

COVID-19 and your event

Managing a COVID-19 safe event at Melbourne Showgrounds

Melbourne Showgrounds COVID Safe Planning Guidelines - Updated March 2022



Purpose

The purpose of this document is to clearly outline the 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 the 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 organisation(s) 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 organisation(s) 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

Victorian 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 an outline of COVID Safe measures undertaken in accordance with the Melbourne Royal COVID Safe Venue Plan (the Plan), that shall reduce the risk of contact with, or outbreaks of, COVID-19.

All public events must comply with the requirements of the *Pandemic (Open Premises) Order 2022 No. 5* and public health recommendations.

The event organiser needs to ensure that a risk assessment is completed which reflects the scale and risk involved in running the event, with control measures noted in accordance with Melbourne Royal's Plan .

5 key elements for COVID-19 prevention

Melbourne Royal's COVID Safe Venue 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 a COVID Safe measures

Public health messaging to attendees



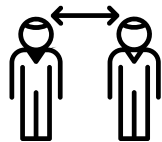
SPECTATOR MANAGEMENT

Maintaining physical distancing wherever possible

Entry & exit points

Emergency service access

Unexpected weather



CLEANING & HYGIENE

Regular cleaning schedule

Monitoring of 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 monitoring



OPERATIONAL SPACES

Ticket offices/Entry gates

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 patrons and visitors over the ages of 18 are required to register upon arrival at Melbourne Showgrounds to verify their vaccination status.

When arriving at the Melbourne Showgrounds, please ensure that you and your staff check into the venue using the service.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 solely within an outdoor area, you will be responsible for checking into the venue using the QR code assigned to the site.

Event organisers are to ensure:

- All exhibitors and patrons are aware of and are willing to comply with the COVID Safe measures referenced in the Plan.
- Confirmation of the means by which the event organiser shall ensure compliance with the Plan must have been previously uploaded to their account registered within 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, contractors and employees are required to go through the following steps upon arrival at site and prior to entry to the event zone:

- Sanitise hands at a designated stations upon arrival and regularly throughout their time within the venue
- Adhere to any recommendations regarding social distancing requests.
- Wear masks (when necessary) in accordance with the current directive issued by the Victorian Government and Dept of Health.

In addition:

- Consider planning the event to have separate entry and exit points
- Placing directional signage – indicating how guests should move through the space depending on the event layout to negate the likelihood of congestion
- 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.

- Melbourne Showgrounds team will ensure the venue and space booked has been deep cleaned by our preferred cleaning contractors prior to your arrival.
- Melbourne Showgrounds team will liaise directly with the cleaners to ensure the cleaning requirements are adhered to. All requirements will be factored into any 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.).

Event organisers and Exhibitors have a duty to ensure an adequate level of hygiene is maintained in the event space throughout the duration of the event. 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. Hand sanitiser units can be hired through your Melbourne Royal Event Planner.

Areas for consideration outside of those already protected by Melbourne Royal, include but are not limited to:

- Patron ticketing areas and event entry points
- Point of sale positions
- Service areas
- Displays, demonstrations and any amusement rides or activations that involve visitor interaction.

Food and Beverage Vendors

All vendors engaged by Melbourne Show grounds must adhere to any guidelines as set out by the Dept of Health.

<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.
- Wearing adequate PPE where work areas do not allow for physical distancing and in hospitality spaces (internal) where staff are interacting with the public.

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, if and when required by the current Pandemic (Open Premises) Order No. 5 and any public recommendations (as of 25th February 2022).
- Have easy access to hand wash and/or hand sanitising stations.

By combining social distancing, hygiene practices and mask wearing (if and when required), 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 as required.

Melbourne Showgrounds provides:

- Signage at designated entry points reminding patrons to socially distance.
- Signage at handwash and sanitiser stations

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

- Social distancing indicators/reminders within the event space.
- Travel direction signage – clear messaging as to how attendees should move through the space depending on the event layout.

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.



Incident management

If an individual is feeling unwell and experiencing coronavirus-like (COVID-19) symptoms and is mobile, they will be requested to be isolated in a designated event isolation space and directed for off-site 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 venue.

Where 5 or more persons who have attended a particular event are diagnosed with COVID-19 within 7 days the Dept of Health is to be notified of a suspected outbreak via the following link -

<https://www.coronavirus.vic.gov.au/covid-outbreak-notification-form>

COVID-19 Incident response flow chart

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

Event security escorts individual to the isolation area identified for that particular event.

Individual taken off site by own means, or arranged transport for medical assessment.

If confirmed case: Department of Health leads investigation and notifies all relevant persons required for contact tracing purposes.
They must be informed by calling the COVID hotline on 1800 657 398
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 18th February 2022, Individuals can be liable for fines of up to \$10,904 for breaching a pandemic order or direction through the court system, and businesses can face fines of up to \$54,522. Businesses, sole traders and body corporates that fail to meet their COVIDSafe obligations can now be fined between \$545 and \$13,631 based on a scale of low, medium, high and severe non-compliance.

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