

COVID-19 and your event

Managing a COVID-19 safe event at Melbourne Showgrounds

Melbourne Showgrounds COVID safe plan – 30 July 2021

Purpose

The purpose of this document is to establish standards and guidelines that will enable Melbourne Showgrounds and our clients to understand the requirements that will help us all to operate our events in a safe and secure environment under Coronavirus (COVID -19) restrictions.

These guidelines have been developed in accordance with the recommendations outlined by the Victorian and Federal governments.

The control measures contained within this Plan are scalable depending on future restrictions or easing of restrictions. This is designed to ensure a level of certainty in this ever-changing environment.

Melbourne Showgrounds is committed to establishing and maintaining a safe working and event space for its employees, clients and visitors.

Definitions

Venue

Melbourne Showgrounds

Client/Event Organiser/Hirer

Any persons, businesses or organisations that are the licensee organising an event at Melbourne Showgrounds, such as exhibition organisers, professional conference organisers, tour promoters or parties hiring venue space for the purpose of film and television production.

Employee

Any persons engaged directly by Melbourne Showgrounds.

Contractor

Any persons, businesses or organisations engaged by the hirer or their associates to provide materials, labour or to perform a service based on the nature of their event. A contractor is also defined as any persons, businesses or organisations that Melbourne Showgrounds directly engage to provide materials, labour or to perform a service, such as repairs and maintenance.

Visitor

Any persons visiting the venue, to attend or participate in an event at Melbourne Showgrounds either organised by Melbourne Showgrounds or any hirer.

DoH

Department of Health

DHHS

Department of Health and Human Services

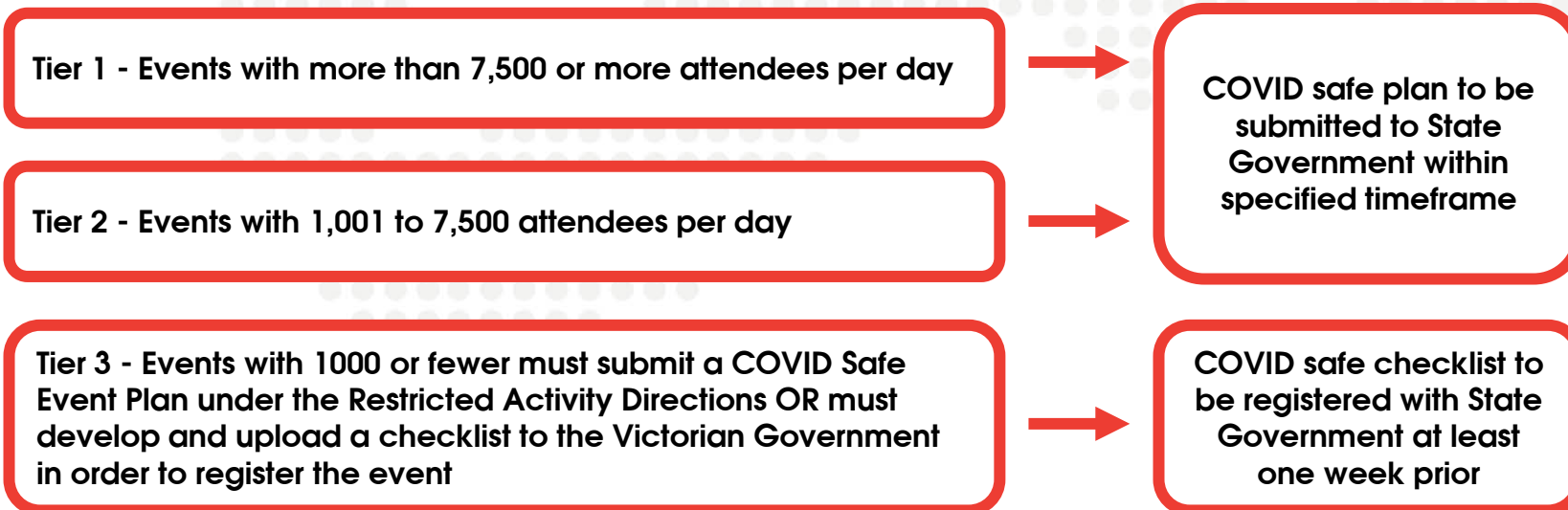


Pre-event contact and procedures

All clients are required to complete an event risk assessment and will need to include a COVID safe plan incorporating health and safety measures to reduce the risk of contact with, or outbreaks of, COVID-19.

All public events must comply with the requirements of the Public Events Framework 3.0 (Updated 26 May 2021), including attendee limits and density requirements and cleaning regimes.

Depending on the scale and risk involved in running the public event, and what tier category the event falls into, the event organiser must seek approval from the Victorian Government to run the event.



The Public Events Framework should be read in conjunction with the Victorian Guidelines for Planning Safe Public Events (2018). Comprehensive and up-to-date information can be found at: <https://www.coronavirus.vic.gov.au/public-events-information-for-organisers>

5 key elements for COVID-19 prevention

The COVID safe plan takes into consideration five key elements aimed to reduce the risk of transmission at a public event. As outlined by the Victorian Government, each step is simple and easy to follow with Melbourne Showgrounds offering a selection of preventative measures to facilitate this challenging environment.

OVERSIGHT AND ADMINISTRATION

Record keeping for contact tracing support

Key staff accountable for implementing COVID-safe plan

Public health messaging to attendees



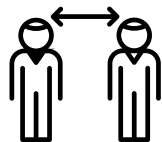
SPECTATOR MANAGEMENT

Maintaining physical distancing, and required density quotients

Entry & exit points

Emergency service access

Unexpected weather



CLEANING & HYGIENE

Regular cleaning schedule

High touch surfaces

Hand sanitiser

Pre & post event cleaning



STAFF, VENDORS AND CONTRACTORS

Training for staff

PPE available for staff

Monitoring staff well-being

Security



OPERATIONAL SPACES

Ticket offices

Food & beverage service areas

Car parking zones

Public transport hubs

Front of house & event areas



Planning for all of these areas will provide the best possible outcome for each and every event that is held at Melbourne Showgrounds.

Registration and record keeping

It is a venue requirement that all guests, visitors and employees are required to register upon arrival at Melbourne Showgrounds each day.

When arriving at the Melbourne Showgrounds please ensure that you and your staff check into your area of work using the [service.vic.gov.au](https://www.vic.gov.au) QR scanning system.

QR Codes are posted on multiple points on each individual building at Melbourne Showgrounds. If your work is taking place in an outdoor area (for example amusement operators) you will be responsible for activating your own QR code for that area.

Hirers are to ensure:

- All event contractors have appropriate COVID-19 Safe Plans in place that have been previously sighted by the organiser.
<https://www.coronavirus.vic.gov.au/covidsafe-plan>
- All of the contractor's COVID Safe Event Plans must also have been previously uploaded to the Melbourne Showgrounds Contractor Management / Induction Platform.

<https://app.whsmonitor.com.au/cregister/registercontractor.aspx?jc=3C417517-3830-4989-98C1-6902D4EE1096>

Entry to Event

All guests, exhibitors and employees are required to go through the following steps before entry to the event:

- Sanitise hands at a designated station upon arrival and regularly throughout their time within the venue
- Adhere to ALL social distancing requests
- Wear masks in accordance with the directive issued by the Victorian Government and DHHS at the time.

In addition:

- Consider planning your event to have separate entry and exit points
- Placing travel direction signage –how guests should move through the space depending on the event layout
- Staggering entry, exit and/or session times to your event, to reduce visitor numbers at check in, registration and egress points.

Cleaning

Every event requires a specialised clean by our preferred venue cleaner before, during and after each event. This is to ensure all surfaces are clean, sterile and safe.

- Check in via the Service Victoria QR Code.
- Melbourne Showgrounds team will ensure the venue and space booked has been deep cleaned by our preferred cleaning contractors before you arrive.
- Melbourne Showgrounds team will liaise directly with the cleaners to ensure the cleaning requirements are adhered to. All requirements will be factored into the cleaning quotation provided to the event organiser.
- During the event, all surfaces will require the cleaners to regularly spray and wipe down the surfaces of all main contact points (e.g. door handles, handrails, light switches, benches etc).

Hirers and exhibitors have a duty of care in ensuring that their spaces are kept in a germ free and clean condition throughout the duration of their stay. This can be achieved by ensuring that there are adequate supplies of hand sanitiser at various stalls/exhibits and that all high touch surfaces are cleaned on a regular basis. These can be hired through your Melbourne Showgrounds Event Planner.

Areas for consideration include but are not limited to:

- Customer services areas
- Point of sale positions
- Service areas
- Displays, demonstrations and rides that involve visitor interaction.

Food and Beverage Vendors

All vendors engaged by Melbourne Show grounds must adhere to any guidelines as set out by DoH

<https://www2.health.vic.gov.au/public-health/food-safety>

Responsibilities include:

- Regular, thorough cleaning of all food preparation areas, tools and appliances.
- Regular, thorough cleaning of high contact service areas.
- Maintaining adequate physical distancing in work areas and ensuring that adequate distancing is occurring in queueing areas.
- Wearing adequate PPE where work areas do not allow for physical distancing.

Personal Protective Equipment

Everyone on site is required to comply with current government personal protective equipment (PPE) requirements.

Melbourne Showgrounds requires your employees, contractors and patrons to:

- **Wear face masks, surgical or cloth, that cover nose and mouth – as per DoH guidelines.**
- **Have easy access to hand wash or hand sanitising stations.**

By combining wearing face masks with social distancing and good hygiene practices, we can provide a much safer event space for all.

Signage and Social Distancing

It is important to inform and educate guests as to what steps we are taking to ensure their safety. We start this with clear and concise signage at the entrance point to the event space and throughout the venue.

All spaces booked will require additional COVID-19 specific signage to be installed, both external and internal to the space required.

Melbourne Showgrounds provides:

- **Signage at designated entry reminding patrons to socially distance.**
- **Signage at handwash and sanitiser stations with instructions (if booked through Melbourne Showgrounds)**
- **Signage with maximum capacities on entrance on dedicated meeting spaces.**

Event Organiser to provide (Melbourne Showgrounds can arrange if requested):

- **Social distancing indicators/reminders within hire space.**
- **Travel direction signage – how guests should move through the space depending on the event layout.**
- **Signage with maximum capacities at entrance on spaces that have been modified.**

Signage

COVID-19 Safety Measures

Practices in place to ensure the safety of guests at Melbourne Showgrounds



Tailored floor plans and seating to ensure social distancing



Deep clean before and after, with continual cleaning during events



Hand sanitising stations provided at the entrance point to each main event space



Signage on arrival with social distancing reminders, handwashing and coughing etiquette reminders throughout venue



Organisers to provide details of all attendees of their event to ensure ease of contact tracing if required



Only working with trusted organisers and suppliers that have COVID-19 plans in place



Hand washing

Protect yourself and others from getting sick.

Wash your hands:

- ✓ After toilet use
- ✓ After coughing
- ✓ When caring for the sick
- ✓ When hands are visibly dirty
- ✓ Before, during and after you prepare food
- ✓ After handling animals or animal waste
- ✓ Before eating



Coughing etiquette

Protect others from getting sick.



Sneeze into elbow

When coughing and sneezing, cover the mouth and nose with flexed elbow or tissue.



Dispose of tissues

Throw tissue into a closed bin immediately after use.



Wash your hands

Clean hands with alcohol-based hand rub or soap and water after coughing or sneezing and when caring for the sick.



Building Maximum Capacity

With multiple large spaces available onsite, we have the flexibility to host events that conform to current Government social distancing regulations. Our venue team will work with you to create the best outcome for everyone.

| Building | Area – meters | 1 to 4 sqm | 1 to 3 sqm | 1 to 2 sqm |
|-------------|---------------|------------|------------|------------|
| 1 | 10,000 | 2,500 | 3,330 | 5,000 |
| 3 | 1,950 | 485 | 650 | 975 |
| 4 | 3,000 | 750 | 1,000 | 1,500 |
| 5 | 2,135 | 530 | 710 | 1,060 |
| 7 | 8,000 | 2,000 | 2,660 | 4,000 |
| 8 | 2,000 | 500 | 660 | 1,000 |
| 10 | 1,530 | 380 | 510 | 765 |
| 13 | 1,900 | 475 | 630 | 950 |
| 15 | 2,477 | 619 | 825 | 1`238 |
| 16 | 1,670 | 417 | 556 | 835 |
| Town Square | 11,000 | 2,750 | 3,660 | 5,500 |

The numbers above are listed to indicate the absolute maximum number of people allowed per space in line with SQM requirements. Please note that maximum capacity is as per government direction.

Incident management

In the event that an individual is feeling unwell and experiencing coronavirus (COVID-19) like symptoms and is mobile, they will be requested to be isolated in a designated event isolation room and directed for offsite medical assessment.

If a visitor, customer, contractor or supplier presents with symptoms of, or is suspected to have come into contact with, a case of COVID-19, the venue escalation flow chart for visitors, customers, contractors or suppliers must be followed.

Please note – Any confirmed cases of COVID -19 arising from any events or works taking place at Melbourne Showgrounds **MUST** be immediately reported to the DoH via the COVID hotline on 1800 675 398 and Worksafe Victoria on 13 23 60.

COVID-19 Incident response flow chart

Visitor, customer, contractor or supplier presents with coronavirus (COVID-19) symptoms.



Event security escorts individual to isolation room.



Individual taken offsite by own means or arranged transport for medical assessment.



If confirmed case: Department of Health leads investigation and notifies all persons required for contact tracing purposes.
They must be informed by calling the COVID hotline on 1800 657 398
Employers must notify Worksafe Victoria of a case of COVID-19 in the workplace by calling 13 23 60
Melbourne Showgrounds must be notified by the client upon becoming aware of an outbreak on 03 9281 7444

Resources

Australian Department of Health
www.health.gov.au

World Health Organisation
www.who.int

Safe Work Australia
www.safeworkaustralia.gov.au

Victorian Department of Health
<https://www.vic.gov.au/department-health>

Victorian Government
<http://www.coronavirus.vic.gov.au/public-events-information>

Department of Health and Human Services
www.dhhs.vic.gov.au/

Note: As of the 7th of August 2020, it is mandatory for businesses operating in Victoria to have a COVID safe plan. Failure to comply could result in an on the spot fine of up to \$9,913 and up to \$20,000 for serious offences

Contacts

Liam Sutherland
OH&S Manager:
Liam.Sutherland@rasv.com.au

Christian Graf
Risk & Safety Manager
Christian.graf@rasv.com.au

Reception
P: 03 9281 7444
E: info@rasv.com.au

