

COVIDSafe Resource



(COVID-19) EQUESTRIAN VICTORIA
Version FINAL1.7_Jumping 12/5/2021

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ABOUT THIS COVIDSAFE RESOURCE

The safety and wellbeing of the Victorian equestrian community remains our priority. Accordingly, clubs, competitions and individuals remain subject to the directions issued by the Chief Health Officer.

As restrictions continue to change, based on government and health directions, protocols regarding COVIDSafe events and competitions will continue to adapt too.

It is important to note that all parties including public and private facilities and clubs and coaches are required to comply with all the current public health advice from the Victorian Government, available here.¹

This is a working document and is correct at date of printing (12/05/2021) and in line with the Restricted Activity Guidelines (v9). Prior to your competition or event, please consult with Equestrian Victoria to ensure you are referencing current guidelines and advice.

Providing a COVIDSafe environment is everyone's responsibility.

ABOUT EQUESTRIAN VICTORIA

EV's priority continues to be the health and safety of our community to ensure that our membership does not expose itself to undue or unnecessary risk and that we play our part in slowing the spread of the virus.

EV continues to collaborate with our colleagues at Pony Club Victoria (PCV) and the Horse Riding Clubs Association of Victoria (HRCV), the RSPCA and Australian Horse Industry Council (AHIC) in order to keep the broader industry informed all the while cognisant that a return to equestrian activity will be subject to the provisions of the Victorian State Government. We have also unlocked a previously untapped market in representing the needs of Agistment Centres.

Characteristics of Equestrian Victoria Activity

- It is a non-contact sport
- It is predominantly conducted outdoors
- The majority of competitions and training do not involve large numbers of spectators
- Does require travel given the geographically diverse location of competitors across the state but does not require interstate travel to reintroduce the sport back into Victoria
- Does not involve the sharing of equipment.
- Equestrian events are held at specific equestrian venues. These tend to be outside and spacious, making it relatively straightforward to comply with health regulations.
- Identification of individuals can be undertaken before, during and after an activity, making contact tracing prompt
- Social distancing, to a certain extent, is natural. Horses need space and riders are naturally distanced via their horse. Further measures, as outlined in this document will be implemented.

The reintroduction of equestrian sport is important for the welfare of both horse and rider in terms of their physical and mental wellbeing.

¹ <https://www.coronavirus.vic.gov.au/sport-exercise-and-physical-recreation-services-sector-guidance#industry-restart-guidelines>

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COVIDSAFE PRINCIPLES

The Victorian government continues to identify six COVIDSafe principles to be applied throughout your COVIDSafe planning:

1. Ensure physical distancing
2. Wear a face mask if required
3. Practice good hygiene
4. Keep records and act quickly if participants, volunteers or organisers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce/activity bubbles

EV COVIDSAFE PROTOCOLS

Competition can be held indoors and outdoors, subject to the relevant capacity and density quotient requirements.

COVIDSafe Checklist & Plan

- The COVIDSafe app should be downloaded and actively used by all attending.
- Organising Committees must have a COVIDSafe Checklist & Plan in place and incorporated into their event management.
- A COVIDSafe Officer must be appointed to monitor compliance with this COVIDSafe Resource and COVIDSafe Checklist & Plan.
- COVID Marshalls must be used to ensure compliance with QR code check in

Registrations, Entries & Data capturing

- **Every person who visits your event/venue for more than 15 minutes is required to check in, via scanning of a Services Victoria QR code (or an approved third party linked system). (This doesn't mean you can't use your own program though, eg if it is linked to your competition platform, it just means you might have two check in points.)**
- For more information or to set up your free Services Victoria QR code, visit:
<https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service>

To view connected API third party systems, visit:

<https://www.coronavirus.vic.gov.au/visitation-api-connected-third-parties>

*You are not able to access the data through the Services Victoria QR code for your own use.

- Pre-entries only will be permitted, in accordance with competition requirements.
- Numbers of patrons must be counted on entry and exit to ensure complying with density quotients or patron caps.

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Physical distancing

- Where possible, participants and spectators should aim to maintain a physical distance of at least 1.5 metres from others.

Capacity – general

- Organising Committees are required to expedite participation and avoid excessive participant numbers on site. This may result in a reduction to entry numbers, compared to previous years, to allow for COVIDSafe arrangements.
- COVIDSafe risk management protocols, as per below, still apply:
 - where it is necessary to form groups, see the relevant guidelines for indoor and outdoor
 - multiple groups may be permitted, so long as a reasonable distance can be maintained at all times
 - rolling start times for groups to ensure the mixing of groups does not occur
 - limit overall number of events running at one time
 - avoid gatherings at registration/checkpoints/no presentations
 - masks must be carried at all times and are recommended when physical distancing cannot be maintained
 - appoint a COVIDSafe marshal to educate and inform participants at event about protocols to follow
 - clear COVIDSafe signage displayed around facility
- Where it is NOT necessary to form groups i.e. individual competitions such as Dressage, Jumping, Eventing, participation is limited to the minimum number of people required for the activity.

Capacity on site

- **Venue cap:** There are no patron caps for **indoor** sport - venue numbers are to adhere to 1 per 2sqm density quotient. There is a patron cap of 1000 for **outdoor** sport - venue numbers are to adhere to 1 per 2sqm density quotient.
**Onsite counting/tracking is mandatory and ensure you don't exceed your venue cap.*
- **Class cap:** There are no limits on class sizes for outdoor and indoor physical recreation or fitness classes.

Capacity on site – Non seated

In non-seated spaces (indoor or outdoor, such as ovals or yoga studios):

- a density quotient of one person per two square metres, up to 1000 people (including spectators).

Capacity on site – Fixed seating

In seated spaces (indoor or outdoor with seating):

- up to a maximum of 1000 people
- a density quotient of one person per two square metres in spaces such as foyers, bars and bathrooms.

Venues must have a COVIDSafe Plan, and venues with a capacity of more than 500 patrons must publish their COVIDSafe Plan online before opening.

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What is the definition of patron?

A patron is any member of the public at a physical recreation facility, whether they are engaging in a physical recreation activity at the time or not. A worker, such as the riding teacher, is not considered a patron.²

Note: From **28 May**, small-to-medium sized venues can have up to 200 people per space (such as a dining room or band room) without any density limit, provided COVID marshals are on site ensuring all patrons are checking in to each space. These changes will apply for spaces that are 400 sqm or below, larger spaces still need to observe density limits.³

Density quotients will also be removed for outdoor non-seated venues such as recreation facilities, community sport, pools, tourism services and non-seated outdoor entertainment (e.g. zoos). Existing COVIDSafe requirements will still apply, supported by use of the Victorian Government QR Code Service.

PPE

- Masks must be carried at all times and worn when physical distancing is not possible.
- It is the responsibility of the Organising Committee to provide PPE for workforce, where required, including surgical masks and surgical glove and appropriate waste disposal points for the safe disposal of PPE.
- Also ensure you have spare masks on site for any personnel, including riders, who have forgotten masks.

Signage

- It is mandatory to display signage at each public entry to each indoor and outdoor space, indicating maximum capacity and COVIDSafe hygiene and physical distancing requirements.

Hygiene and sanitization

- **Why hygiene is important** > studies suggest that coronavirus (COVID-19) may persist on surfaces for a few hours or up to several days. This may vary under different conditions such as the type of surface, temperature or humidity of the environment.
Good hygiene practices is paramount in stopping the spread.
If you think a surface may be infected, immediately clean it with a common household disinfectant.
Clean your hands with an alcohol-based hand rub or wash them with soap and water often. Avoid touching your eyes, mouth, or nose.⁴
- Shared spaces and spaces open to members of the public at facilities must be cleaned regularly, including at least twice a day for frequently touched surfaces (for example, gates).
- Toilets and common use surfaces must be disinfected regularly.

² <https://www.coronavirus.vic.gov.au/sport-exercise-and-physical-recreation-services-sector-guidance#industry-restart-guidelines>

³ <https://www.premier.vic.gov.au/restrictions-ease-more-victorian-businesses>

⁴ <https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19#does-coronavirus-covid-19-survive-on-surfaces>

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Staff, Athletes, Personnel & Spectators

- Patrons (including riders) should not attend if in the past 14 days they have:
 - Been unwell or had any flu-like symptoms.
 - Been in contact with anyone with flu-like symptoms.
 - Been in contact with a known or suspected case of COVID-19.
 - Been overseas or in a hot spot in the past 14 days, or been in contact with a person that has travelled overseas in the past 14 days.
 - Had any respiratory symptoms (even if mild)
- Staff, volunteers and officials should not work across multiple work workplaces/facilities. A system to manage this must be implemented (for example, a roster).
- Staff, volunteers and officials should be scheduled in designated venue zones, to minimize mixing.
- EV accredited photographers are permitted on site (there is no limit as long as they are accredited by EV). To refer to further information regarding media accreditation, [Click here](#).
- In the event of an injury to a rider, limit contact by others/helpers/family.
- In the event of an injury to a rider, ensure you remove any worn or existing gloves, dispose of safely and appropriately and apply fresh surgical gloves, before checking the patient. Also ensure face masks are on before DRABC. Always call the medical team. Do not double glove.
- Medical teams must ensure strict hygiene, sanitising equipment and surfaces following each attendance. Medical teams must remain at their post and not mingle unless called to a response. At a response only the personal necessary are to be present.
- In the event of an injury to a horse, limit contact by others/helpers/family/groom.
- In the event of an injury to a horse, ensure you remove any worn or existing gloves, dispose of safely and appropriately and apply fresh surgical gloves and call for veterinary assistance. Do not double glove.
- Temperature checks can be undertaken at point of site entry however they are not mandatory.
- If you are taking temperature tests, attendees can request an immediate re-test of their temperature. See the *EV QRG IR Thermometer Testing guidelines* for more information.
- Persons who are sick or unwell or displaying any sign of sickness must not be permitted entry.
- Persons who start displaying symptoms while on site, must evacuate the site immediately and the necessary procedure followed.

Personal behaviours

- No spitting or clearing nasal passages on site.
- Avoid physical contact such as handshakes.
- Riders are to bring their own drink bottles and they are to be clearly labelled. No sharing of drink bottles is to be permitted.

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Equipment, Facilities & Hospitality

- Facilities may open, including club houses and showers in line with current density quotients
- There is a required (minimum) distance of 2m between trucks/cars/floats (reduced from 4m), including portable yards or other equipment associated with the float/vehicle.
- If you are going to tie up horses on corresponding sides of a float then the appropriate distancing needs to be in place.
- Hospitality is permitted as per the below *current* advice:
<https://www.coronavirus.vic.gov.au/hospitality-food-and-beverage-services-sector-guidance>
- Equipment must be thoroughly cleaned after use. No sharing of equipment is not recommended.
- There is strictly to be no sharing of water bottles or food or other personal equipment.
- Riders and handlers (or their support person) must prepare their own horse and bring their own tack.
- No sharing of tack or touching another rider's tack.
- Gear check to be visual inspection (due to distancing), paying careful attention to every small detail to ensure a level playing field.

Camping

- Camping is permitted, subject to, and consistent with current government guidelines.

Jumping specific

- Regional clubs/competitions service the local membership/community (the aim of which is to avoid unnecessary travel to competitions).
- Organising Committees are encouraged to be aware and have in place protocols and procedures to minimise contact with the secretary's office. E.g. cones spaced 1.5 metres, and protective screens/partially closed windows.
- Course walks are to be conducted as per the current requirements outlined in the above capacity section – these capacities exclude coach/support person/parent or guardian.
- Course walk time limits and draw orders are strictly observed to ensure effective competition management.
- All gatherings are limited to the current capacities as outlined in the capacity section e.g. in warmup rings note: gathering numbers exclude officials i.e. Marshalls, Stewards etc and that a 1.5m distance is maintained between all persons.
- Support staff (e.g. grooms, trainers etc.) are permitted into practice/warm up arenas to assist their rider. Gloves should be worn at all times by persons attending to poles in the practice/warm up arena. This is to be complemented with regular cleaning of the poles as well provision of hand sanitizer or wipes on entry into the arena. Note: Persons should also be reminded not to touch their face or cough into their hand.
- Volunteers, support staff and event officials i.e. Marshals: Gloves should be worn at all times by persons attending to the poles in the competition arena. This is to be complemented with regular cleaning of the poles as well. Note: where possible, marshals should be assigned to set jumps, to avoid any cross contamination. Marshals should also be reminded not to touch their face or cough into their hand.

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- Organising Committees to consider minimising rotation of pencilers working with a judge and maintain 1.5 meters apart where possible. Note: 1.5m rule applies to commentators.
- Prizegivings be conducted in accordance with social distancing guidelines, no personal interaction. Judges not to present ribbons or prize money in person.
- Participant enquiries of a non-urgent official nature be conducted via mobile phone at the conclusion of the class.
- Canteens, kiosks and at venue dining facilities can open subject to the industry restart guidelines for hospitality.

Remember

BE SAFE, CAUTIOUS & APPROPRIATE.

Social distancing (1.5m) and good hygiene **MUST** be maintained

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INSURANCE

As always, you must ensure your event is planned and implemented in accordance with all State and Federal rules regarding COVID, as well as this COVIDSafe Resource.

COVIDSafe competitions are the responsibility of the Organising Committee as well as every personnel onsite.

BE SAFE, CAUTIOUS & APPROPRIATE

YOUR EVENT – BEFORE, DURING, AFTER

The following steps are to be followed by Organising Committees in the lead up to their event.

Before the Event	During the Event	After the Event
Familiarise with the COVIDSafe Resource & latest government restrictions and advice <input type="checkbox"/>	Ensure all COVIDSafe documentation onsite <input type="checkbox"/>	Store personnel details securely but with easy access <input type="checkbox"/>
Undertake COVIDSafe training <input type="checkbox"/>	Open COVID app <input type="checkbox"/>	Conduct event debrief <input type="checkbox"/>
Develop COVIDSafe Checklist <input type="checkbox"/>	Hold COVIDSafe briefings <input type="checkbox"/>	Complete post event report <input type="checkbox"/>
Develop Risk Assessment (including COVIDSafe elements) <input type="checkbox"/>	Ensure COVIDSafe checklist implemented <input type="checkbox"/>	Share learnings with all committee <input type="checkbox"/>
Appoint COVIDSafe Officer <input type="checkbox"/>	Holding daily briefs and debriefs <input type="checkbox"/>	Update COVIDSafe plan for future events, based on learnings <input type="checkbox"/>
Collect all entries <input type="checkbox"/>	Update COVIDSafe Checklist as required <input type="checkbox"/>	
Undertake scenario planning <input type="checkbox"/>	Ensure COVIDSafe protocols are adhered to <input type="checkbox"/>	
Download COVID app <input type="checkbox"/>	Store personnel details securely but with easy access <input type="checkbox"/>	
Submit to EV for approval (and Public Event Framework is relevant) <input type="checkbox"/>		
Communicate rules & regulations <input type="checkbox"/>		

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APPROVAL

Equestrian Victoria

In order for an event or competition to run, approval **must** be provided by EV. Approval will be confirmed on the following basis:

- COVIDSafe Checklist or Plan has been completed and submitted
- Risk Assessment has been completed and submitted
- COVIDSafe Officer has been appointed
- At least two organizing committee members have attended the EV Virtual COVIDSafe Briefing
- All organising committee members have undertaken the outlined training courses:
COVID Safe Sport Coach Certification

Submission details: The above documents need to be submitted to EV **at least 7 days** prior to your event via this online form ([click here to open](#)).

Contact:

Jacques Manuels
Governance Co-ordinator
member.services@equestrianvictoria.com.au
(03) 9013 0707

Local authorities

As long as your event or competition complies with the current state government restrictions, you do not need to apply for approval from local authorities. However, it is recommended to contact your local police and/or local council as a courtesy.

If an event is expecting more than 500 patrons, their COVIDSafe Plan must be published on the venue's website.

TRAINING

Every person on the Organising Committee along with your COVIDSafe Officer is required to undertake the below training course and provide proof of completion to the COVIDSafe Officer:

COVID19 Infection Control

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

Victoria Government Return to Work

<https://rtw.educationapps.vic.gov.au/login/custom/index.php>

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PUBLIC EVENTS FRAMEWORK

Public events will be assessed according to the size, complexity and associated risk factors. A three-tiered categorisation system is used to ensure the appropriate level of public health oversight is applied.⁵

	Tier 1	Tier 2 (low risk)	Tier 2	Tier 3
Criteria	Events with 5000 or more attendees per day	Events with 1000 to 5000 attendees Requirements vary for Tier 2 event organisers, with events that meet criteria to be considered lower risk. no longer requiring approval.		Events with 1000 or fewer attendees per day
Requirements	<p>Tier 1 events must submit a COVIDSafe Event Plan to the Victorian Government for public health approval.</p> <p>Tier 1 events must submit a COVIDSafe Event Plan 8 to 10 weeks prior to either the start of the event, or when the decision by the event organiser is required to confirm how/if the event will proceed</p>	<p>Tier 2 events can occur, without going through the government approval process, if they meet all three criteria below:</p> <p>For outdoor events and indoor (seated) events an event will be designated a Low Risk Tier 2 Event if it meets the following two criteria:</p> <ol style="list-style-type: none"> 1.The event has fewer than 5,000 participants/spectators; and 2.Attendance at the event must not exceed 75 per cent capacity limit of the venue. <p>Indoor (unseated) events must meet the following additional criterion to be designated a Low Risk Tier 2 Event:</p> <ol style="list-style-type: none"> 3. The event does not feature behaviours that present a greater COVID risk (singing, dancing, chanting or consumption of alcohol). 	<p>If your Tier 2 event does not comply with the new threshold criteria listed, your event is deemed to have a higher risk and will need government review. This means you must:</p> <ul style="list-style-type: none"> - submit a COVIDSafe Event Plan for public health approval - submit a COVIDSafe Event Plan four to six weeks prior to either the start of the event or when the decision by the event organiser is required to confirm how/if the event will proceed 	<p>Tier 3 events must complete and submit a COVIDSafe Event Checklist via the online registration form to the Victorian Government to register the event</p> <p>Tier 3 events must submit the COVIDSafe Event Checklist at least one week before the start of the event</p>

⁵ <https://www.coronavirus.vic.gov.au/public-events-information-for-organisers>

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		<p>Tier 2 events that satisfy the criteria listed above will be considered lower risk and will be allowed to proceed without government approval, subject to providing the following documentation:</p> <p>Declaration: An event can be approved without government review if the organiser completes a declaration form and can attest to COVIDSafe requirements, such as ticketing and record keeping.</p>		
COVIDSafe Event Plan	<u>Tier 1 & 2 PEF Template</u>	<p>All Tier 2 public events must have a COVIDSafe Event Plan, which identifies the public health risks and mitigation strategies that event organisers will consider and incorporate into event planning.</p> <p><u>Tier 1 & 2 PEF Template</u></p>		<u>Sport & Rec template</u>
Approval required	Yes	No (declaration only)	Approval required	No (registration only)

All events must be registered online: <https://www.coronavirus.vic.gov.au/register-your-public-event>

For more information or to access the Event Plan templates, visit <https://www.coronavirus.vic.gov.au/covidsafe-plan-events>

Events with more than 500 on site are required to adhere to the Public Events Framework. To determine if this applies to your event, [click here](#) or contact [Jacques Manuels](#) or [Georgie Stayches](#).

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DEVELOPING YOUR COVIDSAFE CHECKLIST & PLAN

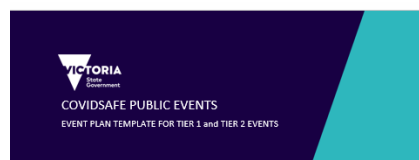
All events and competitions MUST develop a detailed COVIDSafe Plan or Checklist and submit for approval by EV, before the event is permitted to commence.

The COVIDSafe Checklist must address a detailed list of requirements and detail how these will be implemented, when and by whom.

The COVIDSafe Checklist & Plan should be reviewed before, during and after each event and updated accordingly, to ensure learnings from each event are incorporated into future planning.

COVIDSafe plans and checklists should also be published online.

Tier 1 & 2



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 [here](#) [COVIDSafe Event Plan development](#)

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:

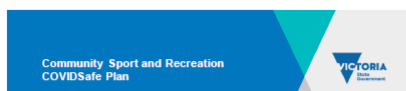
Registered company / Business name	
Trading company / business name	
Business address	
ABN	
Event organiser name and title	
Event organiser phone number	
Event organiser email	
COVIDSafe coordinator name and contacts (if any)	
Liquor license type, number and capacity	

Event Details

Please provide the relevant event details below:

Event name	
Event location	(Address where the event will be held)

Tier 3



About the Community Sport and Recreation COVIDSafe Plan

The Community Sport and Recreation (CSR) COVIDSafe Plan has been developed to support the community sport and recreation sector prepare to safely open and operate in accordance with the easing of restrictions, while also ensuring the public feels confident that their health and safety is being protected.

It is important to develop your CSR COVIDSafe Plan in accordance with the Community Sport and Physical Recreation Industry Health Guidelines and the restriction level at the time (Closed, Heavy Restrictions, Restricted, Open with a COVIDSafe Plan). The Guidelines can be found [here](#) [https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-and-support-services](#)

Community sport and recreation workplaces, venues/facilities, associations and clubs have two options on how to respond in line with current public health directions. They can:

- Complete a Community Sport and Recreation COVIDSafe Plan (mandatory)
- OR
- Update their existing voluntary Return to Play Plan to align with the mandatory COVIDSafe Plan template.

The template has been commissioned to assist sport and recreation facility owners and operators, State Sporting Associations (SSAs), National Sporting Organisations (NSOs) and peak sport and recreation bodies to prepare a CSR COVIDSafe Plan that incorporates the required COVIDSafe principles. CSR COVIDSafe Plans can be adopted and implemented by leagues, associations and clubs.

Community sport and recreation workplaces, venues/facilities, associations and clubs will be responsible for completing the CSR COVIDSafe Plan and ensuring it is implemented at open workplaces, venues and facilities.

To support communities with local government authorities as community sport facility/venue owners and their members, SSAs will be asked to upload a copy of their CSR COVIDSafe Plan on their website and make it available upon request.

In order to be compliant with public health directions, plans must:

- Align with the directions issued by the Victorian Chief Health Officer
- Provide complete responses and the required supporting documentation
- Account for the current permitted level of sport/recreation activity in your plan and identify how your plan will respond to changes in permitted levels of activity
- Ensure that activity resumption does not compromise the health of individuals or the community
- In addition to completing a CSR COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your CSR COVIDSafe Plan, if directed to do so, by an Authorised Officer or WorkSafe Inspector
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.




How to develop your CSR COVIDSafe Plan

Information on public health directions applying to organisations is available at [coronavirus.vic.gov.au](#).

- Understand your responsibilities. Information on public health directions applying to organisations is available at [coronavirus.vic.gov.au](#).
- Prepare your plan. Base in the CSR COVIDSafe Plan template which you will need to complete. The CSR COVIDSafe Plan is grouped into six COVIDSafe principles.

- Ensure physical distancing
- Wear a face mask
- Practice good hygiene
- Keep records and notify if participants, volunteers or organisers become unwell
- Avoid interactions in enclosed spaces
- Create an infectiousness bubble

When completing your plan, under the 'notes' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that if you are in a restricted or heavily restricted industry, additional requirements may apply. If you do not believe a requirement applies to your activity, it should be marked 'N/A' with an explanation of why it does not apply.

Mandatory requirements under public health direction feature this symbol: 

- All other points are highly recommended for keeping your participants, volunteers, organisers and members safe and venues/facilities open, but are not mandatory
- Some of the requirements in the CSR COVIDSafe Plan may not apply to your organisation or club. Where the requirement does not apply to your organisation or club it should be marked 'N/A' (not applicable).

- Keep your plan up-to-date. Your CSR COVIDSafe Plan must be reviewed and updated routinely and when restrictions or public health advice changes. Organisations with multiple venues/facilities must complete a CSR COVIDSafe Plan for each workplace.

You do not have to lodge your CSR COVIDSafe Plan with the Victorian Government. However, you may need to provide your CSR COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request at the event of a confirmed positive case at your workplace. These will be virtual and physical inspections as well as desktop audits to ensure the implementation of and compliance with your CSR COVIDSafe Plan.

4. Share your plan. Your participants, volunteers, organisers and members need to be familiar with the plan. Once you have completed the plan, share it with your participants, volunteers, organisers and members and occupational health and safety representatives or COVIDSafe officer, if applicable.

For further guidance on how to prepare your CSR COVIDSafe Plan or any other questions, please visit [coronavirus.vic.gov.au](#) or call the Business Victoria Hotline on 13 22 14.

Your CSR COVIDSafe Plan

Organisation name: _____

Plan complexity: _____

Date received: _____

For the latest information on restrictions in Victoria, visit [coronavirus.vic.gov.au](#)



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RISK ASSESSMENT

A Risk Assessment is to be completed by the Organising Committee as part of the event planning process, ensuring it also includes COVIDSafe elements.

You can access the EV Risk Assessment template here: <https://www.vic.equestrian.org.au/event-risk-management>

To get you started, refer to the *COVIDSafe Risk Assessment* prompts.

COVIDSAFE OFFICER

EV requires the appointment of a COVIDSafe Officer at any affiliated EV event to provide a safe experience for participants and their families, volunteers, coaches, officials, spectators and to ensure the safety of the wider community.

While this role oversees the implementation of the COVIDSafe Checklist & Plan, they are not solely responsible for the COVIDSafe Checklist & Plan. All persons on site, particularly club and/or event officials, are required to comply with the COVIDSafe Checklist & Plan.

This role should be a dedicated role and not associated with any other roles on site.

The role should be filled by persons independent of the organising committee and or associated club (where possible), to allow for transparency and independence.

See [Position Description](#) for more information.

COVIDSafe Resource



(COVID-19) EQUESTRIAN VICTORIA
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EV SUPPORT & SUBSIDIES

Medical subsidy

Equestrian Victoria will subsidise **UP TO** \$10 plus GST (if applicable), until the 30 June 2021, per EV member participating in the event. This has been determined to ensure equity for all competitions.

In order for events to receive this subsidy, they must comply with the below:

1. That competitions confirm ahead of their intended event the dates and medical costs associated; and
2. That after the event a full, all participant listing, including what organisations those members are a participant of is provided to Equestrian Victoria
3. Provide a copy of the medical support invoice
4. That at least two members from the clubs and/or Organising Committees have attended the *EV COVIDSafe Briefing* (online)
5. COVIDSafe medical subsidy requests are accompanied by an invoice from the event

Submission details: See below

Personal Protective Equipment (PPE) subsidy

EV will provide reimbursement, until the 30 June 2021, for the following PPE items per event, up to the value of \$150 (total of items):

- COVIDSafe signage (social distancing, wash hands etc) – readily available from stores such as Officeworks
- Surgical gloves
- Surgical masks
- Hand sanitizer
- Electronic thermometer
- High vis vest or cap for COVIDSafe Officer

Reimbursement will be provided once all receipts are provided to EV

Submission details: Proof of the above requirements for both the **Medical Subsidy** and **PPE Subsidy**, can be submitted to EV, via an online form ([click here to open the form](#)).

Contact:

Jacques Manuels
Governance Co-ordinator
member.services@equestrianvictoria.com.au
(03) 9013 0707

COVIDSafe Resource



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ADDITIONAL RESOURCES

Here are some handy resources to assist you.

QUESTIONS & COVID CONTACTS

If you have questions or to seek clarification on EV COVIDSafe protocols or procedures, please contact:

Jacques Manuels
Governance Co-ordinator
member.services@equestrianvictoria.com.au or (03) 9013 0707

If you have any general COVIDSafe questions, you can refer to the latest updates:

<https://www.dhhs.vic.gov.au/coronavirus>

or contact Business Victoria Ph 13 22 15

If you suspect you may have COVID-19, call the dedicated hotline 1800 675 398

POSTERS FOR PRINTING

(click on each button to access the government issued posters)

Let's Be COVIDSafe Together

Keeping Your Distance

Keep That Cough Under Cover

Keeping Physical Distancing and being COVIDSafe Together

Simple Steps to Stop the Spread

Assorted posters including hand washing

VIDEOS

(to provide to your Organising Committee and/or competitors and volunteers (click to access))

Help Stop the Spread

Good Hygiene Starts Here

Keep That Cough Under Cover

Video interviews and studies from Australia Mass Participation Sporting Event Alliance (click to access)

AMPSEA
Sharing positive experiences of delivering successful events

AMPSEA
Practical and function advice on running COVIDSafe events

AMPSEA
Risk & compliance in a COVIDSafe World

Read sample Event Manuals

AMPSEA
Gold Coast Running Festival Event Manual

AMSPEA
Sample onsite event sign event 'You are entering a COVIDSafe Event'