

# COVIDSafe Resource



**(COVID-19) EQUESTRIAN VICTORIA**

**Version FINAL1.5\_Jumping 1/3/2021**

<b>SUMMARY</b>	
<b>ABOUT THIS COVIDSAFE RESOURCE</b>	<b>2</b>
<b>HOW TO USE THIS RESOURCE</b>	<b>2</b>
<b>ABOUT EQUESTRIAN VICTORIA</b>	<b>3</b>
<b>COVIDSAFE PRINCIPLES</b>	<b>4</b>
<b>EV COVIDSAFE PROTOCOLS</b>	<b>5</b>
COVIDSafe Checklist & Plan	5
Physical distancing	5
Capacity – general	5
Capacity on site – Indoors	6
Capacity on site – Outdoors	6
Capacity on site – Fixed seating	6
PPE	6
Signage	6
Hygiene and sanitization	7
Registrations, Entries & Data capturing	7
Staff, Athletes, Personnel & Spectators	7
Personal behaviours	8
Equipment, Facilities & Hospitality	9
Camping	9
Jumping specific	9
<b>INSURANCE</b>	<b>11</b>
<b>YOUR EVENT – BEFORE, DURING, AFTER</b>	<b>11</b>
<b>APPROVAL</b>	<b>12</b>
<b>PUBLIC EVENTS FRAMEWORK</b>	<b>12</b>
<b>TRAINING</b>	<b>12</b>
<b>RISK ASSESSMENT</b>	<b>14</b>
<b>COVIDSAFE OFFICER</b>	<b>14</b>
<b>EV SUPPORT &amp; SUBSIDIES</b>	<b>15</b>
Medical subsidy	15
Personal Protective Equipment (PPE) subsidy	15
<b>QUESTIONS &amp; COVID CONTACTS</b>	<b>16</b>
<b>POSTERS FOR PRINTING</b>	<b>16</b>
<b>VIDEOS</b>	<b>16</b>
<b>FREQUENTLY ASKED QUESTIONS</b>	<b>17</b>

# COVIDSafe Resource

(COVID-19) EQUESTRIAN VICTORIA

Version FINAL1.5\_Jumping 1/3/2021

## 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.<sup>1</sup>

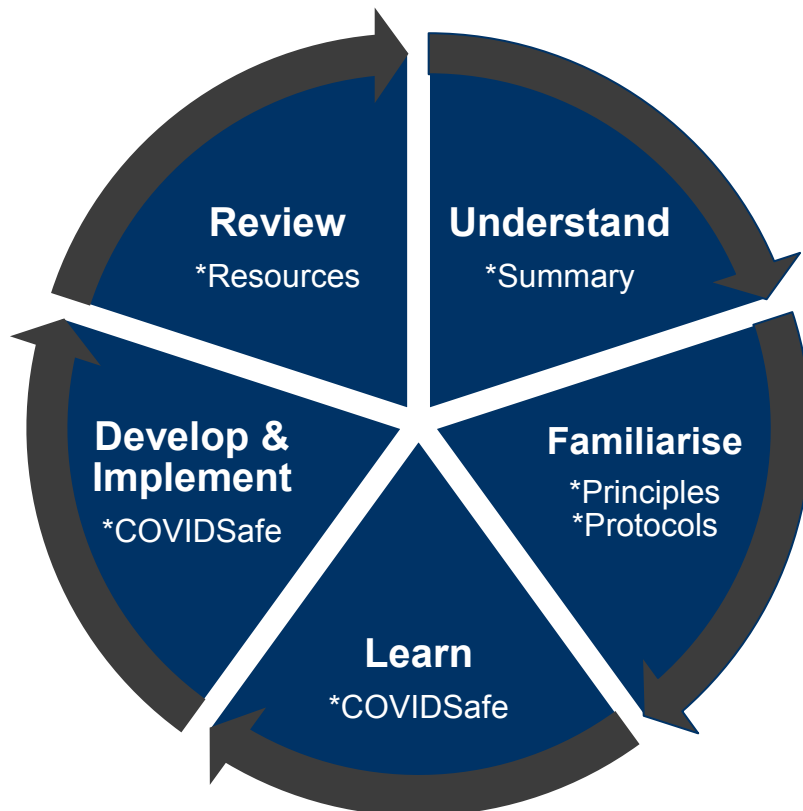
*This is a working document and is correct at date of printing (01/03/2021) and in line with the Restricted Activity Guidelines (v9). Prior to your competition or event, please consult with Equestrian Victoria to ensure you are referencing current guidelines and advice.*

## HOW TO USE THIS RESOURCE

This resource has been designed as a reference tool to assist, inform and prepare you for running your events and competitions in a COVIDSafe world.

We recommend that everyone on your Organising Committee become familiar with it and reference it throughout the planning, implementation and post event debrief stages of your event.

*Providing a COVIDSafe environment is everyone's responsibility.*



<sup>1</sup> <https://www.premier.vic.gov.au/sites/default/files/2021-02/COVIDSafe%20Settings%20Friday%2026%20February.pdf>

# COVIDSafe Resource



**(COVID-19) EQUESTRIAN VICTORIA**

**Version FINAL1.5\_Jumping 1/3/2021**

## ABOUT EQUESTRIAN VICTORIA

On 16 March 2020 the Victorian State Government declared a State of Emergency due to the COVID-19 pandemic. As a result, Equestrian Victoria (EV) immediately suspended all equestrian activity.

Since that time EV's priority has been 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.<sup>2</sup>

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<sup>3</sup>.

<sup>2</sup> EV Return to Play Plan UPDATED 1 JULY 2020

<sup>3</sup> EV Return to Play Plan UPDATED 1 JULY 2020

# COVIDSafe Resource

(COVID-19) EQUESTRIAN VICTORIA

Version FINAL1.5\_Jumping 1/3/2021

## COVIDSAFE PRINCIPLES

The Victorian government has identified six COVIDSafe principles that must be applied throughout your COVIDSafe Checklist and Plan, help prevent the introduction of coronavirus (COVID-19).<sup>4</sup>



### 1. Ensure physical distancing

All people in the workplace should be at least 1.5 metres apart and there should be no overcrowded areas. This means:

- Work from home if you can. Employers must permit their workers to work from home if their work can be done from home
- Ensure workers and customers are 1.5 metres apart at all times. Where this is not possible, the duration of the close contact should be minimised
- Ensure the workplace abides by the relevant density quotient
- Limit the total number of workers and customers in an enclosed area
- Avoid carpooling where possible.



### 2. Wear a face mask

- You must always carry a face mask with you when you leave home unless you have a lawful reason not to
- Face masks continue to be mandatory in some locations, unless a lawful reason not to wear one applies
- For a full list of settings where masks continue to be mandatory, see: [Face masks](#) page.



### 3. Practise good hygiene

Operators must regularly clean high touch-surfaces and encourage good hygiene practices by workers and customers. This means:

- Schedule regular cleaning and disinfecting of high-touch surfaces (including all surfaces and handrails) and make gloves available for this purpose
- Encourage regular handwashing by workers and customers, and make soap and hand sanitiser available for all workers and customers throughout the workplace.



### 4. Keep records and act quickly if workers become unwell

Have a strict policy that any workers who feels unwell must stay at home. This means:

- Support workers to stay home and get tested even if they only have mild symptoms
- Have a plan in place to immediately close down for cleaning and contact tracing if there is a confirmed case of COVID-19
- Keep records of workers and customer details for contact tracing
- Ask workers to complete a pre-shift declaration (recommended).



### 5. Avoid interactions in enclosed spaces

Where possible, move activities to an outdoor area. This includes:

- Meetings
- Lunch breaks
- Customer registration.



### 6. Create workforce bubbles

Limit the number of people that workers are in prolonged close contact with. This means:

- Keep pools of workers rostered on the same shifts
- Avoid overlap in shift changes
- Limit or decrease the number of visitors or workers attending multiple worksites where possible.

<sup>4</sup> <https://www.coronavirus.vic.gov.au/sport-exercise-and-physical-recreation-services-sector-guidance>

# COVIDSafe Resource



(COVID-19) EQUESTRIAN VICTORIA

Version FINAL1.5\_Jumping 1/3/2021

## EV COVIDSAFE PROTOCOLS

The approach to equestrian competition is **'get in, compete, get out'**, minimising unnecessary contact at the event.

Holding equestrian competition under the COVIDSafe Summer guidelines (statewide), originally issued on 6 December 2020, subject to DHHS announcements, and updated on 26 February, may continue under the following conditions.<sup>5</sup> These protocols have been updated accordingly and are correct as of 1 March 2021.

**Competition may now 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.

## Physical distancing

- Physical distancing (1.5m) must be maintained in all areas including between riders, officials, judges, pencilers, committee members and other workforce.

## Capacity – general

- Organising Committees must timetable events 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:
  - register-compete-return home
  - 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 required 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.
- While your capacity may increase, it is strongly recommended to still only run your sport within your capacity to deliver a COVIDSafe event (ie. just because you can increase numbers, we don't recommend you do).
- While you can now have spectators on site, we recommend you only permit them if you can SAFELY manage them within a COVIDSafe framework.

<sup>5</sup> <https://www.coronavirus.vic.gov.au/coronavirus-covidsafe-summer>

# COVIDSafe Resource

## (COVID-19) EQUESTRIAN VICTORIA

### Version FINAL1.5\_Jumping 1/3/2021

#### Capacity on site – Indoors

- Only the minimum personnel required to run the sport are permitted onsite.
- Venue cap: There are no patron caps for indoor sport - venue numbers are to adhere to 1 per 4sqm density quotient. \*Onsite counting/tracking is mandatory and ensure you don't exceed your venue cap.
- Class cap: Where it is necessary during the conduct of an event to form groups (e.g. show classes, mounted games, marshalling areas) each group must not exceed 50 persons. Judges, event officials or essential support personnel are not counted in the group of 50.
- Venues with capacity of greater than 500 patrons must publish a COVIDSafe Plan online.
- Patron capacity is your competitors, support personnel plus any spectators.

#### Capacity on site – Outdoors

- Only the minimum personnel required to run the sport are permitted onsite.
- Venue cap: There is a patron cap of 1000 for outdoor sport - venue numbers are to adhere to 1 per 2sqm density quotient (if using electronic record keeping) or 1 per 4sqm (if not using electronic record keeping). \*Onsite counting/tracking is mandatory and ensure you don't exceed your venue cap.
- Class cap: Where it is necessary during the conduct of an event to form groups (e.g. show classes, mounted games, marshalling areas) each group must not exceed 100 persons. Judges, event officials or essential support personnel are not counted in the group of 100.
- Patron capacity is your competitors, support personnel plus any spectators.

#### Capacity on site – Fixed seating

- The number of members of the public permitted in any seated outdoor space at any one time is limited to (with infants under one year of age not counting towards this limit) the lesser of:
  - (i) 75 per cent of the maximum seated space capacity; and
  - (ii) 1000; and
- All fixed seated spaces in sporting facilities (in all circumstances eg professional sport, community sport) must apply the restrictions developed for entertainment venues when used as a spectator venue (eg the bleachers at an indoor arena are used for spectators).
- The density quotient does not apply to seated areas.

#### 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 gloves.
- It is the responsibility of the Organising Committee to provide 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.

# COVIDSafe Resource



(COVID-19) EQUESTRIAN VICTORIA

Version FINAL1.5\_Jumping 1/3/2021

## 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.<sup>6</sup>
- 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.

## Registrations, Entries & Data capturing

- 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.
- Keep records of worker, volunteer, spectator and participant details for contact tracing, where person attends the venue for longer than 15 minutes.
- An attendee's register including name, mobile phone number and time arrived at the venue must be recorded for every person in attendance (recommended to be captured electronically, eg QR codes). See *Health Questionnaire* as a guide for required questions. Records should be kept for 28 days.
- You can now use the state government free electronic QR code service:  
<https://www.coronavirus.vic.gov.au/qrcode>

## Staff, Athletes, Personnel & Spectators

- All personnel 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 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.
- Staff, volunteers and officials need to declare to their employers if they are working across multiple worksites.
- 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.

<sup>6</sup> <https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19#does-coronavirus-covid-19-survive-on-surfaces>

# COVIDSafe Resource

## (COVID-19) EQUESTRIAN VICTORIA

### Version FINAL1.5\_Jumping 1/3/2021

- Persons with a disability are permitted the minimum but appropriate number of support personnel to ensure they are able to participate safely. (ie there is no set number and will depend on their needs).
- Children on site: If a carer, parent or guardian of a person with a disability is a carer, a parent or guardian of any other child or dependent - and the person cannot access alternative care arrangements or leave the child or dependent unattended so that the person can participate or supervise without the child or dependent, then the child or dependent may accompany the person when participating or supervising.
- Persons from restricted areas may not attend or participate.
- 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 attend.
- 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.



# COVIDSafe Resource

## (COVID-19) EQUESTRIAN VICTORIA

### Version FINAL1.5\_Jumping 1/3/2021

#### Equipment, Facilities & Hospitality

- Facilities may open, including club houses and showers in line with current density quotients.
- Alternate yards and/or stabling is not required.
- 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.
- There is strictly to be no sharing of water bottles or food or other personal equipment.
- Riders (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

# COVIDSafe Resource



**(COVID-19) EQUESTRIAN VICTORIA**

**Version FINAL1.5\_Jumping 1/3/2021**

any cross contamination. Marshals should also be reminded not to touch their face or cough into their hand.

- 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

# COVIDSafe Resource

(COVID-19) EQUESTRIAN VICTORIA

Version FINAL1.5\_Jumping 1/3/2021

## 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"/>		

# COVIDSafe Resource



(COVID-19) EQUESTRIAN VICTORIA

Version FINAL1.5\_Jumping 1/3/2021

## 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 & 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](mailto: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.

## PUBLIC EVENTS FRAMEWORK

Arrangements for events with a capacity over 1000 are determined on an individual basis under the Public Events Framework.

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](#).

## 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>

# COVIDSafe Resource



(COVID-19) EQUESTRIAN VICTORIA

Version FINAL1.5\_Jumping 1/3/2021

## DEVELOPING YOUR COVIDSAFE CHECKLIST & PLAN

All events and competitions MUST develop a detailed COVIDSafe Checklist & Plan 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 template has been designed to step you through the planning process and form your COVIDSafe Plan.

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.

**Coronavirus**  
(COVID-19) EQUESTRIAN VICTORIA  
EVENT PROTOCOL CHECKLIST/COVIDSAFE PLAN

Event/Competition Name: _____	Event/Competition Date: _____
Number of entries: _____	Event times: _____
Riders: _____	Horses: _____
Venue: _____	Number of spectators: _____
Address: _____	Town/City: _____
Venue contact: _____	
Plan prepared by: _____	Date submitted: _____
COVIDSafe Officer: _____	Contact Number: _____

COVID-19 EVENT CHECKLIST FINAL1.5\_Dressage  
Created on 1/3/2021  
Page 1

Please complete this Checklist with as much information and detail as possible, outlining your COVIDSafe plans.

Example:

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

State regulations	Y	N	Details (eg how, when, where etc)	Responsible	Additional notes
<i>Event permits and/or submission of COVIDSafe Plan</i>					
1. Is an event permit required for the event based on state regulations?					
2. Does the COVIDSafe plan abide by state regulations?					
3. Does the COVIDSafe plan require approval and submission to local authorities?					

# COVIDSafe Resource



(COVID-19) EQUESTRIAN VICTORIA

Version FINAL1.5\_Jumping 1/3/2021

## 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

Version FINAL1.5\_Jumping 1/3/2021

## EV SUPPORT & SUBSIDIES

### Medical subsidy

Equestrian Victoria will subsidise **UP TO** \$10 plus GST (if applicable) 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 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



(COVID-19) EQUESTRIAN VICTORIA

Version FINAL1.5\_Jumping 1/3/2021

## 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](mailto: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'



# COVIDSafe Resource

(COVID-19) EQUESTRIAN VICTORIA

Version FINAL1.5\_Jumping 1/3/2021



## FREQUENTLY ASKES QUESTIONS

### What is defined as a patron?

A patron is anyone who is located in a physical recreation workplace, whether or not they are engaging in a physical recreation activity at the time. For example, a patron includes somebody entering a pool complex.

A worker is not considered a patron.

### What is the difference between community sport and physical recreation?

Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such as country football and netball competitions overseen by AFL Victoria and Netball Victoria. Physical recreation is any other activity that is not associated with competition or training sanctioned by a state sporting association or equivalent governing body, including unorganised, non-competitive casual sport and social play, fitness and gyms classes.

See more information on [physical recreation and exercising page](#).

### Can club change rooms be used during COVIDSafe summer?

Yes. Change rooms and showers at indoor and outdoor sporting venues can open subject to the [two square metre rule](#).

Signage must be displayed at the entrance to club change rooms stating the maximum number of people permitted in the space according to the [relevant density quotient](#). Floor markings are recommended to promote physical distancing in change rooms and toilet facilities. Increased cleaning is also recommended.

### May I convert smoking areas to an outdoor exercise area?

You can convert an outdoor smoking area into an outdoor exercise area. However, smoking would no longer be allowed in that space. If you chose to do so, you must also take into account the requirements of the Tobacco Act, which are set out on the [BetterHealth website](#).

Reference: <https://www.coronavirus.vic.gov.au/sport-exercise-and-physical-recreation-services-sector-guidance>