons (Meeting Room Foyer is 102m <sup>2</sup> so can hold 51 patrons at any time) <b>Music Room:</b> 77m <sup>2</sup> , capacity of 42 patrons <b>Quilt Room:</b> 95m <sup>2</sup> , capacity of 55 patrons (Quilt Room Foyer is 102m <sup>2</sup> so can hold 51 patrons at any time) <b>The Boardroom:</b> 37m <sup>2</sup> , capacity of 26 patrons <b>The Fishbowl:</b> 37m <sup>2</sup> , capacity of 26 patrons <b>Artists' Studio:</b> 76m <sup>2</sup> , capacity of 57 patrons <b>Loading Dock Bar:</b> 224m <sup>2</sup> , capacity of 112 patrons mixed standing and seated

<p><b>Requested maximum number of attendees at the venue</b></p>	<p><b>ETU Ballroom:</b> 150</p> <p><b>Common Rooms Ballroom:</b> 90</p> <p><b>Common Rooms Lounge:</b> 36</p> <p><b>Solidarity Hall:</b> 165</p> <p><b>Old Council Chambers:</b> 41</p> <p><b>Meeting Room:</b> 55</p> <p><b>Music Room:</b> 42</p> <p><b>Quilt Room:</b> 55</p> <p><b>The Boardroom:</b> 26</p> <p><b>The Fishbowl:</b> 26</p> <p><b>Artists' Studio:</b> 57</p> <p><b>Loading Dock Bar:</b> 112</p>
<p><b>Venue workers number (excluding vendors, sub-contractors, volunteers)</b></p>	<p><b>TOTAL VENUE WORKERS on a daily basis: On average, 102 (this can increase slightly on weekend/club nights and decrease during the week)</b></p> <p>Venue Management Staff: 16</p> <p>Venue Technical Staff and Crew: 18</p> <p>Artists: 35</p> <p>Bar Staff: 14</p> <p>Security: 5</p> <p>Other Event Personnel: 5 FOH staff + 3 box office staff + 6 interns</p>
<p><b>Venue vendors, sub-contractors, volunteers number</b></p>	<p>Vendors: 3 (TBC – we are waiting to hear if onsite coffee vendor will trade)</p> <p>Subcontractors: 9 (bump in and out only)</p> <p>Volunteers: 55 (on average)</p>
<p><b>Event / venue workers key roles and responsibilities</b></p>	<p><u>CEO / Creative Director:</u> Chief Warden</p> <p><u>General Manager / Deputy CEO:</u> Deputy Chief Warden</p> <p><u>Head of Programs &amp; Projects:</u> Deputy Chief Warden</p> <p><u>Duty Manager:</u> Assigned role to one person onsite at all times during operations, responsible for the smooth operations of the venue and its events</p> <p>Producer (Festival Hub): Main artist liaison, primary Duty Manager. Area Warden.</p> <p><u>Deputy Hub Operations Manager:</u> Manages Front of House staff, secondary Duty Manager. Area Warden.</p> <p><u>Production Manager:</u> Oversees all production elements of the Festival Hub, supervises Technical staff, Area Warden</p> <p><u>Technical Manager:</u> Responsible for all technical equipment and infrastructure, Area Warden</p> <p><u>Venue Manager:</u> Responsible for bar service, supervising of bar staff. Area warden.</p> <p><u>Technical Stage Managers x12:</u> One per room, operates the lighting and sound for performances. Responsible for cleaning technical equipment between shows. Room wardens.</p> <p><u>COVID Safe Marshals x15:</u> One per room, plus several for main entries, responsible for ensuring COVID check in and physical distancing.</p> <p><u>Front of House Managers x5:</u> Responsible for managing patron ingress and egress</p>



	<p><u>Box Office Supervisors x2</u>: Manages box office in Loading Dock</p> <p><u>Ticketing Manager</u>: Responsible for ticketing policies and procedures, supervising Box Office supervisors</p> <p><u>Marketing Campaigns Manager</u>: Responsible for signage and wayfinding at venue</p>
<b>Number of entry / exit points</b>	<p>There are three entry and exit points from the venue. The venue has been split into three zones, split in such a way as to reflect best use of available ingress/egress pathways, access to toilets and natural separation points across the building. Please refer to site maps for further details.</p> <p><i>Please refer to <b>Melbourne Fringe – Festival Hub – COVID Site Map</b> for details of patron flow through the venue</i></p>
<b>Venue access management arrangements</b>	<p>Patrons will enter the building by one of three entrances, staffed by COVID check-in marshals, and will collect tickets and buy a drink in the central Loading Dock gathering area, before queuing for their shows in the rooms across the building.</p> <p>The venue has been split into three zones, split in such a way as to reflect best use of available ingress/egress pathways, access to toilets and natural separation points across the building. Please refer to site maps for further details.</p> <p><i>Please refer to <b>Melbourne Fringe – Festival Hub – COVID Site Map</b> for details of patron flow through the venue</i></p>

## Section 2: Event Site Map

Please see **Melbourne Fringe – Festival Hub – COVID Site Map** attached.

## Section 3: Explanation of Event Public Health Risk Controls

All COVIDSafe Event Plans must incorporate controls to mitigate the risk of coronavirus (COVID-19) transmission before, during and after the event. Consideration must be given to the following aspects of event planning when creating a COVIDSafe Event Plan to identify and mitigate public health risks:

- Event oversight and administration
- Attendee management
- Cleaning and hygiene
- Workers, vendors and subcontractor safety

Please note, this template only provides details of general event risk controls. Event organisers are expected to also incorporate event-specific controls into their COVIDSafe Event Plans based on the contextual needs of their event.

For detailed guidance on event specific risk controls please refer to '[Guidance for preparing a COVIDSafe Event Plan](#)'.

### Oversight and administration

Events must have an appropriate governance structure that incorporates communication of intent to all event authorities, detail of key people involved in the COVIDSafe Event Plan and key processes to plan and deliver COVIDSafe events.

- How will you ensure general governance arrangements are widely understood by all facilitators of the event?
- How will you monitor the Victorian Government's latest public health advice and incorporate it into your planning?
- How will you ensure that attendees are provided with key public health messages and advice to stay at home if unwell?
- How will you enable clear and detailed record-keeping to facilitate contact tracing?
- How will you assess and mitigate flow on implications to any surrounding local communities?

## General Governance

TIMING	PLANS/ACTIONS	RESPONSIBLE
BEFORE EVENT	Pre-Event liaison with key stakeholders, local council and venue for development of timeline with key deadlines/deliverables/contingency planning	General Manager
	Engagement of COVID Safe Marshall and planning team, dates for review of plans/DHHS requirements	General Manager
	Submission of PTV Event Plan and discussions around public transport usage/issues	General Manager
	Development of Communications Plan for all facets of event communications, messaging, signage, announcements and other details to clearly communicate requirements for COVID safety	Marketing Campaigns Manager
	Allocate all required resources (personnel, equipment, consumables etc) to deliver the event in a COVID-Safe manner	General Manager
	Develop and implement training plan and documentation for all workers	General Manager
DURING EVENT	Management Team and COVID Safe Marshals monitor COVID safety protocol delivery and revise/reimplement protocols as needed	Festival Key Management, COVID Marshals
	Undertake Health Checks and Contact Tracing for all Workers (staff, contractors, vendors, volunteers, artists)	General Manager
	Undertake Contact Tracing for all patrons	General Manager
AFTER EVENT	Debrief with key stakeholders on protocols, event delivery and recommendations for future events	Festival Key Management

## Communicate Expectations to Attendees

TIMING	PLANS/ACTIONS	RESPONSIBLE
BEFORE EVENT	Patron Code of Conduct for entry into event and compliance with COVID protocols agreed to upon ticket purchase	Ticketing Manager
	Patron FAQs or pre-arrival information around expectations related to restrictions, capacity, distancing, queueing and wait times, hygiene and safety protocols communicated to ticket buyers	Ticketing Manager
	Policies and procedures around event cancellation, event delay and refunds communicated to all patrons	Communications & Engagement Manager
	Policies and procedures in place around patron refunds in the event of suspected or positive COVID case resulting in their inability to attend an event	Ticketing Manager
	Details around Event protocols and approach to patron health and safety at our venues communicated to patrons and workers	Marketing Campaigns Manager
	Pre-emptive release and promotional strategies in place for planned activities to prepare patrons for likely disruptions and changes	Head of Marketing
	Ticketing conditions for all sites (as included in ticket registration or purchase)	Marketing Campaigns Manager
DURING EVENT	Onsite Messaging (Posters, Signage) with reminders for hygiene and distancing, COVID-SAFE requirements for amenity areas (bars, food areas, toilets, ingress/egress areas), first aid posts	Marketing Campaigns Manager

	Digital Messaging (Stage Screens)	Marketing Campaigns Manager
	Onsite Communications strategies (use of mass text or push messaging, use of PA announcements, Patron Hotline system)	General Manager
<b>AFTER EVENT</b>	Post-event feedback requests to patrons to determine efficacy of controls and safety mechanisms, and how patrons felt about the quality of COVID transmission control mechanisms	Marketing Campaigns Manager

## Communicate Expectations to Workers

<b>TIMING</b>	<b>PLANS/ACTIONS</b>	<b>RESPONSIBLE</b>
<b>BEFORE EVENT</b>	Contractual agreements with staff and artists to allow flexibility of deliverables or cancellation of contract, to allow for impacts of potential outbreaks, partial restriction of movement, full restriction of movement or other Department of Health directive	General Manager
	Event advance with overarching details of Venue and Event, inclusive of generalised health and safety information	General Manager Production Manager
	COVID-Safety Advance inclusive of pre-arrival and onsite protocols, expectations of staff, sample checklists for onsite works of the type of protocols that will be implemented, details around contact tracing and health checks that will be conducted onsite, details around accreditation and access protocols, details around PPE and personal hygiene/safety.	General Manager Production Manager
<b>DURING EVENT</b>	Onsite Messaging (Posters, Signage) with reminders for hygiene and distancing, COVID-SAFE requirements for safe work practices, cleaning regimens for BOH and stage areas	Marketing Campaigns Manager
	Onsite Communications strategies (use of instant messaging, mass text or push messaging, radio comms)	Business & Operations Manager
<b>AFTER EVENT</b>	Debrief with relevant entities around protocols and improvements that might be able to be made	Festival Key Management

## Record Keeping to Support Contact Tracing of workers, contractors and patrons

TIMING	PLANS/ACTIONS	RESPONSIBLE
BEFORE EVENT	Contact Tracing will be implemented for all facets of the event, both BOH and FOH	General Manager
	A Communications Plan will be developed for the event to ensure continuity of public information around contact tracing requirements	General Manager
	Location registered with Service Victoria and QR Codes implemented for all individual spaces, as well as the venue as a whole	Producer (Festival Hub)
	The event will provide devices to collect contact tracing details in the event of patron device failure	General Manager
	Accreditation system to be designed so that guest list and accredited staff must provide contact tracing details upon admission to a site	General Manager
	Ticketing system will not be relied upon as the sole source of contact tracing details, due to potential for ticketholders to be different to ticket purchasers, but will collect all details for purchasing patron (name, phone number, email) and be retained for 28 days minimum, so this data can be drawn upon as needed.	General Manager
	Limits for purchases to be implemented (ie a maximum of 10 tickets per person) if required	General Manager
	Ticketing data will be able to be drawn down immediately on request from DHHS in the event that it is needed to support QR Code details	General Manager
DURING EVENT	QR Code Signage installed in all entry points to venues, with sufficient signage in large format to allow speedy processing without queues building up	General Manager
	COVID Marshals at all entry points to ensure completion of QR Code Sign in and patrons required to show their green tick prior to entry	COVID Marshals

## Impact on the Local Community

TIMING	PLANS/ACTIONS	RESPONSIBLE
BEFORE EVENT	Resident/Business Letter Drop to take place at least 4 weeks out from event	Producer (Festival Hub)
	Event COVID-safe plan to be made available to stakeholders, residents, businesses upon request	General Manager
	Venue and Council to advise if there are events occurring simultaneously in the same area/site/venue that may result in confluence of patrons	Venue, Local Council
DURING EVENT	Patrons to be reminded to be respectful of local community while travelling to and from, and attending, the event	Festival Management Team

## Attendee Management

Arrangements must be in place to ensure physical distancing is maintained throughout the event. All workers and attendees must be screened for coronavirus (COVID-19) symptoms before the event, and first aid plans should incorporate the management of suspected coronavirus (COVID-19) cases.

- How will you ensure that physical distancing requirements are maintained during the event, including when alcohol is being consumed?
- What measures will you put in place to screen for coronavirus (COVID-19) symptoms?
- How will you monitor the number of people at the event at any given time?
- How will you incorporate the management of suspected coronavirus (COVID-19) cases in your first aid plans?

## Maintain Physical Distancing

TIMING	PLANS/ACTIONS	RESPONSIBLE
BEFORE EVENT	Crowd Management Plan/s developed for the event	Production Manager, Producer (Festival Hub)
	Management strategies and incident response plans developed pre-event for any areas which have the potential to go over capacity	Production Manager, Producer (Festival Hub)
	Creative strategies and social media campaigns implemented to encourage or maintain social distancing including	Marketing Campaigns Manager
	Comprehensive patron communications strategy developed to foster a sense of ownership over compliance behaviours by attending patrons and to adequately communicate all social distancing and public health requirements of patrons	Marketing Campaigns Manager
	Zones designated for the Trades Hall spaces to allow patrons to be separated, minimising crossover between areas	General Manager
	Site designed to allow for distancing in all areas - audience areas, stage areas, seating, amenity areas and queues, ingress/egress points and to ensure sufficient space to maintain density quotients	Production Manager, Producer (Festival Hub)
	Public Health directives adhered to at all times	Festival Management Team
DURING EVENT	Occupancy and Capacity calculators in place for event	Producer (Festival Hub)
	Sufficient trained staff and security in place to encourage distancing by patrons and workers	General Manager
	Use of design elements and infrastructure – fencing, barriers, ground markers, signage – to aid distancing	Technical Manager, Marketing Campaigns Manager
	Where possible, one-way access paths for bathrooms, bars, ticketing, ingress/egress and other high-density areas	Production Manager, Producer (Festival Hub)
	Use of management strategies – staffing, announcements and digital signs, specific area control – to aid distancing	Production Manager

## Screening for symptoms of workers, contractors and patrons

TIMING	PLANS/ACTIONS	RESPONSIBLE
BEFORE EVENT	COVID-Safe induction/training conducted for all personnel working across sites	General Manager
	Contractual agreements with staff and artists to allow flexibility of deliverables or cancellation of contract, to allow for impacts of potential outbreaks, partial restriction of movement, full restriction of movement or other Department of Health directive	General Manager
	COVID-Safety Advance inclusive of pre-arrival and onsite protocols, expectations of staff, sample checklists for onsite works of the type of protocols that will be implemented, details around contact tracing and health checks that will be conducted onsite, details around accreditation and access protocols, details around PPE and personal hygiene/safety.	General Manager Production Manager
	Public Health directives adhered to at all times	Festival Management Team
DURING EVENT	COVID-19 health checks conducted at all areas prior to admission of staff, contractors and artists to site, involving a series of questions which will be recorded on a checklist log with name of person, date, time and responses to questions. Real-time receipt of failed tests will be followed up immediately by general manager.	General Manager
	Poster information to be located around site reminding staff of hygiene and distancing protocols, advising of symptoms and what to do if a staff member begins to feel unwell	General Manager

## COVID Safe Marshals

TIMING	PLANS/ACTIONS	RESPONSIBLE
BEFORE EVENT	Staff member designated as COVID Safe Manager for the Venue	Production Manager, Producer (Festival Hub)
	Volunteers engaged to act as COVID Safe Marshals at a minimum of 1:200 patrons, with one Marshal at every Venue Checkpoint and one Marshal at every internal venue entry point, at minimum.	Production Manager, Producer (Festival Hub)
DURING EVENT	The COVID Safety Manager will be responsible for: <ul style="list-style-type: none"> <li>- Managing the usage of digital contact tracing and health check systems onsite</li> <li>- Acting as a resource for all departments to confirm protocols, measures and planning in place</li> <li>- Collecting/completing safety checklists for all areas of site related to COVID-safe protocols</li> </ul>	COVID Safe Manager
	The COVID Safety Marshals will be responsible for: <ul style="list-style-type: none"> <li>- Ensuring patrons complying with the COVID safety controls for the site, as per this COVID-Safe Event Plan, and completing Contact Tracing check ins on arrival at a venue/site</li> <li>- Ensuring that all staff, artists, vendors, contractors and volunteers check in via the Contact Tracing and Health Check system</li> </ul>	COVID Safe Marshals

## Entry Points

TIMING	PLANS/ACTIONS	RESPONSIBLE
<b>BEFORE EVENT</b>	Crowd Management Plan/s developed for the event	Production Manager, Producer (Festival Hub)
	Pre-arrival information around entry points disseminated to patrons along with information around ingress procedures, ticket checks, QR code check in	Ticketing Manager
	Creative strategies and social media campaigns implemented to encourage or maintain social distancing including	Marketing Campaigns Manager
	Comprehensive patron communications strategy developed to foster a sense of ownership over compliance behaviours by attending patrons and to adequately communicate all social distancing and public health requirements of patrons	Marketing Campaigns Manager
	Venue ingress procedures designed to allow for distancing wherever possible - audience areas, amenity areas and queues etc to ensure sufficient space to maintain density quotients	Production Manager, Producer (Festival Hub)
	Start/end times of programmed activity staggered to prevent significant ingressing crowd and queue overlap between adjacent venues	Producer (Festival Hub)
	Increase venue changeovers from the standard 15 minutes to 30 minutes to allow additional time for ventilation and touch point cleaning	Producer (Festival Hub)
	Zones designated for the Trades Hall spaces to allow patrons to be separated, minimising crossover between areas	General Manager
	Public Health directives adhered to at all times	Festival Management Team
<b>DURING EVENT</b>	Occupancy and Capacity calculators in place for event	Production Manager
	Sufficient trained staff and security in place to disseminate ingress and directional information to patrons	General Manager
	Use of design elements and infrastructure – fencing, barriers, ground markers, signage – to aid distancing during ingress	Technical Manager, Marketing Campaigns Manager
	Where possible, one-way access paths for ingress/egress	Production Manager, Producer (Festival Hub)
	Mutiple QR codes installed to allow quick check in by patrons	Producer (Festival Hub)
	Large format signage, ground markers and other design elements used to aid flow direction for patrons	Marketing Campaigns Manager



## End of event or patron departure for the event

TIMING	PLANS/ACTIONS	RESPONSIBLE
BEFORE EVENT	Crowd Management Plan/s developed for the event	Production Manager
	Pre-arrival information around egress procedures disseminated to patrons	Ticketing Manager
	Creative strategies and social media campaigns implemented to encourage or maintain social distancing including	Marketing Campaigns Manager
	Comprehensive patron communications strategy developed to foster a sense of ownership over compliance behaviours by attending patrons and to adequately communicate all social distancing and public health requirements of patrons	Marketing Campaigns Manager
	Start/end times of programmed activity staggered to prevent significant ingressing crowd and queue overlap between adjacent venues	Producer (Festival Hub)
	Venue egress procedures designed to allow for distancing wherever possible - audience areas, amenity areas and departure points etc to ensure sufficient space to maintain density quotients	Production Manager, Producer (Festival Hub)
	Public Health directives adhered to at all times	Festival Management Team
	Zones designated for the Trades Hall spaces to allow patrons to be separated, minimising crossover between areas	General Manager
	Sufficient trained staff and security in place to disseminate egress and directional information to patrons	General Manager
	Use of design elements and infrastructure – fencing, barriers, ground markers, signage – to aid distancing during egress	Technical Manager, Marketing Campaigns Manager
	Where possible, one-way access paths for ingress/egress	Production Manager, Producer (Festival Hub)
	Large format signage, ground markers and other design elements used to aid flow direction for patrons	Marketing Campaigns Manager

## First Aid / In-Event Health Service Plans

TIMING	PLANS/ACTIONS	RESPONSIBLE
BEFORE EVENT	Contact tracing and health checks in place for all workers prior to admission to site each day	General Manager
	Qualified First Aid Staff identified and trained in infection control and how to respond to a suspected or confirmed case	General Manager
DURING EVENT	Layout of first aid spaces to allow for distancing	General Manager
	First aiders to have sufficient equipment and consumables to undertake cleaning and hygiene steps between treating patrons	General Manager
	Hand sanitizer and disposable masks available for all patrons being treated	General Manager
	Where possible and safe, patrons to wear mask while being treated/assessed	General Manager
	Separate isolation space available in the event that a patient is a suspected COVID case, at which point they are moved to isolation and first aid space deep cleaned, with first aid patients being treated temporarily in a secondary allocated space	General Manager
	Clear incident reporting systems for suspected or confirmed outbreaks of COVID-19 to be communicated to stakeholders, venues/sites, contractors and suppliers	General Manager

## Emergency services access and Evacuations

TIMING	PLANS/ACTIONS	RESPONSIBLE
BEFORE EVENT	Venue Design to allow for sufficient space in emergency egress pathways and assembly areas to maintain distancing	General Manager Production Manager
	Venue team to undertake table-top training for Evacuation in a COVID environment	General Manager
DURING EVENT	All Evac Pathways and Assembly Areas kept clear	Production Manager
	Evacuation Protocols utilised in the event of an evacuation	Production Manager

## Weather

TIMING	PLANS/ACTIONS	RESPONSIBLE
BEFORE EVENT	Venue Design to allow for sufficient space for patrons to gather in inclement weather while maintaining distancing OR to have pre-event communications very clear on inclement weather planning for the event	General Manager Production Manager
	Venue team to undertake table-top training for inclement weather in a COVID environment	General Manager
	Safety Plan Protocols utilised in the event of inclement weather	Risk and Safety Manager

## Service of Alcohol

TIMING	PLANS/ACTIONS	RESPONSIBLE
<b>BEFORE EVENT</b>	Allocation of resources to extra COVID cleaning consumables and equipment for Amenity Areas, Bathrooms/Bars/Food Areas	Venue Manager Producer (Festival Hub)
	Sufficient quantities of amenities (bars, vendors, toilets, water stations) provided to minimise queuing and gathering areas	Venue Manager
	Additional bar facilities installed to minimise patron crossover and keep patrons within designated zones	General Manager
	Staff trained in COVID safe interactions with general public	General Manager
<b>DURING EVENT</b>	High levels of hygiene to be maintained in all bar areas	Venue Manager
	Frequent cleaning of all bar areas to take place	Venue Manager
	Poster information to be located around site reminding staff of hygiene and distancing protocols	Venue Manager
	Handwashing and hand sanitizer stations to be present in all bar prep, service and waste disposal areas, bathroom areas	Venue Manager
	Cleaners to focus on key fomites and areas of frequent contact when cleaning: contact surfaces and objects, e.g. counters, tables, doors, handles, taps, tables, handrails, toilets and bathrooms	Venue Manager, Contract Cleaners
	Tape marks, lines, bollards, tensa-barriers to be used to assist with physical distancing during bar queuing and FOH operations	Venue Manager
	High touch surfaces cleaned twice each day. Shared equipment should be cleaned between uses	Venue Manager
	Protective methods – PPE, PVC shields, wide tables or High Bar benches – to be used to assist with enforcing physical distancing and/or limiting Staff to Patron interaction	Venue Manager
	Staff trained in COVID safe interactions with general public	General Manager
	Commercial dishwashers operating at 70C or higher with two-step sanitization system for all crockery, cutlery and cup-ware/glassware	Venue Manager
	All cleaning to be completed using disinfectant/sanitiser that is minimum 70% alcohol content to enable complete removal of viral matter	Venue Manager
	Cashless transactions used for all activities with tap-and-go prioritised	Venue Manager
	Entire changeover of green room rider/food and beverage service between artists	Venue Manager, Program Coordinator (Club Fringe)
	Event to be cash free	Venue Manager
Sales and ticket checks to be delivered via non-touch methods	Venue Manager, FOH Managers	

## Cleaning and Hygiene

A regular and thorough cleaning schedule must be implemented before, during and after the event with high traffic areas such as toilets and frequently touched objects such as door handles, counters and railings regularly disinfected.

- How will you ensure that adequate provisions are made for handwashing and hand sanitation throughout the event?
- How will you ensure that facilities are readily available throughout the event?
- How will you make sure that frequently touched objects are cleaned regularly?
- How will you make sure shared spaces like bathrooms are cleaned regularly?

## Regular and Thorough Cleaning and Disinfection

TIMING	PLANS/ACTIONS	RESPONSIBLE
BEFORE EVENT	Staff trained in COVID hygiene protocols	General Manager
	Handwashing and hand sanitizer stations to be present at entries, bathroom areas, bar areas and other appropriate locations	Technical Manager
DURING EVENT	Increased levels of cleaning staffing to ensure pre-event and event cleaning at highest levels	Producer (Festival Hub)
	Staff wearing higher level of PPE than standard for events	General Manager
	Hand sanitiser units throughout venues to promote hand hygiene	Technical Manager
	Focus on key fomites and areas of frequent contact when cleaning: contact surfaces and objects, e.g. counters, tables, doors, handles, taps, tables, handrails, toilets and bathrooms, chairs and seating areas	Cleaners
	All cleaning to be completed using disinfectant/sanitiser that is minimum 70% alcohol content to enable complete removal of viral matter	Cleaners
	Portable toilets to be low-flush or no-flush (compostable etc) wherever possible to minimise aerosolised transmission	Cleaners
	Scheduling to allow sufficient turnaround between sessions or performances to allow for appropriate cleaning	Producer (Festival Hub)
	Clear protocols for implementation of infection control in the event of a suspected or confirmed case, allowing shut down of impacted area for deep clean	General Manager
	Cleaning to be conducted of green room spaces on a daily basis, particularly if heating/cooling systems are in use	Cleaners
	Poster information to be located around Venue reminding visitors and staff of hygiene and distancing protocols	Production Manager
	High touch surfaces cleaned twice each day. Shared equipment will be cleaned between uses	Cleaners
	Cleaning register/log maintained for venue	Cleaners
	Cleaning schedule to have increased frequency for designated 'high-risk' areas	Cleaners
	Toilets to all have sufficient stock of hand sanitiser, toilet paper, soap and hand towels	Cleaners

## Hand Sanitiser and Hand Washing Facilities

TIMING	PLANS/ACTIONS	RESPONSIBLE
BEFORE EVENT	Staff trained in COVID hygiene protocols	General Manager
	Handwashing and hand sanitizer stations to be present at entries, bathroom areas, bar areas and other appropriate locations	Venue Manager
DURING EVENT	Poster information to be located around Venue reminding visitors and staff of hygiene and distancing protocols	Marketing Campaigns Manager
	Hand sanitisers checked frequently to ensure sufficient stock levels	Cleaners
	Toilets to all have sufficient stock of hand sanitiser, toilet paper, soap and hand towels	Cleaners

## Workers, vendors, volunteers and contractors

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.

- How will you ensure that workers have access to appropriate personal protective equipment, and they receive training in its use? (see <https://www.dhhs.vic.gov.au/infection-prevention-control-resources-covid-19> for further information).
- How will you monitor the wellbeing of workers during the event?
- How will you ensure adequate physical distancing is maintained between workers and attendees?
- How will you make sure staff have undergone training on COVIDSafe Event Plan requirements for your event/venue?

## Event organisers, artists and general event workers

TIMING	PLANS/ACTIONS	RESPONSIBLE
<b>BEFORE EVENT</b>	Event advance with overarching details of Venue and Event, inclusive of generalised health and safety information	General Manager Production Manager
	COVID-Safety Advance inclusive of pre-arrival and onsite protocols, expectations of staff, sample checklists for onsite works of the type of protocols that will be implemented, details around contact tracing and health checks that will be conducted onsite, details around accreditation and access protocols	General Manager Production Manager
	Contracts in place for all staff and contractors that detail their roles and responsibilities as regards COVID safety	General Manager
	Pre event Training/Induction completed	General Manager
	List of PPE supplied to Staff/Contractors sent in advance, along with details of any PPE staff or contractors may be required to supply themselves	General Manager
<b>DURING EVENT</b>	Contact Tracing and Health Check required prior to entry to site	General Manager
	Posters and messaging located around site to remind staff re distancing, hygiene and COVID-safety protocols	Production Manager
	Onsite COVID and general safety Induction	Area Manager
	Staff/Contractors to work only in allocated areas/sites/spaces	General Manager
	Area Managers to complete checklists and supervise all staff and contractors to ensure ongoing compliance	Area Managers
<b>AFTER EVENT</b>	Post Event debrief report requested to improve protocols/plans	General Manager

## Food, bar and catering workers

TIMING	PLANS/ACTIONS	RESPONSIBLE
<b>BEFORE EVENT</b>	Event advance with overarching details of Venue and Event, inclusive of generalised health and safety information	General Manager
	COVID-Safety Advance inclusive of pre-arrival and onsite protocols, expectations of staff, sample checklists for onsite works of the type of protocols that will be implemented, details around contact tracing and health checks that will be conducted onsite, details around accreditation and access protocols	General Manager
	Contracts in place for all Vendors and F+B Teams that detail their roles and responsibilities as regards COVID safety	General Manager
	Pre event Training/Induction completed	Area Manager
	List of PPE supplied to Vendors and F+B Teams sent in advance, along with details of any PPE Vendors and F+B Teams may be required to supply themselves	Area Manager
<b>DURING EVENT</b>	Contact Tracing and Health Check required prior to entry to site	General Manager
	Posters and messaging located around site to remind staff re distancing, hygiene and COVID-safety protocols	Production Manager
	Onsite COVID and general safety Induction	Area Manager
	Vendors/F+B Teams to work only in allocated areas/sites/spaces	Vendors/F+B Teams
	Area Managers to complete checklists and supervise all vendors and F+B teams to ensure ongoing compliance	Area Managers
<b>AFTER EVENT</b>	Post Event debrief report requested to improve protocols/plans	General Manager

## Cleaning workers

TIMING	PLANS/ACTIONS	RESPONSIBLE
	Contracts in place for all Trades Hall Cleaners that detail their roles and responsibilities as regards COVID safety	Trades Hall Venue Management
	Pre event Training/Induction completed	Trades Hall Venue Management
	PPE supplied for cleaners appropriate to their roles	Trades Hall Venue Management
<b>DURING EVENT</b>	Contact Tracing and Health Check required prior to entry to site	Trades Hall Venue Management
	Posters and messaging located around site to remind staff re distancing, hygiene and COVID-safety protocols	Marketing Campaigns Manager
	Onsite COVID and general safety Induction	Trades Hall Venue Management
	Cleaning Manager to supervise all cleaning staff and check cleaning logs to ensure ongoing compliance	Trades Hall Venue Management
<b>AFTER EVENT</b>	Post Event debrief report requested to improve protocols/plans	Trades Hall Venue Management

## Security

TIMING	PLANS/ACTIONS	RESPONSIBLE
<b>BEFORE EVENT</b>	Event advance with overarching details of Venue and Event, inclusive of generalised health and safety information	Venue Manager
	COVID-Safety Advance inclusive of pre-arrival and onsite protocols, expectations of staff, sample checklists for onsite works of the type of protocols that will be implemented, details around contact tracing and health checks that will be conducted onsite, details around accreditation and access protocols	Venue Manager
	Contracts in place for all Security teams that detail their roles and responsibilities as regards COVID safety	Venue Manager
	Pre event Training/Induction completed	Security staffer
	List of PPE supplied to Security Teams sent in advance, along with details of any PPE Security may be required to supply themselves	Venue Manager
<b>DURING EVENT</b>	Contact Tracing and Health Check required prior to entry to site	General Manager
	Posters and messaging located around site to remind staff re distancing, hygiene and COVID-safety protocols	Marketing Campaigns Manager
	Onsite COVID and general safety Induction	Venue Manager
	Security staffers to work only in allocated areas/sites/spaces	Security staffers
	Security Manager to supervise all security staff to ensure ongoing compliance	Venue Manager
<b>AFTER EVENT</b>	Post Event debrief report requested to improve protocols/plans	General Manager

## Volunteers

TIMING	PLANS/ACTIONS	RESPONSIBLE
<b>BEFORE EVENT</b>	- Event advance with overarching details of Venue and Event, inclusive of generalised health and safety information	Business & Operations Manager
	- COVID-Safety Advance inclusive of pre-arrival and onsite protocols, expectations of staff, sample checklists for onsite works of the type of protocols that will be implemented, details around contact tracing and health checks that will be conducted onsite, details around accreditation and access protocols	Business & Operations Manager
	- Volunteer Agreement in place that details their roles and responsibilities as regards COVID safety	Business & Operations Manager
	- Pre event Training/Induction completed	Business & Operations Manager
	- List of PPE supplied to Volunteers sent in advance	Business & Operations Manager
<b>DURING EVENT</b>	- Contact Tracing and Health Check required prior to entry to site	General Manager
	- Posters and messaging located around site to remind staff re distancing, hygiene and COVID-safety protocols	Marketing Campaigns Manager
	- Onsite COVID and general safety Induction	Business & Operations Manager
	- Volunteers to work only in allocated areas/sites/spaces	Volunteers



	- Business & Operations Manager to supervise all volunteers to ensure ongoing compliance	Business & Operations Manager
<b>AFTER EVENT</b>	- Post Event debrief report requested to improve protocols/plans	General Manager

## Deliveries

<b>TIMING</b>	<b>PLANS/ACTIONS</b>	<b>RESPONSIBLE</b>
<b>BEFORE EVENT</b>	Pre Determined times set for deliveries wherever possible	All Managers
<b>DURING EVENT</b>	Contact Tracing required prior to entry to site	General Manager
	Posters and messaging located around site to remind staff re distancing, hygiene and COVID-safety protocols	Marketing Campaigns Manager
	Entry to site only for delivery and then driver has to depart	Area Manager
<b>AFTER EVENT</b>	Post Event debrief report requested to improve protocols/plans	General Manager

## Section 4: Event Specific COVIDSafe Controls (if relevant)

### Operational Spaces

Events are often comprised of multiple discrete areas and/or spaces. These spaces may be external (e.g., transport hubs, ticket offices, training/practice facilities), front of house (e.g. toilets, retail outlets, grandstands), back of house (e.g. workerareas), or other spaces (e.g. fields of play, stages).

- How will you demonstrate in your event plan that you can ensure workers, contractors and patrons can access the parts of the venue or event as required? Eg. 'attendee zones' or 'staff only' sections clearly demarcated.

Complete following sections as applicable to your event.

Public Transport: for large scale events, how will you incorporate public transport or engage with the Department of Transport?

TIMING	PLANS/ACTIONS	RESPONSIBLE
BEFORE EVENT	Pre-Event liaison with PTV	General Manager
	Submission of PTV Event Plan and discussions around public transport usage/issues	General Manager
	Consideration of messaging for patrons around public transport and mitigation strategies to be utilised when travelling to and from events	General Manager Marketing Manager

## Ventilation - Indoor Spaces

TIMING	PLANS/ACTIONS	RESPONSIBLE
BEFORE EVENT	Venue design to consider ventilation in all spaces and prioritise use of well-ventilated spaces over poorly-ventilated ones	General Manager
	Resources made available for temporary ventilation improvement systems to be utilised during festival	General Manager
	Pre-event refurbishment of ventilation and HVAC systems scheduled as part of venue refurbishment	General Manager, Trades Hall Venue Management
DURING EVENT	<p>Rooms within the venue, where the venue is fully enclosed, to deploy a room-specific ventilation plan between shows (where possible), including:</p> <ul style="list-style-type: none"> <li>- Closure of venue door as soon as audience has completed egress from the space</li> <li>- Windows to be opened</li> <li>- Fans to be positioned in room and turned on at highest speed to encourage trapped air to flow from the room out through the windows OR extraction systems to remove air from the venue if these are available</li> <li>- Rooms to remain in ventilation mode for the entire room changeover until just before the next audience is admitted</li> </ul>	<p>Production Manager Technical Manager Room Technical Stage Managers</p>

## Food and Beverage Preparation and Service Areas

TIMING	PLANS/ACTIONS	RESPONSIBLE
BEFORE EVENT	Allocation of resources to extra COVID cleaning consumables and equipment for Amenity Areas, Bathrooms/Bars/Food Areas	Venue Manager
	Sufficient quantities of amenities (bars, vendors, toilets, water stations) provided to minimise queuing and gathering areas	Venue Manager
	Staff trained in COVID safe interactions with general public	General Manager
DURING EVENT	High levels of hygiene to be maintained in all bar areas	Venue Manager
	Frequent cleaning of all bar areas to take place	Venue Manager
	Poster information to be located around site reminding staff of hygiene and distancing protocols	Venue Manager
	Handwashing and hand sanitizer stations to be present in all bar prep, service and waste disposal areas, bathroom areas	Venue Manager
	Cleaners to focus on key fomites and areas of frequent contact when cleaning: contact surfaces and objects, e.g. counters, tables, doors, handles, taps, tables, handrails, toilets and bathrooms	Venue Manager
	Tape marks, lines, bollards, tensa-barriers to be used to assist with physical distancing during bar queuing and FOH operations	Venue Manager
	High touch surfaces cleaned twice each day. Shared equipment should be cleaned between uses	Venue Manager
	Protective methods – PPE, PVC shields, wide tables or High Bar benches – to be used to assist with enforcing physical distancing and/or limiting Staff to Patron interaction	Venue Manager
	Staff trained in COVID safe interactions with general public	General Manager
Commercial dishwashers operating at 70C or higher with two-step sanitization system for all crockery, cutlery and cup-ware/glassware	Venue Manager	

	All cleaning to be completed using disinfectant/sanitiser that is minimum 70% alcohol content to enable complete removal of viral matter	VenueManager
	Cashless transactions used for all activities with tap-and-go prioritised	Venue Manager
	Entire changeover of green room rider/food and beverage service between artists	Venue Manager
	Event to be cash free	Venue Manager
	Sales and ticket checks to be delivered via non-touch methods	Venue Manager

## Other Queuing Areas and Attendee Seating and Viewing Areas

TIMING	PLANS/ACTIONS	RESPONSIBLE
<b>BEFORE EVENT</b>	Seating Plans developed for all relevant spaces with sufficient space for audience movement within the venue	Technical Manager
	Pre-arrival information around entry points disseminated to patrons along with information around ingress procedures, ticket checks, QR code check in	Ticketing Manager
	Creative strategies and social media campaigns implemented to encourage or maintain social distancing including	Marketing Campaigns Manager
	Comprehensive patron communications strategy developed to foster a sense of ownership over compliance behaviours by attending patrons and to adequately communicate all social distancing and public health requirements of patrons	Marketing Campaigns Manager
	Zones designated for the Trades Hall spaces to allow patrons to be separated, minimising crossover between areas	General Manager
	Seated events prioritised over standing events	Producer (Festival Hub)
	Public Health directives adhered to at all times	Festival Management Team
<b>DURING EVENT</b>	Occupancy and Capacity calculators in place for event	Production Manager
	Sufficient trained staff and security in place to manage audience gathering areas and seated venues	General Manager
	Seating joined where possible to maintain designated seating positions	Technical Manager
	Where possible, one-way access paths for ingress/egress	Production Manager
	Mutiple QR codes installed to allow quick check in by patrons	General Manager
	Large format signage, ground markers and other design elements used to aid flow direction for patrons	Marketing Campaigns Manager

## Stages

TIMING	PLANS/ACTIONS	RESPONSIBLE
BEFORE EVENT	Contractual agreements with staff, artists, suppliers, hirers and partners to allow flexibility of deliverables or cancellation of contract, to allow for impacts of potential outbreaks, partial restriction of movement, full restriction of movement or other Department of Health directive and clear lines of communication surrounding expectations and deliverables	Technical Manager
	Flexibility of activities and programs to allow for potential loss of artists or workers or alterations to planned activities	Producer (Festival Hub)
	Staff allocated to specific working areas with no crossover in order to lower number of potential designated close contacts	General Manager
DURING EVENT	Staff to be advised not to engage in handshakes/hugs, but to use elbow taps or waves instead	General Manager
	Pre-shift health status declarations to be utilised for all areas	General Manager
	Staff trained in COVID safe interactions with general public	General Manager
	Poster information to be located around Venue reminding visitors and staff of hygiene and distancing protocols	Marketing Campaigns Manager
	Hand sanitiser and/or wash stations to be provided	Technical Manager
	PPE to be provided for staff who cannot maintain distancing inclusive of gloves, mask	Technical Manager
	Sanitising spray and disposable wipes/paper towels to be available for all tools/equipment/workstations and in all plant/vehicles that need to be shared and staff inducted on how to sanitise equipment before and after use	Technical Manager
	Staff to be requested to supply their own hand tools and power tools wherever possible to minimise sharing	General Manager
	Staff not to share work gloves, masks or any disposable or non-disposable PPE	General Manager

## Section 6: Legal Terms

### Liability and indemnity

You control and accept sole responsibility, risk and liability for all aspects of your public event. You must conduct your own investigations, assessments and interpretations and seek independent professional advice on all aspects of your public event.

The State of Victoria does not control and accepts no liability for your public event nor for any loss, damage, injury or death in connection with your public event, including (without limitation), any change to requirements for your public event or the cancellation or postponement of your public event.

You will indemnify the State of Victoria against any liability to or claims by a third party for any loss, damage, injury or death in connection with your public event, including (without limitation), the cancellation or postponement of your public event.

### Consultation, review, assessment and approval process

To the extent permitted by law, the State of Victoria excludes liability for any loss, damage, injury or death caused by use of or reliance on any consultation, review, assessment or approval process in connection with your public event.

The State of Victoria may amend or withdraw from the consultation, review, assessment or approval process at any time without notice.

The State of Victoria may amend or withdraw any consultation, review, assessment or approval at any time without notice.

You will not be relieved from compliance with any of your obligations at law as a result of:

- any consultation, review, assessment, or approval (or failure to consult, review, assess, or approve) or any other act or omission by the State of Victoria in connection with your public event (including, without limitation, any failure by the State of Victoria to detect any errors, inaccuracies, mistakes, non-compliances or omissions in connection with your public event)
- your implementation of and compliance with the Plan for your public event.

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