



# 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 staff. 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>	Triathlon Victoria
<b>Trading company / business name</b>	Triathlon Victoria
<b>Business address</b>	Sports House - Ground Floor 375 Albert Rd   South Melbourne   Victoria   3205
<b>ABN</b>	87 440 206 536
<b>Event organiser name and title</b>	Brian Hinton Events Manager Triathlon Victoria
<b>Event organiser phone number</b>	0418316710
<b>Event organiser email</b>	events@vic.triathlon.org.au
<b>COVIDSafe coordinator name and contacts (if any)</b>	Iona (jo) Stavrou 0425750893
<b>Liquor license type, number and capacity</b>	NA

### Event Details

Please provide the relevant event details below:

<b>Event name</b>	Duathlon Mixed Team Relay
<b>Event location</b>	Teardrop Criterium Course, Kew
<b>Date (s) of event</b>	10/12/202
<b>Duration of the event</b>	<5:00 to 21:00

<b>Event description</b>	4 person relay teams (24 teams in total) over 1k run, 5 k ride, 400 mt run
<b>Timing of key event activities</b>	15:00 Event set up 17:00 Events commence 21:00 Site vacated
<b>Serving of alcohol</b>	No
<b>Event website</b>	<a href="https://www.triathlonvictoria.org.au">https://www.triathlonvictoria.org.au</a>
<b>Experience arranging a COVIDSafe event</b>	This event is being conducted on a small basis to test our COVID safe protocols. It borrows heavily on intrerstate triathlon event experience

#### Attendance and tiers

Please provide details of the event attendees and event tier:

<b>Total expected attendees</b>	96 competitors, plus 30 staff and volunteers
<b>Expected peak attendees</b>	Two races of 48 competitors each – the first at 5:00 pm and the second at 7:30 pm with cleaning of bike racks occurring prior to first event, athletes racking their bikes, then after first event prior to the second event athletes racking their bikes
<b>Attendee demographic</b>	50% male, 50% female, all are Triathlon Australia members with ages ranging from 16 to 65
<b>Attendance number from previous years if the event has been held previously</b>	Not previously held on this course
<b>Event Tier (Tier 1 or Tier 2)</b>	Tier 1

#### Venue Details

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

<b>Venue name</b>	Teardrop Criterium course, Kew
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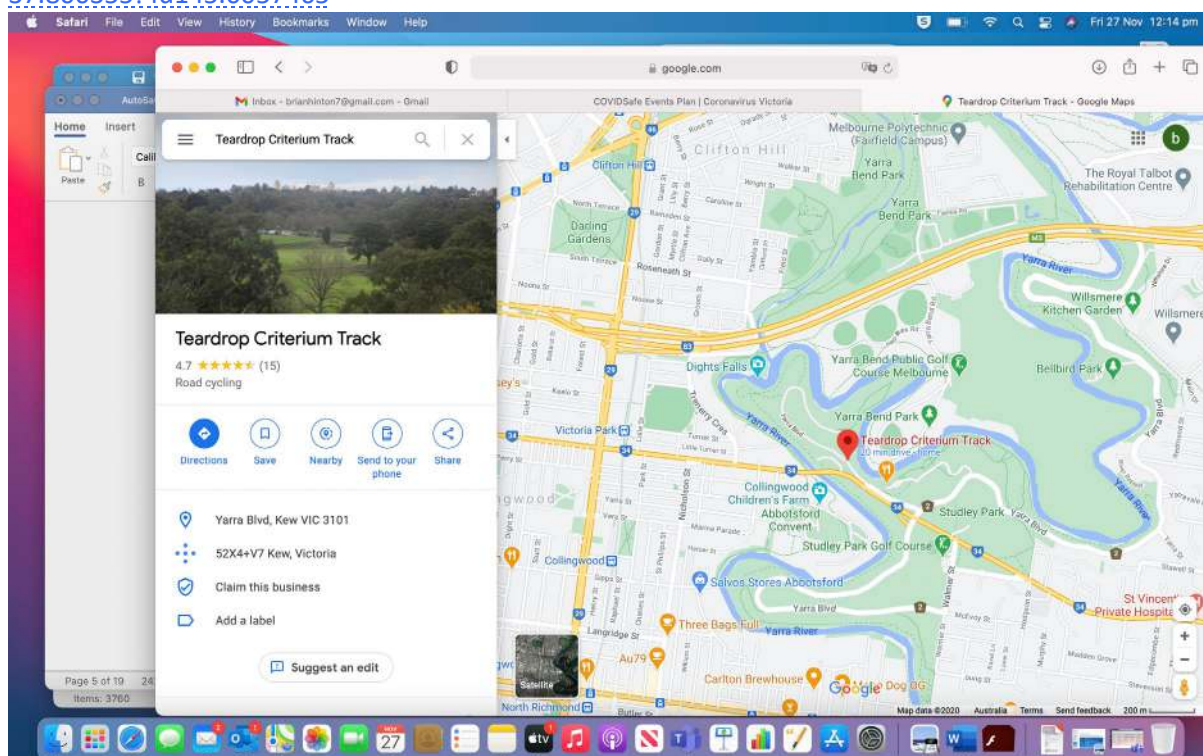
<b>Venue contact</b>	Parks Victoria
<b>Venue site map</b>	<a href="https://www.google.com/maps/place/Teardrop+Criterium+Track/@-37.800355,145.0057465,15z/data=!4m5!3m4!1s0x0:0xf737ed7fb94cbd31!8m2!3d-37.800355!4d145.0057465">https://www.google.com/maps/place/Teardrop+Criterium+Track/@-37.800355,145.0057465,15z/data=!4m5!3m4!1s0x0:0xf737ed7fb94cbd31!8m2!3d-37.800355!4d145.0057465</a>
<b>Venue site size (in square meters)</b>	2 square kilometre
<b>Venue publicly accessible floor (in square metres)</b>	NA
<b>Maximum venue capacity:</b>	200
<b>Break down of room / area (in square meters) and capacity:</b>	NA
<b>Requested maximum number of attendees at the venue</b>	130
<b>Venue staff number (excluding vendors, sub-contractors, volunteers)</b>	30
<b>Venue vendors, sub-contractors, volunteers number</b>	Timing services – 1 person Volunteers – 29 persons
<b>Event / venue staff key roles and responsibilities</b>	Race Diresctor – Brian Hinton Chief Official – Andrew McGuire
<b>Number of entry / exit points</b>	1

#### Venue access management arrangements

Teardrop is accessed via a Locked gate with Parkss Vic staff providing access just prior to the event. We lock the gate upon exit

## Section 2: Event Site Map

<https://www.google.com/maps/place/Teardrop+Criterium+Track/@-37.800355,145.0057465,15z/data=!4m5!3m4!1s0x0:0xf737ed7fb94cbd31!8m2!3d-37.800355!4d145.0057465>



## 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
- Spectator management
- Cleaning and hygiene
- Staff, 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 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 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
<b>Before</b>	<Attach your completed guided documents here or a bulleted list of key plans / actions (to be) undertaken before the event - to mitigate introduction and spread of coronavirus (CORONAVIRUS (COVID-19)) >	<Role / title of the person responsible for undertaking / ensuring the plan / action e.g. Risk Controller, COVID Marshal etc.>
<b>During</b>	<Attach your completed guidance documents here; or a bulleted list of key plans and actions to mitigate introduction and spread of coronavirus (CORONAVIRUS (COVID-19)) during the event>	
<b>After</b>	<Attach your completed guidance documents here; or a bulleted list of key plans and actions to mitigate introduction and spread of coronavirus (CORONAVIRUS (COVID-19)) after the event>	

## Communicate Expectations to Event Staff and Attendees

Timing	Plans / actions	Responsible
Before		
During		

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

Timing	Plans / actions	Responsible
Before	<ol style="list-style-type: none"> <li>1. On line registration via Regnow registration system tracks all athlete and staff detail</li> <li>2. Additionall a QR code system is used for athletes to pick up their timing chip</li> </ol>	Brian Hinton
During	<ol style="list-style-type: none"> <li>1. Additionall a QR code system is used for athletes to pick up their timing chip</li> </ol>	Brian Hinton Timing Contractor
After	Athletes self return timing chips to a large plastic bag to be removed from site by the timing contractor	

## Impact on the Local Community

Timing	Plans / actions	Responsible
Before	None as venue is very isolated.	
During	None as venue is very isolated	

## Spectator Management

Arrangements must be in place to ensure physical distancing is maintained throughout the event. All staff and attendees must be screened for coronavirus (COVID-19) symptoms before and during 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
<b>Before</b>	<ol style="list-style-type: none"> <li>1. Two Signs displayed at entry to venue</li> <li>2. Two additional signs displayed at bike racks</li> <li>3. Infections controller reminds athletes</li> <li>4. Spectators are discouraged (the event will be competitors and staff only)</li> </ol>	Brian Hinton
<b>During</b>	Spectators are discouraged (the event will be competitors and staff only)	

### Screening for symptoms of staff, contractors and patrons

Timing	Plans / actions	Responsible
<b>Before</b>	<ol style="list-style-type: none"> <li>1. All competitors are asked to report any symptoms of sore throat, cough, fever, recent international travel or contact with another persons with COVID-19</li> <li>2. Infections Controller liaises with arriving athletes</li> </ol>	Brian Hinton  Brian Hinton
<b>During</b>	Infections Controller and Race Director liaise with athletes	



## Entry Points

Timing	Plans / actions	Responsible
<b>Before</b>	8.5 metre wide entry point laned off for first group of 48 athletes to arrive, and to proceed in controlled manner to rack their bikes prior to race start	Brian Hinton
<b>During</b>		

## End of event or patron departure for the event

Timing	Plans / actions	Responsible
<b>Before</b>	Competitors are advised to leave in a controlled manner	Brian Hinton
<b>During</b>		

## First Aid / In-Event Health Service Plans

Timing	Plans / actions	Responsible
<b>Before</b>	St Johns arrival at 3:00 pm	St Johns Brian Hinton – Tri Vic
<b>During</b>	Events at 5:15 and 7:00	St Johns Brian Hinton – Tri Vic
<b>After</b>	Pack down and leave at 8:30 pm	St Johns Brian Hinton – Tri Vic

## Emergency services access

Timing	Plans / actions	Responsible
<b>Before</b>	3:00 pm	Brian Hinton
<b>During</b>	5:15 pm till 9:00 pm	Brian Hinton

## Evacuation

Timing	Plans / actions	Responsible
Before		
During		

## Weather

Timing	Plans / actions	Responsible
Before	Event can run in most conditions except thunder and lightning	Brian Hinton
During	Event can run in most conditions except thunder and lightning	Brian Hinton

## Service of Alcohol

Timing	Plans / actions	Responsible
Before	No service	Brian Hinton
During	No service	Brian Hinton

## 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	<ol style="list-style-type: none"><li>1. Set up team wear disposable gloves, Racks once assembled are sanitised.</li><li>2. Timing chips are self pick up and self return</li></ol>	Brian Hinton Timing Contactor
During	Thorough clean of racks between tace 1 and race 2	Brian Hinton
After	<ol style="list-style-type: none"><li>1. Pull down team use disposable gloves</li><li>2. All rubbish removed from site in a slarge ealed plastic bag</li></ol>	Brian Hinton

### Hand Sanitiser and Hand Washing Facilities

Timing	Plans / actions	Responsible
Before	<ol style="list-style-type: none"><li>1. At registration</li><li>2. All athletes also bring their own sanitiser</li></ol>	Brian Hinton Timing Contractor
During		

## Staff, vendors, volunteers and contractors

Staff, 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 staff have access to appropriate personal protective equipment, and they receive appropriate training in its use?
- How will you monitor the wellbeing of staff during the event?
- How will you ensure adequate physical distancing is maintained between staff and attendees?
- How will you make sure staff have undergone suitable training?

## Event organisers and general event staff

Timing	Plans / actions	Responsible
<b>Before</b>	No vendors. All staff issued with disposable gloves and access to sanitiser. Large plastic bags provided for discarded gloves	Brian Hinton
<b>During</b>	No vendors. All staff issued with disposable gloves and access to sanitiser. Large plastic bags provided for discarded gloves	Brian Hinton

## Food and catering staff

Timing	Plans / actions	Responsible
<b>Before</b>	No vendors	
<b>During</b>	No vendors	

## Cleaning staff

Timing	Plans / actions	Responsible
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<b>Before</b>	All staff issued with disposable gloves and access to sanitiser. Large plastic bags provided for discarded gloves	Brian Hinton
<b>During</b>	All staff issued with disposable gloves and access to sanitiser. Large plastic bags provided for discarded gloves	Brian Hinton

## Security staff

Timing	Plans / actions	Responsible
<b>Before</b>	None	
<b>During</b>	None	

## Volunteers

Timing	Plans / actions	Responsible
<b>Before</b>	All volunteers issued with disposable gloves and access to sanitiser. Large plastic bags provided for discarded gloves	
<b>During</b>	All volunteers issued with disposable gloves and access to sanitiser. Large plastic bags provided for discarded gloves	
<b>After</b>	All volunteers issued with disposable gloves and access to sanitiser. Large plastic bags provided for discarded gloves	

## Deliveries

Timing	Plans / actions	Responsible
<b>Before</b>	Only one trailer owned by Tri Vic with all Race equipment	Brian Hinton
<b>During</b>	Only one trailer owned by Tri Vic with all Race equipment	Brian Hinton

Other staff (if any)

Timing	Plans / actions	Responsible
Before	na	
During	na	

## 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. staff areas), or other spaces (e.g. fields of play, stages).

- How will you demonstrate in your event plan that you can ensure staff, contractors and patrons can access the parts of the venue or event as required? Eg. 'spectator 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	na	
After	na	

### Car Parks

Timing	Plans / actions	Responsible
Before	Street parking only	
During	Street parking only	

## Ventilation - Indoor Spaces

Timing	Plans / actions	Responsible
Before	All outdoor	
During	All outdoor	

## Food and Beverage Preparation and Service Areas

Timing	Plans / actions	Responsible
Before	None provided. Competitors are self reliant	Brian Hinton
During	None provided. Competitors are self reliant	Brian Hinton

## Other Queuing Areas

Timing	Plans / actions	Responsible
Before	na	
During	na	

## Grandstands and Stadium Seating

Timing	Plans / actions	Responsible
Before	na	
During	na	

## Fields of Play and Competition Areas

Timing	Plans / actions	Responsible
Before	1 kilometre of looped road	
During	1 kilometre of looped road	

## Stages

Timing	Plans / actions	Responsible
Before	none	
During	none	

## Market Stalls and Fetes

Timing	Plans / actions	Responsible
Before	none	
During	none	

## Non-Allocated Seating or Picnic Rug

Timing	Plans / actions	Responsible
Before	none	
During	none	

## Other Operational Space Considerations

Timing	Plans / actions	Responsible
Before	none	
During	none	



## Section 5: Supporting information

Please ensure you attach any supporting information that may be helpful to illustrate aspects of your COVIDSafe Plan. This could include, but not be limited to:

- Event Operations Plan
- Floor Plans
- Previous COVIDSafe Event Plans (in Australia or overseas)
- Existing COVIDSafe Plans for other events - currently under review or recently approved
- Cleaning schedule
- Photos

## 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.

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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.

### **Purpose / use of template**

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