

*Coronavirus*

(COVID-19) EQUESTRIAN VICTORIA

EVENT PROTOCOL CHECKLIST/COVIDSAFE PLAN

Event/Competition Name: Event/Competition Date:   
  
Submitted by: Date submitted:

COVIDSafe Officer: Contact Number:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity – Event Access and Requirements | Y | N | Details (eg how, when, where etc) | Responsible | Additional notes |
| Eg Hand Sanitizer to be provided throughout venue | Y |  | 2 per toilets 2 at each gate 2 at event office | Bob Smith | To be checked for refills, every 3 hours  To be removed and stored in office overnight   To be replaced before site opens each day |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Reducing the spread | Y | N | Details (eg how, when, where etc) | Responsible | Additional notes |
| Reducing the Spread - Pre Event Communication/Arrangements |  |  |  |  |  |
| 1. Have you encouraged all attendees (competitors, volunteers, officials etc) to download and actively use the COVIDSafe app? |  |  |  |  |  |
| 1. Have you clearly communicated practices and/or draw times to all attendees including, volunteers, officials and athletes and their support person to effectively ensure you are meeting the requirements under the Victorian Government Roadmap guidelines? |  |  |  |  |  |
| 1. Have you clearly communicated information regarding the requirement for the wearing of masks onsite and other COVIDSafe protocols? |  |  |  |  |  |
| 1. Have you communicated that pre-entries only will be permitted, in accordance with competition requirements? |  |  |  |  |  |
| 1. Have you communicated who can and can’t be on site at any one time? Eg Personnel, officials and volunteers are to be limited to those essential for the running of the event.   1 parent/helper per junior participant is permitted to attend.  No spectators are permitted to attend. Essential support personnel only. |  |  |  |  |  |
| 1. Have you communicated that persons from restricted areas may not attend or participate? |  |  |  |  |  |
| 1. Do you have a health questionnaire in place to collect records of those on site? |  |  |  |  |  |
| 1. Have you arranged for pre-competition meetings and training to be held virtually or in outdoor areas that allow for appropriate physical distancing between workers?   Food and beverages should not be shared. |  |  |  |  |  |
| 1. Have you communicated to participants what will and won’t be permitted regarding personal behavior?  Eg, no spitting or clearing of nasal passage, no handshakes etc |  |  |  |  |  |
| Reducing the spread - Event time signage |  |  |  |  |  |
| 1. Is there sufficient signage advising that pre-entries only will be permitted, in accordance with competition requirements?  Detail where signage will be erected |  |  |  |  |  |
| 1. Is there sufficient information/signage displayed on how to reduce the spread of COVID-19?  Detail where signage will be erected |  |  |  |  |  |
| 1. Is there sufficient information/signage displayed to remind all attendees to actively use the COVIDSafe app?  Detail where signage will be erected |  |  |  |  |  |
| 1. Is there sufficient signage at each public entry to each indoor and outdoor space, indicating maximum capacity and COVIDSafe hygiene and physical distancing requirements?  Detail where signage will be erected |  |  |  |  |  |
| 1. Is there adequate signage and notification of relevant hygiene and distancing protocols?  Detail where signage will be erected |  |  |  |  |  |
| Reducing the spread - General site |  |  |  |  |  |
| 1. Are you ensuring that only permitted people are allowed entry? Eg   Personnel, officials and volunteers are to be limited to those essential for the running of the event.  1 parent/helper per junior participant is permitted to attend.  No spectators are permitted to attend. Essential support personnel only. |  |  |  |  |  |
| 1. Are you ensuring that persons from restricted areas are not attending or participating? |  |  |  |  |  |
| 1. Do you have temperature checking in place at point of entry? (not mandatory). How will these be recorded?   How will the thermometer be managed?  How will you manage re-test requests? Do you have a holding area? |  |  |  |  |  |
| 1. Do you have a process in place to refuse entry for any persons who are sick or unwell or displaying any sign of sickness must not attend? |  |  |  |  |  |
| 1. Do you have a process in place to evacuate any persons who start displaying symptoms while on site? And make the necessary procedures. |  |  |  |  |  |
| 1. Are you ensuring that only EV accredited photographers are permitted on site? |  |  |  |  |  |
| Reducing the spread - Injury |  |  |  |  |  |
| 1. Have you communicated to all relevant parties, the protocols to be followed in the event of an injury to a rider or handler?   Ie limit contact, fresh gloves, use of face masks, call medical team |  |  |  |  |  |
| 1. Have you communicated to all relevant parties, the protocols to be followed in the event of an injury to a horse?  Ie limit contact, fresh gloves, use of face masks, call veterinary team |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Physical Distancing | Y | N | Details (eg how, when, where etc) | Responsible | Additional notes |
| Physical Distancing - General site |  |  |  |  |  |
| 1. Will you restrict venue access to one entry and one exit point for people and horses?   If not, document how you propose to manage it? |  |  |  |  |  |
| 1. Will you ensure physical distancing of 1.5m is maintained?  Detail how |  |  |  |  |  |
| 1. Will you provide physical barriers or floor markings to ensure physical distancing?  Detail where |  |  |  |  |  |
| 1. Have you ensured that facilities, with the exception of toilets, will remain closed? Density quotient of one person per four square metres applies to toilet facilities. |  |  |  |  |  |
| 1. Will you spread out break times to reduce the number of people using communal facilities at the same time? |  |  |  |  |  |
| 1. Will you remove excess chairs and tables from communal break areas to encourage personnel to stay a minimum 1.5 metres from one another? |  |  |  |  |  |
| 1. Have you arranged for any meetings and/or training to be held virtually or in outdoor areas that allow for appropriate physical distancing between workers?   Food and beverages should not be shared. |  |  |  |  |  |
| Physical Distancing - Event Office |  |  |  |  |  |
| 1. Have you ensured that all shared spaces in the event organisers office is of sufficient size to enable one person per 4 square metres and persons are 1.5 meters apart? |  |  |  |  |  |
| 1. Have you considered pedestrian flow across site and identified any bottle necks? |  |  |  |  |  |
| Physical Distancing - Stables |  |  |  |  |  |
| 1. Is there sufficient space for athletes and support persons to remain 1.5 meters apart at all times in stabling areas?   How will you implement this? |  |  |  |  |  |
| 1. Have you ensured there will be no more than 2 people in a shared space? i.e. wash bay etc. |  |  |  |  |  |
| 1. Have you ensured there is (minimum) 4m between trucks/cars/floats?  If you are going to tie up horses on corresponding sides of a float then the appropriate distancing needs to be in place. |  |  |  |  |  |
| 1. Yard/Stables provided by the venue/OC: Are you ensuring alternate yards/stables are being used? EXCEPT in the instance where horses AND Riders or Handlers come from the same bubble.  This information needs to be captured in the online entry form and it is the responsibility of the Organising Committee to manage. |  |  |  |  |  |
| 1. Yard/Stables provided by the rider or handler: If riders or handlers are providing their own yards, are you ensuring that private yards are appropriately distanced from neighbouring private yards? |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PPE | Y | N | Details (eg how, when, where etc) | Responsible | Additional notes |
| PPE - General site |  |  |  |  |  |
| 1. Is there adequate signage onsite to advise of mandatory face mask wearing at all times?  (A face mask is not required while undertaking strenuous exercise or playing community sport (eg if the activity results in being out of breath or puffing), however it must be worn immediately before and after the activity ceases. You do have to carry a face mask with you so you can wear it before or after exercising, unless you have a lawful exception. If you are doing exercise or a physical activity where you are not out of breath or puffing, then you must wear a face covering unless you have a lawful reason not to do so. |  |  |  |  |  |
| 1. Will you ensure all attendees comply with the wearing of masks? (unless undertaking strenuous exercise)  Do you have spare masks available in the event a rider or handler forgets their mask? |  |  |  |  |  |
| PPE - Workforce |  |  |  |  |  |
| 1. Have you provided additional supplies and communicated to stewards/volunteers on gear check i.e. hand sanitizer, gloves etc? |  |  |  |  |  |
| 1. Have you clearly communicated to your workforce how to correctly wear mask and gloves? |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hygiene | Y | N | Details (eg how, when, where etc) | Responsible | Additional notes |
| Hygiene - General site |  |  |  |  |  |
| 1. Will you undertake initial pre-opening deep cleaning and implement an environmental cleaning schedule to ensure frequent cleaning and disinfection of high touch surfaces and bathrooms?  Further advice about cleaning can be found at DHHS cleaning and disinfecting information |  |  |  |  |  |
| 1. Are you ensuring that surfaces are cleaned regularly, and high-touch surfaces cleaned at least twice on each given day? |  |  |  |  |  |
| 1. Are you ensuring that outside doors and windows are opened to increase air circulation before commencing cleaning and disinfection?  Keep doors and windows open after cleaning and disinfection to allow the cleaning agents to disperse in the airflow. |  |  |  |  |  |
| 1. Are you making cleaning products available near commonly used surfaces where possible (for example, placing hand sanitiser near the register, on tables and chairs, and in bathrooms)? |  |  |  |  |  |
| 1. Will hand sanitizer be available at entry point, if gates are being opened and closed? |  |  |  |  |  |
| 1. Will hand sanitizer be available at prominent points around the venue? |  |  |  |  |  |
| 1. Have you ensured sanitising hand rub and soap dispensers are going to be regularly refilled? |  |  |  |  |  |
| 1. Will there be relevant signage providing hand washing guidance to all participants and volunteers? |  |  |  |  |  |
| 1. Will there be relevant signage to promote regular and thorough hand washing by volunteers and participants? |  |  |  |  |  |
| 1. Have you ensured that all other areas being utilized will be cleaned with sanitizer prior use? |  |  |  |  |  |
| 1. Have you ensured that shared spaces and spaces open to members of the public at facilities are going to be cleaned regularly, including at least twice a day for frequently touched surfaces (for example, gates)? |  |  |  |  |  |
| 1. Have you ensured that toilets and common use surfaces will be disinfected regularly? |  |  |  |  |  |
| 1. Have you ensured that equipment will be thoroughly cleaned after use? No sharing of equipment. |  |  |  |  |  |
| 1. Have you ensured bins are provided around the venue for disposal of tissues and gloves? |  |  |  |  |  |
| 1. Have you ensured that one person should be designated to open/close gates, or disposable gloves and sanitiser provided at the gate/s? |  |  |  |  |  |
| 1. Have you reduced touch points where possible, such as using contact-less payments and workplace access-cards, and using contact-less drink fountains and entry-points? |  |  |  |  |  |
| Hygiene - Stables |  |  |  |  |  |
| 1. Will you ensure that the toilet facilities will be cleaned with disinfectant, wiped and is a tidy state? |  |  |  |  |  |
| 1. Will you ensure access to hand washing facilities and/or alcohol-based hand sanitizer?  Checked and refilled regularly? |  |  |  |  |  |
| 1. Have you communicated that riders and handlers should provide their own bucket (and water if possible)? Where this is not possible, helpers and riders and handlers shouldn’t touch the tap or hose nozzle, the use of disposable gloves is recommended or have a designated tap marshal. |  |  |  |  |  |
| Hygiene - Event office |  |  |  |  |  |
| 1. Have you ensured thorough cleaning including door handles, light switches, kitchen surfaces, bathroom surface, phones, remote controls and any other high touch areas? |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Record keeping | Y | N | Details (eg how, when, where etc) | Responsible | Additional notes |
| Record Keeping |  |  |  |  |  |
| 1. Are you collecting the relevant information as a register of all athletes, support persons, officials and volunteers who are entering the grounds to ensure all contact details are available?  a. Competitors nominated and support persons to attend the event.   b. Appointed EV accredited officials. c. Volunteer event organisers.  d. Any other permitted essential personnel.  Recommended to be captured online (eg online entries and/or QR codes)  See Health Questionnaire for recommended questions |  |  |  |  |  |
| 1. Are you ensuring that event organisers, officials and attendees have confirmed they are not ill or have not been in contact with anyone with COVID-19? See Health Questionnaire for recommended questions |  |  |  |  |  |
| 1. Do you have process in place to collect records of worker, volunteer and participant details for contact tracing, where person attends work premises for longer than 15 minutes?  Recommended to be captured online (eg QR codes) See Health Questionnaire for recommended questions |  |  |  |  |  |
| 1. Do you have clear processes in place to collect personal details of every person attending the site? (including name, mobile phone number, attendance date, attendance time) |  |  |  |  |  |
| 1. Do you have relevant COVID Hotline phone numbers readily available? |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Interactions in Enclosed Spaces | Y | N | Details (eg how, when, where etc) | Responsible | Additional notes |
| Interaction in Enclosed Spaces - General |  |  |  |  |  |
| 1. Will you be closing any common areas if the congregation of areas cannot be managed?   Document how you will communicate scores to participants. |  |  |  |  |  |
| 1. Are you ensuring that not more than 10 members of the public in total are permitted at the outdoor facility at any one time, except where a distance of at least 100 metres between groups can be maintained at all times?   The space available at the outdoor sport or recreation facility must be suitable to ensure members of the public are reasonably capable of maintaining a distance of 1.5 meters from each other |  |  |  |  |  |
| 1. Are you bunting off high contamination risk areas such as seating, yards, stables, canteen and other areas attractive to people congregating? |  |  |  |  |  |
| 1. Is the Organising Committees timetabling events to expedite participation and avoid excessive participant numbers on site?  Detail |  |  |  |  |  |
| 1. Have you ensured that staff, volunteers and officials do not work across multiple work workplaces/facilities? |  |  |  |  |  |
| 1. Do you have a process to ensure staff, volunteers and officials declare to their employers if they are working across multiple worksites? |  |  |  |  |  |
| 1. Are you ensuring that riders and handlers are to leave the venue immediately once their session has concluded? |  |  |  |  |  |
| 1. Where workers and participants are required to be indoors (for example, in bathrooms), will you open windows and outside doors where possible to maximise ventilation? Use air conditioning to enhance the flow of air, however ensure that you are not using the ‘recirculate’ mode. |  |  |  |  |  |
| 1. Are you encouraging staff to take their lunch breaks and any other breaks outdoors as well? |  |  |  |  |  |
| Interaction in Enclosed Spaces - Event Office |  |  |  |  |  |
| 1. Will you open doors and windows to increase air circulation? |  |  |  |  |  |
| Interaction in Enclosed Spaces - Camping |  |  |  |  |  |
| 1. If camping is permitted, are you ensuring it adheres to the current restrictions? |  |  |  |  |  |
| Interaction in Enclosed Spaces - Catering |  |  |  |  |  |
| 1. Will you be operating food and drink facilities? |  |  |  |  |  |
| 1. If so, are you adhering to the below restrictions?  Community sport venues serving food and drink may operate for seated service if the operator permits service of food or drinks only to members of the public who are seated:   • For outdoor spaces at the facility, limit the number of members of the public permitted in outdoor spaces to the lesser of the density quotient and 50 persons • For indoor spaces at the facility, limit the number of members of the public permitted in each indoor space at the facility to the lesser of the density quotient and 10 persons providing the total number of persons in all indoor spaces does not exceed 20 persons  • Maintains a distance between tables at all times so that members of the public are at least 1.5 metres from other groups and members of the public when seated. Where density quotients apply, the area available for participants must be used when calculating the capacity limit for each separate area. You must not include any space that is not accessible to participants, such as kitchens, behind bars, or storage areas. Staff do not need to be included in the capacity limit. It is a limit on number of participants only |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Additional information | Y | N | Details (eg how, when, where etc) | Responsible | Additional notes |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Submit to EV for approval here: <https://form.jotform.com/202972877715064>

For more information, detail and clarification, refer to <https://www.coronavirus.vic.gov.au/sites/default/files/2020-10/Industry-Restart-Guidelines-Community-Sport-and-Recreation.pdf>

**Notify DHHS of a COVID-19 incident by phoning 1800 675 398**

**Equestrian Victoria Office only** Approved by