

*Coronavirus*

(COVID-19) EQUESTRIAN VICTORIA

EVENT PROTOCOL CHECKLIST/COVIDSAFE PLAN

Event/Competition Name: Event/Competition Date:

Event times:

Number of entries Riders: Horses: Number of spectators:   
per day per day

Venue:   
  
Address: Town/City:   
  
Venue contact:

Plan prepared by: Date submitted:

COVIDSafe Officer: Contact Number:

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

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| 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 |

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| State regulations | Y | N | Details (eg how, when, where etc) | Responsible | Additional notes |
| Event permits and/or submission of COVIDSafe Plan |  |  |  |  |  |
| 1. Is a Public Event Framework application required for the event based on state regulations?  If so, what Tier is the event self classified as?  What is the status of the application? |  |  |  |  |  |
| 1. Does the COVIDSafe plan abide by state regulations? |  |  |  |  |  |
| 1. Does the COVIDSafe plan require approval and submission to local authorities? |  |  |  |  |  |

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| Reducing the spread | Y | N | Details (eg how, when, where etc) | Responsible | Additional notes |
| Reducing the Spread - Pre Event Communication/Arrangements |  |  |  |  |  |
| 1. Have you briefed all your staff, volunteers, committee members and officials regarding COVIDSafe practices and plans?  Have your staff undertaken relevant COVID training? |  |  |  |  |  |
| 1. Will you conduct a site walk through with key committee and officials prior to the event, outlining COVIDSafe practices and arrangements? |  |  |  |  |  |
| 1. Have you provided pre-event notification to all committee members, attendees, riders, officials, suppliers and volunteers, advising:   - download and actively use the COVIDSafe app  - event COVIDSafe protocols  - relevant arrival times (not able to arrive early)  - use of masks (dependent on Public Health Orders)  - persons from restricted areas not able to attend  - persons feeling unwell, displaying symptoms, a close contact or COVID positive are not permitted to attend  - Health questionnaire/QR code in place to collect records of those on site  - personal behaviours eg no handshake |  |  |  |  |  |
| 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 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. |  |  |  |  |  |
| 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 communications |  |  |  |  |  |
| 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 COVIDSafe information/signage displayed?   - how to reduce the spread of COVID-19  - download & use COVIDSafe app  - handwashing  - physical distancing  - notification of relevant hygiene and distancing protocols   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. Can you make PA announcements throughout your event, reminding of COVIDSafe protocols, keeping safe and stopping the spread?  Detail |  |  |  |  |  |
| Reducing the spread - General site |  |  |  |  |  |
| 1. Are you ensuring that you are complying with the current capacity & density quotient restrictions?  Detail for indoor and/or outdoor |  |  |  |  |  |
| 1. Are you ensuring that persons from restricted areas are not attending or participating?  Detail process |  |  |  |  |  |
| 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.  Do you have a plan and process in place to respond if a participant, volunteer or organizer is notified by health authorities that they are a positive case and attended the facility whilst infectious?   Do you have a plan in place to:  - identify and notify close contacts in the event of a positive case attending the venue/facilityduring their infectious period. You are also required to notify DHHS of the positive case.  - to clean the venue/facility (or part) in the event of a positive case.  - to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact detailsof any close contacts.  - to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your venue/facility.  Do you have a plan in place:  - if the event that you have been instructed to close by DHHS.  - to re-open your venue/facility once agreed by DHHS and notify participants, volunteers and organisers they can return to the venue/facility .  More information can be found at https://www.dhhs.vic.gov.au/workplace-obligations-covid-19.  Do you have a process for a deep clean, if a positive COVID visited your venue? |  |  |  |  |  |
| 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?   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 |  |  |  |  |  |

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| 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?   Have you considered pedestrian flow & potential bottlenecks?  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. 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 comply with current capacity regulations and persons are 1.5 metres apart? |  |  |  |  |  |
| 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 a required (minimum) distance of 2m between trucks/cars/floats, 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. |  |  |  |  |  |
| 1. If riders are providing their own yards, are you ensuring that private yards are appropriately distanced from neighbouring private yards? |  |  |  |  |  |

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| PPE | Y | N | Details (eg how, when, where etc) | Responsible | Additional notes |
| PPE - General site |  |  |  |  |  |
| 1. Is there adequate signage onsite to advise of the current use of face masks? |  |  |  |  |  |
| 1. Do you have spare masks available in the event a rider 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 & dispose of mask and gloves? |  |  |  |  |  |

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| 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?  Do you have a cleaning log in place? |  |  |  |  |  |
| 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 attendees on site? |  |  |  |  |  |
| 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)?  Do you have a cleaning log in place? |  |  |  |  |  |
| 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, including between shifts? 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, cashless payments, lidless bins, 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 should provide their own bucket (and water if possible)? Where this is not possible, helpers and riders 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? |  |  |  |  |  |

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| 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 attendees who are entering the grounds (for more than 15mins) to ensure all contact details are available? (including name, mobile phone number, attendance date, attendance time)  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. e. Spectators  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, do not have a temperature or have not been in contact with anyone with COVID-19? See Health Questionnaire for recommended questions |  |  |  |  |  |
| 1. Do you have relevant COVID Hotline phone numbers readily available? |  |  |  |  |  |

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| 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 you are complying with the current capacity restrictions?   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?  Have you ensured that staff, volunteers and officials do not work across multiple areas of the venue? Have you considered creating zones at your venue and restricting volunteers and officials to designated zones?  Have you considered creating workforce bubbles to minimize risk of workforce mixing? |  |  |  |  |  |
| 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 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? |  |  |  |  |  |
| 1. Have you considered if you need to increase amount of toilets and showers? |  |  |  |  |  |
| 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 current protocols?  <https://www.coronavirus.vic.gov.au/hospitality-food-and-beverage-services-sector-guidance> |  |  |  |  |  |

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| Jumping specific protocols | Y | N | Details (eg how, when, where etc) | Responsible | Additional notes |
| Jumping |  |  |  |  |  |
| 1. If you are a regional club/competition, are you ensuring you service the local membership/community (the aim of which is to avoid unnecessary travel to competitions). |  |  |  |  |  |
| 1. Are you 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?   Please detail |  |  |  |  |  |
| 1. Are you ensuring that course walks be limited and comply with current class capacities at any one time excluding coach/support person/parent or guardian? |  |  |  |  |  |
| 1. Are you ensuring that course walk time limits and draw orders are strictly observed to ensure effective competition management? |  |  |  |  |  |
| 1. Are you ensuring that all gatherings comply with current class or venue capacities at any one time in any one place 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? |  |  |  |  |  |
| 1. Are you communicating and ensuring support staff (e.g. grooms, trainers etc.) are wearing gloves at all times if attending to poles in the practice/warm up arena?  Note: support staff are permitted into these arenas to assist their rider.  Do you have processes in place to complement this with regular cleaning of the poles as well provision of hand sanitizer or wipes on entry into the arena?  Are you communicating and reminding personnel not to touch their face or cough into their hand? |  |  |  |  |  |
| 1. Volunteers, support staff and event officials i.e. Marshals Are you ensuring that gloves are worn at all times by persons attending to the poles in the competition arena?  Do you have processes in place to complement with regular cleaning of the poles as well? Note: where possible, marshals should be assigned to set jumps, to avoid any cross contamination.   Are you communicating and reminding personnel not to touch their face or cough into their hand? |  |  |  |  |  |
| 1. Have you considered minimising rotation of penciller’s working with a judge and maintain 1.5 meters apart where possible? Note: 1.5m rule applies to commentators. |  |  |  |  |  |
| 1. Are you ensuring that prizegivings be conducted in accordance with social distancing guidelines, no personal interaction. Judges not to present ribbons or prize money in person? |  |  |  |  |  |
| 1. Do you have processes and communication in please to ensure that participant enquiries of a non-urgent official nature be conducted via mobile phone at the conclusion of the class? |  |  |  |  |  |
| 1. Are you ensuring that canteens, kiosks and at venue dining facilities can only open subject to the industry restart guidelines for hospitality? |  |  |  |  |  |

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| Additional information | Y | N | Details (eg how, when, where etc) | Responsible | Additional notes |
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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/sport-exercise-and-physical-recreation-services-sector-guidance>

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

**Equestrian Victoria Office only** Approved by