

# ***COVIDSafe Briefing***

**(COVID-19) EQUESTRIAN VICTORIA**



# Welcome

**Information in this presentation is correct at time of printing: 1 March 2021**

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**(COVID-19) EQUESTRIAN VICTORIA**



# The Next Normal



# ***COVIDSafe Briefing***

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**“The first vaccinations, as they roll out ...in Australia, will not change everything back to normal.”**

**Professor Paul Kelly**

# **Government Public Health Orders**

## COVIDSafe – Revert to COVIDSafe Summer

Restricted Activity Directions (Victoria) (No 9)

- 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 to play our part in slowing the spread of the virus
- 'Get in, compete, get out'
- Minimise unnecessary contact at the event
- Be safe, cautious & appropriate
- Social distancing (1.5m) and good hygiene MUST be maintained





## COVIDSafe Victoria Recap

### **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.

### **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.

Venues with capacity of greater than 500 patrons must publish a COVIDSafe Plan online.

## COVIDSafe Principles – Distancing



- Keep your distance – stay 1.5 metres away from people where you can
- Reduce congested areas
- Think about pedestrian access and flow
- Consider how you will manage large crowds
- Consider behaviours of your riders, officials and spectators

## COVIDSafe Principles – Face Masks



- Masks must be carried at all times
- Masks to be worn when physical distancing can't take place
- Masks are mandatory when:
  - inside retail stores where the indoor space is 2,000 square metres or more such as shopping centres, retail stores inside shopping centres, department stores, electronics stores, furniture stores, hardware stores or supermarkets
  - travelling on public transport or when travelling in a commercial passenger vehicle or tour vehicle
  - a person who is awaiting the results of a COVID-19 test or experiencing any symptoms of COVID-19 must wear a face covering. Any person diagnosed or suspected of having COVID-19, or who is a close contact of someone diagnosed with COVID-19, must wear a face covering if leaving home/accommodation for a permitted reason, such as medical care.



## COVIDSafe Principles – Hygiene



- Regular and thorough cleaning of surfaces and facilities.
- Reduce high traffic or common touchpoints.
- Encourage regular handwashing through use of signage and access to hand wash and hand sanitizer.
- Provide hand sanitizer near high traffic touch points
- Include relevant signage throughout your venue.
- Demonstrate your commitment to a COVIDSafe environment and set the tone for the event.

## COVIDSafe Principles – Record Keeping



- Organisers may apply the two square metre rule if they use electronic record keeping (outdoors). Otherwise, the four square metre rule applies for manual means of record keeping.
- The record keeping requirement applies to all persons attending a facility or venue for longer than 15 minutes, which may include staff, customers, maintenance and delivery workers.
- Records can be kept electronically or in hard copy and should be kept for 28 days.
- Businesses are strongly encouraged to use QR codes to support contact tracing.
- State government QR code – you don't get access to the data.

## COVIDSafe Principles – Enclosed



- Avoid enclosed spaces.
- Hold meetings, briefings etc outside or online.
- Reduce access to event offices – create new limits and working environments.
- Conduct table top exercise with site maps to identify high traffic and potential congestion areas.



## COVIDSafe Principles – Work bubbles



- Create shift bubbles amongst your workforce where you can.
- Create work zones amongst your workforce where you can.
- Reduce potential cross contamination.
- Reduce access to event offices.

## COVIDSafe Principles



# **Equestrian Victoria's COVIDSafe Resources**



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**“The pandemic is still raging. It is not petering out. The virus has not gone anywhere. Indeed, it is morphing into new and more virulent strains”.**  
**Prime Minister Scott Morrison**

# COVIDSafe Briefing

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## COVIDSafe Resources

COVIDSafe  
Resource  
Version 5

<b>COVIDSafe Resource</b>	
(COVID-19) EQUESTRIAN VICTORIA	
Version 1.0 21/10/2020	
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<b>COVIDSafe Resource</b>		
(COVID-19) EQUESTRIAN VICTORIA		
Version 1.0 21/10/2020		
<b>INSURANCE</b>		
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.		
<b>BE SAFE, CAUTIOUS &amp; APPROPRIATE</b>		
<b>YOUR EVENT – BEFORE, DURING, AFTER</b>		
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	Ensure all COVIDSafe documentation onsite	Store personnel details securely but with easy access
Undertake COVIDSafe training	Open COVID app	Conduct event debrief
Develop COVIDSafe Checklist	Hold COVIDSafe briefings	Complete post event report
Develop COVIDSafe Risk Assessment	Ensure COVIDSafe checklist implemented	Share learnings with all committee
Appoint COVIDSafe Officer	Holding daily briefs and debriefs	Update COVIDSafe plan for future events, based on learnings
Collect all entries	Update COVIDSafe Checklist as required	
Undertake scenario planning	Ensure COVIDSafe protocols are adhered to	
Download COVID app	Store personnel details securely but with easy access	
Submit to EV for approval		
Communicate rules & regulations		



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## COVIDSafe Resources

### COVIDSafe Checklist & Plan Version 5

Record keeping is required and venues with capacity of greater than 500 patrons must publish a COVIDSafe Plan online.

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

Event/Competition Name: \_\_\_\_\_ Event/Competition Date: \_\_\_\_\_

Number of entries Riders: \_\_\_\_\_ Horses: \_\_\_\_\_ Event times: \_\_\_\_\_

Number of spectators: \_\_\_\_\_

Venue: \_\_\_\_\_ Town/City: \_\_\_\_\_

Address: \_\_\_\_\_

Venue contact: \_\_\_\_\_

Plan prepared by: \_\_\_\_\_

COVIDSafe Officer: \_\_\_\_\_

COVID-19 EVENT CHECKLIST vFINAL1  
Correct as at 10/2/2021  
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
Event permits and/or submission of COVIDSafe Plan					
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 Resources

### COVIDSafe Officer Position Description

#### COVIDSafe Officer

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Version 1.0 21/10/2020



##### POSITION DESCRIPTION

**Reports to:** Club Executive Committee or Event Director  
**Aim:** To ensure Equestrian sport remains safe for all members, competitors, officials, volunteers and spectators  
**Role:** The COVIDSafe Officer is responsible for overseeing the event specific COVIDSafe Checklist & Plan (based on Equestrian Victoria's COVIDSafe Resource). It is the role of the Organising Committee to develop and implement the COVIDSafe Checklist & Plan.  
**Extent:** This role extends to all activity undertaken by an affiliated Equestrian Victoria Club or Competition. Clubs and Event Organising Committees may appoint one or more COVIDSafe Officers to support a COVIDSafe environment. A COVIDSafe Officer may delegate duties as required.  
**Tenure:** To be appointed per event

##### BACKGROUND

Equestrian Victoria (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.

##### SCOPE OF POSITION

The COVIDSafe Officer will oversee the implementation the COVIDSafe Checklist & Plan, developed by the Organising Committee as part of the commitment for a safe return to Equestrian sport. This role is a dedicated, stand-alone role and not to be associated with any other roles on site. This role is to be filled by person/s independent of the Organising Committee and/or associated club, to allow for transparency and independence. 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.  
**NOTE:** It is not the role of the COVIDSafe Officer to write or develop a COVIDSafe Checklist & Plan, however it would be reasonable to expect the COVIDSafe Officer will have input into the development of the plan.

Effective Date: 21/10/2020  
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Version 1.0  
Approved by: tbc

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#### COVIDSafe Officer

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##### DUTIES

###### COVIDSafe Checklist & Plan

- To attend event(s) and oversee implementation of the COVIDSafe Checklist & Plan
- Ensure volunteers are in place where required (i.e. gate attendants, toilet cleaners, medical staff etc), as outlined in the COVIDSafe Checklist & Plan

###### Physical distancing

- Ensure physical distancing is maintained including compliance with the current government density quotient. Note: The COVIDSafe Officer has the authority to request compliance from members and visitors.

###### Data Collection

- Coordinate (or oversee) the collection of names, contact details, other required information and time of arrival at events
- Maintain a detailed and secure manifest of all persons on site (for contact tracing purposes if required)

###### Cleaning & Sanitization

- Coordinate the cleaning schedule of event facilities i.e. toilets and public places as required and appropriate supplies of sanitiser and paper towels are maintained, in accordance with the COVIDSafe Checklist & Plan

###### Non-compliance

- Report instances of non-compliance to the Club or Event Director/Organising Committee. It is the Committee's responsibility to address or evict people who refuse to comply
- Implement mandatory exclusion, that is, people who are displaying symptoms of sickness must be directed to leave the premises immediately are excluded

###### Reporting

- Provide regular feedback and reporting to Organising Committee
- Attend and contribute to post event debrief

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# COVIDSafe Briefing

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## COVIDSafe Resources

### Health Questionnaire

**COVIDSafe**  
(COVID-19) EQUESTRIAN VICTORIA  
Version 1.0 22/10/2020

**WORKFORCE CORONAVIRUS (COVID-19) HEALTH QUESTIONNAIRE**

We encourage each workforce member (organizing committee, officials, volunteers etc) to complete this questionnaire before starting any shift and give your completed questionnaire to the COVIDSafe Officer for record keeping purposes.

Staff name: \_\_\_\_\_

Date: \_\_\_\_\_ Time/Date of shift: \_\_\_\_\_

Are you currently required to be in quarantine because you have been diagnosed with coronavirus (COVID-19)?  
= YES = NO

Have you been directed to a period of 14-day quarantine by the Department of Health and Human Services (DHHS) as a result of being a close contact of someone with coronavirus (COVID-19)?  
= YES = NO

Have you been in contact with someone displaying COVID-19 symptoms in the last 14 days?  
= YES = NO

*If you answered YES to either of the above questions you should not attend the event until advised by the Department of Health and Human Services that you are released from quarantine or until your 14-day quarantine period is complete.*

*If you answered NO to the above questions, proceed to the symptom checklist below.*

Are you experiencing any of these symptoms?  
Fever  
(If you have a thermometer, take your own temperature. You are considered to have a fever if above 37.5C)  
= YES = NO

Chills  
Cough  
Sore throat  
Shortness of breath  
Runny nose  
Loss of sense of smell  
= YES = NO  
= YES = NO  
= YES = NO  
= YES = NO  
= YES = NO  
= YES = NO

*If you answered YES to any of the above questions you should not enter the venue (or you should leave your workplace, if already there).*

*Tell your employer, go home, and get tested for coronavirus (COVID-19).*

*If you answered NO to all the above questions, you can enter your workplace.*

*If you develop symptoms, stay at home and seek further advice from the 24-hour coronavirus hotline 1800 675 398 or your general practitioner.*

Source: <https://www.coronavirus.vic.gov.au/sites/default/files/2020-10/Industry-Restart-Guidelines-Community-Sports-and-Recreation.pdf>



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## COVIDSafe Resources

Risk Assessment

### COVIDSafe Risk Assessment

(COVID-19) EQUESTRIAN VICTORIA  
Version .1 26/10/20



This is to guide and prompt you when completing your Event Risk Assessment

Characteristic	Risk Consideration	Public Health Rationale	Weight	Risk Mitigation Strategies
Situational Awareness	Does the Organising Committee and COVIDSafe Officer have an understanding of the COVID-19 situation	Understanding the latest information on COVID-19 outbreak and transmission patterns will assist in determining the way forward and the level of mitigation and measures required to stop/ control the spread.	Medium	Relevant organisers and responsible staff keep informed of COVID-19 outbreak through global and local daily situation reports provided by authorities.  Organisers and responsible staff understand COVID-19 risks and transmission and understand the measures to take to limit spread through best practices. (including respiratory etiquette, hand hygiene, physical distancing etc.)
Event Emergency preparedness and response plans	Does the Organising Committee have in place the required response plans to manage and respond to COVID-19	Specific planning in relation to COVID-19 management and response will reduce/ remove the type of activities that could contribute to spread of the disease. In the event that a high risk activity is observed or conducted it is	High	A Medical Response plan in place for the event and clear directions/ communications for all participants to follow including interaction with host country healthcare system. A senior emergency team to coordinate response



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**“Even with the roll out of the vaccine, there can be no let-up in the three vital suppression measures that served Australia well in 2020 and must be the focus of continuous improvement in 2021.**

**Our international border restrictions and robust quarantine system.**

**Our high rates of testing, our contact tracing systems and our management of outbreaks in hot spots.**

**And physical distancing and sound hygiene practices.”**

**Prime Minister Scott Morrison**

# Public Events Framework



## Public Events Framework

### What is a public event?

The [Victorian Chief Health Officer's Directions \(the Directions\)](#) define a public event as:

*An organised public gathering for a common purpose which is conducted on a one-off or periodic basis, open to members of the public, publicly announced or advertised, and may be subject to specific licenses, approvals or permits.*

### What is the process?

The application is reviewed by the Public Events Framework team and then submitted to the health team for review and approval. It is not a straight forward tick and flick.

They are experiencing a large number (1,000s) of submissions – 32% are sport applications.

### What is venue approval?

## Public Events Framework

	Tier 1	Tier 2	Tier 3
Criteria	<ul style="list-style-type: none"><li>➤ Events with 5000 or more attendees</li><li>➤ Events with 1000 to 5000 attendees that involve six or more public health risk factors for events</li></ul>	<ul style="list-style-type: none"><li>➤ Events with 1000 to 5000 attendees</li><li>➤ no more than five public health risk factors</li></ul>	<ul style="list-style-type: none"><li>➤ Events with 1,000 or fewer attendees per event.</li><li>➤ Risk factors do not apply</li></ul>
Requirements	<ul style="list-style-type: none"><li>▪ Tier 1 events must submit a COVIDSafe Event Plan to the Victorian Government for public health approval.</li><li>▪ Tier 1 events must submit a plan <b>8 to 10 weeks</b> before the start of the event. (Noting additional time for promotion, advertising and ticket sales)</li></ul>	<ul style="list-style-type: none"><li>▪ Tier 2 events must submit a COVIDSafe Event Plan to the Victorian Government for public health approval.</li><li>• Tier 2 events must submit a plan <b>4 to 6 weeks</b> before the start of the event. (Noting additional time for promotion, advertising and ticket sales)</li></ul>	<ul style="list-style-type: none"><li>▪ Tier 3 events must complete and submit a COVIDSafe Event Checklist <a href="#">via the online registration form</a> to the Victorian Government to register the event.</li><li>▪ Tier 3 events must submit the COVIDSafe Event Checklist at least 1 week before the start of the event.</li><li>▪ Tier 3 events can also be conducted under clauses 5, 6 and 8 of the Restricted Activity Directions. Eligible event organisers can conduct their event under either pathway, however it is recommended that all organisations that are new to the process utilise the COVIDSafe Event Checklist as it supports general compliance and COVIDSafe events.</li></ul>

## Public Events Framework

**Do mass participation events need to comply with the Restricted Activity Directions (RAD) or the Public Events Framework (PEF)?**

If your mass participation event has fewer than 500 participants and can run in accordance with the current Restricted Activities Direction requirements for community sport, then the event can proceed with a COVIDSafe Event Checklist.

If your mass participation event requires additional allowances than permitted in the Restricted Activities Direction, or has greater than 500 participants, the event will need to follow the Public Events Framework approval process.



## Public Events Framework

### **What compliance measures will be in place to ensure event organisers do the right thing?**

Event organisers will need to demonstrate that they are doing what is reasonably practicable to comply with all public health directions during COVIDSafe Summer. This includes but is not limited to record-keeping for contact tracing purposes, signage, handwashing facilities, ensuring physical distancing, applying density limits, and training to identify and address non-compliant behaviour.

The Victorian Government may also conduct spot checks on events to ensure compliance with their COVIDSafe Event Plan. Any breaches in behaviour can be reported to the COVID Marshals at your event or escalated to the relevant government enforcement agency if behaviours are not managed. There will be significant penalties for failing to ensure a safe, compliant event.

## Public Events Framework

### **What you need to include in your application**

- Detailed EV COVIDSafe plan
- Completed COVIDSafe Event Plan
- Site map with entry and exit points

### **Ensure your plans clearly outline:**

- protocols in place for managing a suspected case at the event, including isolation arrangements and medical follow-up.
- pre-event communications with public health messaging. i.e. stay at home if you're unwell. (ie how you're communicating)
- method of capturing the details for each staff member and attendee at the event (ie can anyone at your event be traced?)
- clear protocols for maintaining social distancing in common areas i.e. entry / exit, food and beverage, bathrooms, merchandise sales, foyer etc. (ie how you are managing crowds)
- whether the event is likely to involve movement of attendees. If so, whether this risk been sufficiently mitigated.
- arrangements in place for cleaning of high touch surfaces throughout the event, along with a pre and post event clean.
- arrangements for hand sanitiser and cleaning facilities for staff and attendees.
- whether PPE is available for staff, with appropriate training and whether additional PPE available for attendees if required.

# **COVIDSafe Checks and Compliance**



## COVIDSafe Complacency

*“The community has worked tirelessly to drive down COVID-19 infections throughout Victoria and while we are enjoying the steps back towards COVID normal it is important to ensure we remain prepared.”*

*It is essential that all workplaces, clubs and events do what they can to ensure we remain on top of this virus across the state.*

*By developing and implementing a COVIDSafe plan EV members can help ensure that events are safe and compliant, and can continue to engage in the sport that we all love.”*

**Regards Steve Peters**  
**Worksafe Victoria**

## COVIDSafe Complacency

- COVIDSafe compliance is slipping
- Dropping rate of COVIDSafe compliance to COVIDSafe principles and protocols
- Despite low (or no) numbers of COVID community transmission, it is critical to maintain principles & protocols
- Following COVIDSafe principles stops and reduces the spread
- **This isn't the time to become complacent**
- **Communication is key**
- **We all have a legal obligation**

## What you can expect

- Spot checks (could be multiple WorkSafe/DHHS representatives)
  - could attend in multiple numbers
  - will make themselves known
  - will check your COVIDSafe plan and run through arrangements with you
  - work with them for the best outcome
  - you won't necessarily receive feedback following a visit
- Department of Jobs, Precincts & Regions
  - they will attend as observers
  - they will be in casual clothes and not make themselves known
  - they will take notes and provide a report



## COVIDSafe Compliance Enforcement

- Victoria Police, and other authorities involved in the regulation of businesses may conduct spot checks to ensure compliance with the directions of the Victoria Chief Health Officer.
- WorkSafe will continue compliance and enforcement action under the Occupational Health and Safety Act (OHS Act).
- Victoria Police can issue on the spot fines of up to \$1,652 for individuals and up to \$9,913 for businesses for:
  - Refusing or failing to comply with the emergency directions
  - Refusing or failing to comply with a public health risk power direction; or
  - Refusing or failing to comply with a direction by the Victorian Chief Health Officer
- Additional fines can be imposed the Magistrates' Court

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

## **Why communication matters**

## Communication

- It can take 7 times repeating the same information to get a message across
- Consider your pre event communication
- You set the tone and expectation
- COVIDSafe information should be integrated in all your communication, it isn't an add on
- The power of communication



## COVIDSafe signs

**Equestrian Victoria is in the process of designing specific COVIDSafe signage templates including:**

- Stop the spread
- Working together to stop the spread
- Hand washing
- Capacities
- Sign in
- Sanitize
- Physical distancing (signs and floor markers)

Do you want any others?

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## **Subsidies**

## COVIDSafe Resources – Medical

### **Medical subsidy**

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.

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:** 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](#)).



## COVIDSafe Resources – PPE

### **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](#)).

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## **What 2020 taught us**

## **Learnings from 2020**

- **The world can change in an instant**
- **Your riders/audience come first**
- **You set the tone and expectations**
- **Hygiene and distancing is a priority for the community**
- **Old habits aren't easy to change**
- **Communication is key**
- **Scenario planning is vital**
- **Creating a consistent safe environment is paramount**



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# What does the future hold

## The next normal

- **The virus will continue to make it into the community**
- **You won't know it has been at your event until after the fact**
- **Hotspots will continue to pop up**
- **Short term lockdowns will continue**
- **New behaviours will evolve**
- **There is still anxiety and apprehension in the community**
- **Your event can set the bar**
- **People will talk**
- **Act as if everyone has COVID**
- **Have you done everything?**
- **WHAT CAN WE DO TO HELP?**

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**“2021 will be the year of transition. Barring any unexpected catastrophes, individuals, businesses, and society can start to look forward to shaping their futures rather than just grinding through the present. The next normal is going to be different. It will not mean going back to the conditions that prevailed in 2019. Indeed, just as the terms “prewar” and “postwar” are commonly used to describe the 20th century, generations to come will likely discuss the pre-COVID-19 and post-COVID-19 eras.”**

**McKinsey & Co**



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# Q&A