



Supported by TEQ

COVID SAFE EVENT PLAN

Mooloolaba Beach

Thursday 26th Nov – Sunday 29th Nov 2020

TABLE OF CONTENTS

TABLE OF CONTENTS.....	3
DOCUMENT REVISIONS.....	6
SUPPORTING DOCUMENTATION	7
CONSULTATION.....	7
PURPOSE	7
INDUSTRY PLANS.....	8
RESPONSIBILITIES.....	8
COMPLIANCE.....	9
1. EVENT OVERVIEW	10
1.1 Event Details	10
2. VENUE/SITE DETAILS.....	12
2.1 Event Boundaries and Total Size.....	12
2.2 Discrete Areas	13
2.2.1 Check-in Area	13
2.2.2 Team Registration Area.....	14
2.2.3 Umpire Check-in.....	15
2.2.4 First Aid Marquee & Isolation Area.....	15
2.2.5 Sound Marquee.....	16
2.3 Location of Sanitizing Stations	16
2.4 Staff Monitoring Areas.....	17
3. ANTICIPATED ATTENDANCE DETAILS.....	18
4. ON-FIELD COVID SAFE MEASURES	19
4.1 Court Access and Egress.....	19
4.2 Sanitising Stations	19
4.3 Score Sheets.....	19
4.4 Cleaning of Equipment.....	19
4.5 Spectators on Court	20
5. NON-COMPLIANCE.....	21
6. KEY PUBLIC HEALTH PRINCIPLES.....	22
6.1 General Governance	22
6.2 Communication of Expectations	22
6.3 Physical Distancing.....	23
6.4 Screening.....	24

6.5 Facilitate Contact Tracing.....	25
6.6 Regular and Thorough Cleaning.....	26
6.7 Hand Sanitiser and Hand Washing Facilities.....	26
6.8 First Aid / In-Event Health Services Plan.....	27
7. EVENT SPECIFIC PUBLIC HEALTH STRATEGIES	28
7.1 Public Transport Hubs – N/A.....	28
7.2 Parking Management.....	28
7.3 Entry/ Exit Points.....	28
7.4 Indoor Spaces.....	29
7.5 Toilet Facilities - N/A.....	29
7.6 Food and Beverage Preparation and Service Areas - N/A	29
7.7 Other Queueing Areas	29
7.8 Grandstands and Stadium Seating – N/A.....	30
7.9 Fields of Play and Competition Areas	30
7.10 Stages – N/A.....	30
7.11 Market Stalls and Fetes – N/A	30
7.12 Amusement Rides - N/A.....	30
7.13 Side-show Alley – N/A.....	30
7.14 Parades – N/A	30
7.15 BYO Seat or Picnic Rug Areas	30
7.16 In Event Camping – N/A	30
8. OPERATIONAL CONSIDERATIONS	31
8.1 Weather	31
8.2 Commencement and Completion Times	31
8.3 After Dark.....	31
8.4 Deliveries.....	32
8.5 Disturbances and Evictions	32
8.6 Egress	33
8.7 Emergency Service Access	33
8.8 Evacuation.....	33
8.9 Service of Alcohol - N/A	34
8.10 Impact on host community – N/A.....	34
9. EVENT STAFF	35
9.1 Event Organisers and General Event Staff	35

9.2 Food and Catering Staff - N/A.....	35
9.3 Cleaning Staff - N/A.....	35
9.4 Security	35
9.5 Volunteers.....	36
11. ATTACHMENTS.....	37
Attachment A – COVID Safe Event Checklist.....	37

DOCUMENT REVISIONS

Review Status				
Date	Revision #	Purpose & Summary of Amendments	Reviewed by	Approved by
27/09/2020	1	COVID Safe Plan – prepared for submission to QLD Health	Madeleine Beekman / Michaela Lennon	Kevin Forrester

SUPPORTING DOCUMENTATION

The following documentation has been included with this application to support the content provided for the NetFest 2020 COVID Safe Plan Event Plan.

- Risk Management Plan
- WHS Management Plan – 3vent
- Emergency & Evacuation Management Plan
- Assist First COVID Safe Plan
- Volunteering QLD Checklist

CONSULTATION

The following COVID Safe Event Plan for NetFest 2020 has been developed in consultation with:

- 3vent Productions
- Netball Australia
- Sunshine Coast Council
- Queensland Public Health Unit
- Contractors & Suppliers

PURPOSE

The purpose of this COVID Safe plan is to acknowledge the risk COVID-19 presents for sporting events which will attract an interstate and potentially national audience such as NetFest 2020.

Traditionally, the beach competitions for NetFest held at Mooloolaba Beach have attracted around 250 players each day of the festival. Spectators generally consist of beach goers and passers-by, however during the Celebrity Match on Thursday night spectator numbers have reached up to 300 at times.

Even though the attendance numbers are not significant, the fact that NetFest brings together teams from all over QLD and Australia categorises it as a category 2 event (between 500 – 10,000 attendees) within the Industry Framework for COVID Safe Events in Queensland.

This year, player numbers are expected to be between 100 – 120 due to national travel restrictions.

Hosting large crowd numbers within an event space presents risk in relation to transmission of infectious diseases. This plan will outline the strategies implemented across the event to reduce this risk and provide practical controls which will be implemented by both 3vent Productions as the operation Managers, as well as Netball Australia as the owner of NetFest 2020.

INDUSTRY PLANS

There are numerous activities within the event that are covered under specific industry plans. Therefore, this COVID Safe Event Plan for NetFest 2020 has been developed in accordance with the guidelines of the following industry plans:

- **Industry Framework for COVID Safe Events in Queensland** – For all event operational aspects
https://www.covid19.qld.gov.au/_data/assets/pdf_file/0018/132570/industry-framework-covid-safe-events.pdf
- **COVID Safe Industry Plan for Field Sports** - For all on-court and competition activities
<https://qld.netball.com.au/sites/qld/files/2020-07/Industry-COVID-Safe-Plan-Field-Sports.pdf>

RESPONSIBILITIES

As NetFest 2020 is managed in conjunction with Netball Australia, for the sake of clarity, we have outlined the responsibilities of each contributing party below.

3vent Productions, in conjunction with Netball Australia, will be responsible for the implementation and monitoring of the Key Public Health Principles and the Event Specific Public Health Strategies as outlined within this COVID Safe Event Plan.

As the event owner, Netball Australia will be responsible for the implementation and monitoring of all principles and strategies relating to the on-field competition. This includes the following responsibilities:

- Manage the registration of players through an online registration portal including accurate data collection
- Provide key public health messaging to players and attendees in the lead up to the event, via online and off-line channels
- Ensure specific communication of social distancing rules to players prior to the event, which includes:
 - Full contact is permitted on the 'field of play' in line with pre-COVID contact activities
 - At all other times, players, coaches, supervisors, officials, trainers, and spectators are to observe physical distancing requirements as per the current health directive and undertake sound hygiene practices
- Hold the relevant insurances covering all of the on-court usages
- Manage all on-court safety regulations as instructed in the COVID Safe Industry Plan for Field Sports and as further outlined in this COVID Safe Event Plan
- Manage risks relating to the on-field play competition through mandatory record keeping, group segmentation and buffer zones as appropriate
- Provide the relevant training to all Netball Australia staff, volunteers, officials and players as directed by QLD Public Health
- Implement the relevant Workplace Health and Safety and Key Public Health Guidelines across their workplace and workforce, both in the planning phase and whilst onsite
- In conjunction with Sunshine Coast Council, assume responsibility for implementing these requirements in line with the relevant approved Industry COVID Safe Plan.

Individual suppliers to the event will be responsible for adhering to industry standards relevant to their areas of activity, and that these are reflected in their Safe Work Method Statements. 3vent Productions will monitor the operation of suppliers throughout the event and action where required.

It is the duty of players and attendees to obey social distancing rules and take reasonable care of their own health and safety.

COMPLIANCE

As per the requirements of the Industry Framework, the below table will indicate compliance with the Industry Framework for COVID Safe Events.

COVID SAFE COMPLIANCE	
Requirement	Compliance
Comply with the requirement of 4m ² per person across the site at	A total of 625 event attendees are allowed within the entire event space based on 4m ² p/p (see section 2.1), with 140 attendees allowed to congregate on the grassed area at any one time. The perimeter fence will ensure crowd numbers can be controlled to adhere to these requirements.
Obtain relevant approval from Queensland Health authorities as set out in the Event Decision Tree above through submission of a COVID Safe Event Plan	This COVID Safe Event Plan will be submitted to QLD Health by 30 September 2020, allowing over 7 weeks to obtain approval.
Complete the COVID Safe Event Checklist attached to this Industry Framework for Events, and commit to adhering to it by signing	COVID Safe Event Plan has been completed and signed, and is included in this COVID Safe Event Plan as Attachment A.
Conduct the event in compliance with physical distancing requirements and Queensland Health approvals	3vent Productions and Netball Australia are committed to adhering to all the physical distancing requirements as per the control measures outlined within this COVID Safe Event Plan.
Have a Work Health and Safety Plan in place which reflects appropriate public health strategies	3vent Productions' Work Health and Safety Plan developed for NetFest are presented as supporting documents.
Print, sign and display on site a Statement of Compliance which is also located alongside approved COVID Safe Industry Plans on the Queensland Government website	The signed Statement of Compliance will be displayed onsite.
Obtain usual permits, licences and approvals.	Applications for event permits have been submitted and are awaiting approval at time of submission of this COVID Safe Event Plan.

1. EVENT OVERVIEW

1.1 Event Details

Event Name: NetFest

Event Location: Mooloolaba Beach

Event Date(s) & Times: Thursday 26th Nov (5:30pm – 8pm), Friday 27th Nov (9am – 4pm), Sat 28th Nov (9am – 5:30pm), Sunday 29th Nov (9am – 12pm)

Event Website: <https://NetFest.com.au/>

Brief Event Description: NetFest will celebrate its 10th anniversary when the four-day event returns to Mooloolaba and Maroochydore on the Sunshine Coast this November.

Around 1,500 netballers are expected to converge on the Sunshine Coast for Australia’s biggest netball festival from Thursday 26th to Sunday 29th November.

NetFest brings together netballers of all levels to play traditional netball, beach netball and Fast5. There are female social and female competitive divisions, as well as mixed divisions for each competition.

Outside of the netball matches, it is four days of fun with players able to enjoy the Celebrity Match on Mooloolaba Beach and a family fun day on Saturday at Maroochydore.

Bump-in/out Schedule:

Date/Time	Activity
Tue 24 November	
11.30am	Per event site walk through
Wed 25 November	
5am	Event Manager and crew onsite for bump in
7.30-10am	Hire Republic onsite to set up infrastructure
10-12.30am	TFH onsite to install fencing
Thu 26 November	
7am	Event Manager and crew onsite for bump in
7.30am	Kennards onsite to deliver generators and lighting tower
10am	ASV onsite to do audio install
10am	Remondis onsite to deliver bins
4pm	Event Fully Set up for Celebrity Match
Sun 29 November	
12.15pm	3vent crew onsite to pack down signage
Mon 30 November	
7am	Hire Republic onsite to collect infrastructure
8am	TFH onsite to collect fencing
9am	Kennards onsite to collect generator
12pm	Bump out Complete

* Please note: bump-in schedule is a guideline only at this stage. Activities may vary across set-up days due to unforeseen circumstances like weather, supplier hold ups, etc.

Event Day Schedule:

NETFEST 2020 ACTIVITY SCHEDULE - MOOLOOLABA BEACH

Date/Time	Activity
Thu 26 November	
5:30pm	Netball All Stars Beach Match formalities commence
5:55pm	Netball All Stars Beach Match commences
6:10pm	Netball All Stars Beach Match concludes
6:15pm	Players and crowd depart
6:30pm	NETFEST DAY ONE CONCLUDES
Fri 27 November	
9:00am	Team and Umpire Registration opens
10:00am	Round 1 – Beach Competition Commences
12:30pm	Lunch break commences
1:30pm	Lunch break concludes
4:00pm	Final Round – Beach Competition Ends
4:00pm	NETFEST DAY 2 CONCLUDES
Sat 28 November	
9:00am	Team and Umpire Registration opens
10:00am	Round 1 – Beach Competition Commences
12:30pm	Lunch break commences
1:30pm	Lunch break concludes
4:00pm	Final Round – Beach Competition Ends
4:00pm	NETFEST DAY 3 CONCLUDES
Sun 29 November	
9:00am	Team and Umpire Registration opens
10:00am	Finals – Beach Competition Commences
11:00am	Grand Finals
11:30am	Beach Finals Concludes
11:45am	Presentations
12:00pm	NETFEST DAY 4 CONCLUDES

2. VENUE/SITE DETAILS

2.1 Event Boundaries and Total Size

Event Venue Name: Mooloolaba Beach

Total Event Size of Site: 2,500m²

Non-usable Space: N/A

Court / Beach Space: 1,900m²

Total Usable Area excl. Court / Beach Space (i.e. Grassed Viewing Area): 600m²

Maximum Number of people incl. Court / Beach Space: 625

Maximum Number of people excl. Court Space (i.e. Grassed Viewing Area): 140

Mooloolaba Beach is one of the most well-known beaches on the Sunshine Coast. For the purpose of NetFest we will be using the beach to the north side of the Mooloolaba Surf Club.

Half courts (15m x 15m) will be created on the top half of the beach using custom made seat belt webbing.

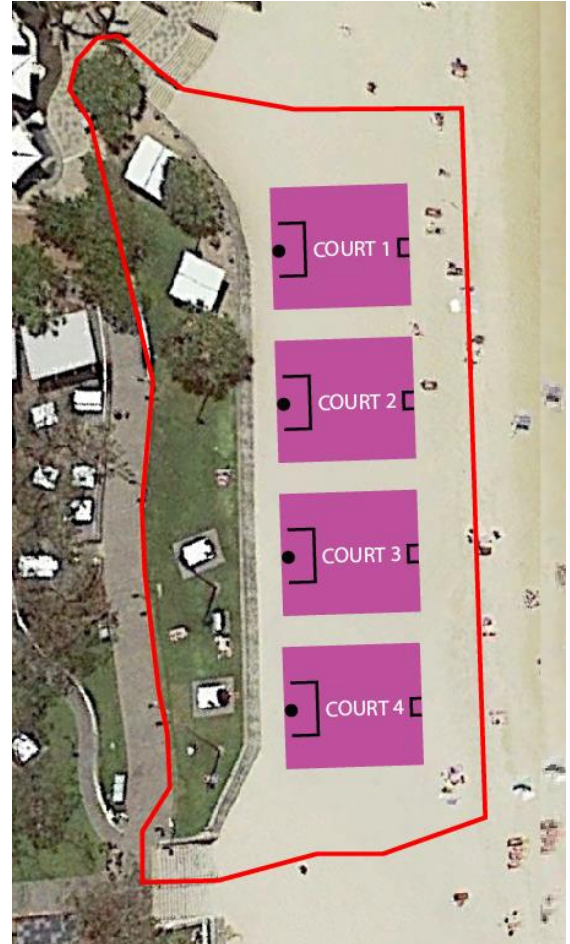
The beach courts are only accessible to on-court players, officials and event staff. The grassed area on the foreshore will serve as a viewing area while games are played and therefore is the only usable space once the court area is excluded.

In previous years, solely the beach area has been fenced off. However, this year, in order to facilitate contact tracing and a COVID Safe event site, the complete perimeter including the viewing area will be fenced (yet to be approved by Sunshine Coast Council).

Other years, during 'normal' competition days/times it's mostly been players who watch other matches on the grassed area. Therefore, we have decided to solely allow players within the fenced area this year. However, on Thursday night the Celebrity Match will be played which in previous years has always attracted a reasonably large crowd. Therefore, we will allow 100 spectators to enter the event site who will then be allowed to view this match from the grassed area.

As player numbers are relatively low, we will operate one check-in area for this event. All players will receive a wristband upon entry to ensure they are able to leave the venue throughout the day and also can return the next day(s) without having to present their details again. There will also be an entry/exit point located along the pathway for use by those who already have a wristband.

As all required player data is already collected through the team registration for the event and playing days and times are scheduled prior to the event, players will solely need to demonstrate proof of their registration and answer the screening questions upon check-in on the first day of competition. A different colour wristband will be used for each day.



The check-in point will be manned by marshals (paid staff and/or volunteers) who will check registrations and ask the screening questions. The entry/exit point will also be manned to check wrist bands and minimise co-mingling in this area.

Spectators for the Celebrity Match will be asked to check-in via the QR code prior to entering. Paper sign in forms are also available at the entry point to facilitate those who do not have access to the internet or experience technology failure.

Competitions are split between morning and afternoon sessions which will ensure staggered entry and exits of crowds.

2.2 Discrete Areas

All discrete areas of the event have been analysed for maximum capacity based on the 4 person per/m² and controls implemented to mitigate the risk of transmission of infectious diseases.

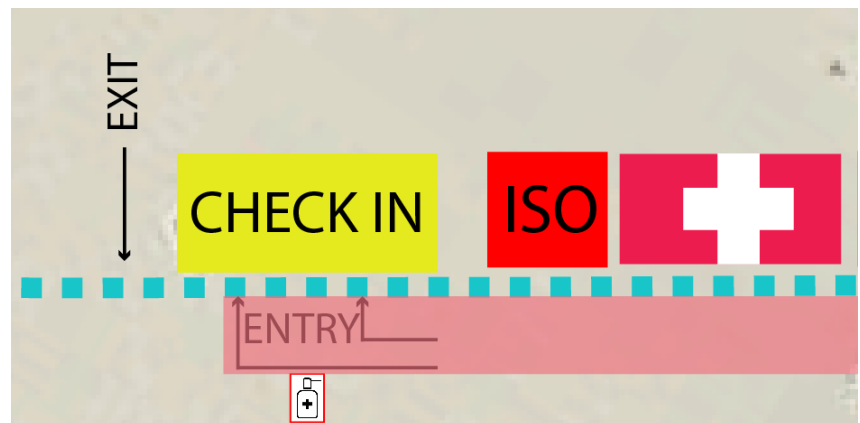
2.2.1 Check-in Area

Total Size: 6m x 3m = 18 m²

Capacity: 4 people

Responsible: Mayella Dewis (3vent)

The check-in area will consist of a 6x3m marquee (roof only) which will facilitate 2 check-in lines to operate simultaneously. Each line will be manned by 1 marshal who will instruct attendees to enter one-by-one. There will also be a separate exit point on the side of the check-in area.



As players have already registered through the MyNetball portal as part of their team registration, we will utilise this data to check people in. To ensure the privacy of player's details in line with Netball Australia's Terms & Conditions and to ensure a speedy process at the check-in gate, individual registration details will be checked for accuracy prior to the event by Netball Australia staff. At the gate there will be a printed list of all team names and first and last names of individual members, which will be ticked off by the marshal upon sighting the player's driver's licence. The marshal will ask the screening questions during this process too. Once this process is complete the attendee can proceed to enter the event space.

Umpires will also be registered through MyNetball, hence they will undertake the same check-in process as players.

For the Celebrity Match, the QR code check-in will be used. Once details are completed on the attendee's own phone, they will come to the check-in point to present their details and answer the screening questions.

If the attendee answered 'yes' to any of the screening questions, First Aid officers will be contacted and the attendee will be requested to wait in the isolation marquee adjacent to the check-in marquee to await medical attention.

The following controls have been implemented for this area:

- Check in process to be communicated to attendees in pre-event information and shared via social media
- Sanitation station, with 2 bottles of sanitiser, available prior to check in
- One-way flow established at each entry and exit point

- Separate entrances at 1.5m apart
- Queueing area marked with cones and/or bollards
- Perimeter fence marked with 1.5m distance indicators
- Check-in signage installed on poles to increase visibility for approaching attendees
- Check-in process requires no physical contact
- COVID Safe Kit will be available for use by marshals at the check-in area including masks, gloves and disinfectant wipes
- Top rail of perimeter fence cleaned with anti-bacterial wipes after each check-in period

2.2.2 Team Registration Area

Total Size: 3m x 3m = 9m²

Capacity: 2 people

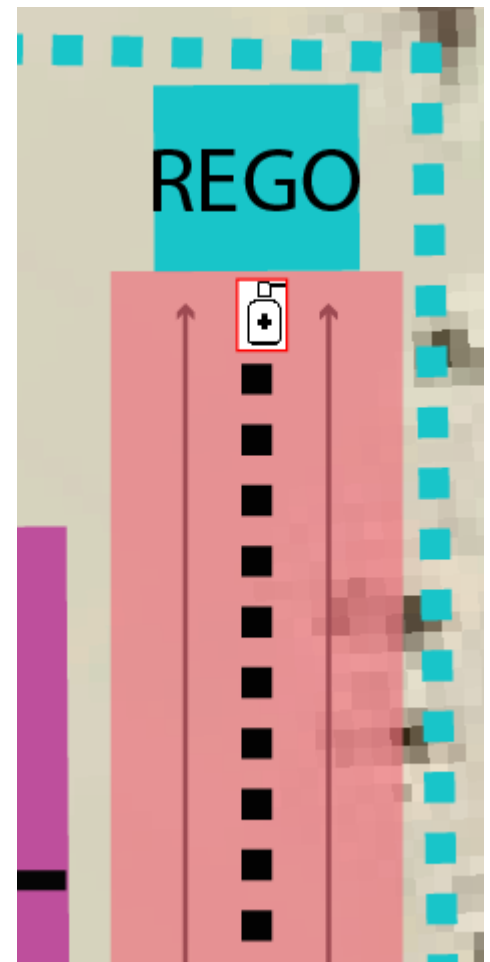
Responsible Staff: Mandy Browne – Beach Competition Manager (NA)

The team registration marquee will be located on the north side of the enclosed beach area. The marquee will provide sun protection for registration volunteers and a general storage space. The registration table will be placed at the front of the marquee to ensure no players will enter the inside of the marquee.

Teams are required to check-in prior to the commencement of their first game every day. Two volunteers will each have a printed list of all the teams attending. The team representative provides the team name to the volunteer and they are checked off a list.

In addition to registering, the volunteers stationed in this area are also a general information source for players. Completed scoresheets are also returned to this marquee at the conclusion of matches.

Only team representatives will be allowed to enter the queue, hence only approximately 14 people will be queueing here at the start of the morning and the afternoon sessions. After check-in they are required to exit to the left, towards the sound marquee to prevent co-mingling in this area. Signage will be displayed (on poles) along the perimeter adjacent to the rego marquee to communicate this process and the check-in volunteers will also advise team captains to exit this way.



The following controls have been implemented for this area:

- Players advised of the check-in process prior to event, via email and on the website
- One member per team to check in each day
- Signage placed at the entrance of the queue saying 'CHECK-IN BY TEAM CAPTAINS ONLY'
- Queueing areas separated with cones and/or bollards
- Perimeter fence marked with 1.5m distance indicators
- Hand sanitiser located on the registration table
- No-touch registration process

2.2.3 Umpire Check-in

Total Size: 3m x 3m = 9m²

Capacity: 2 people

Responsible Staff: Jenny Burselem – Beach Umpire Manager (NA)

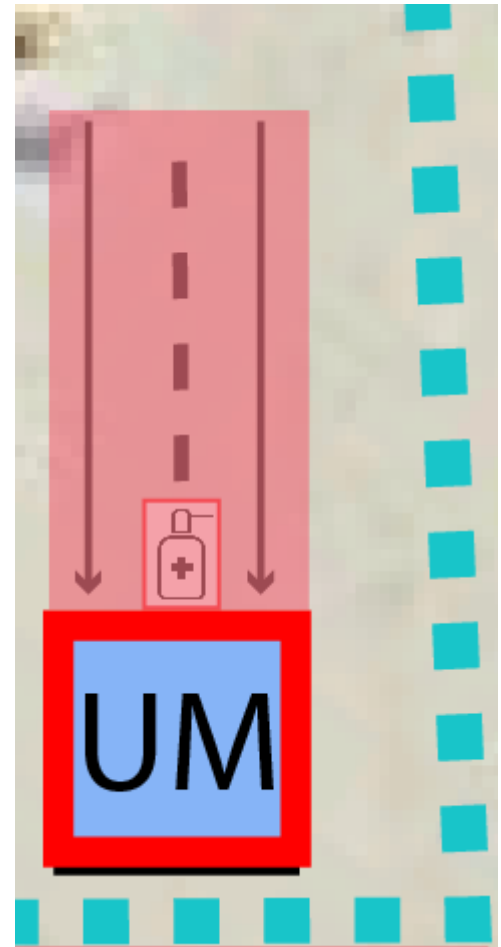
Umpires will be required to report to the umpire check-in area upon arrival each day. This marquee will solely function as a HQ for the Umpire Manager and for storage of umpire belongings while they are umpiring.

A trestle table will be located at the front of the marquee where a volunteer will check umpires off a printed list. After they have been checked in, they will exit the queue to the left to wait for their briefing.

At most, 10 umpires will check-in each morning and each afternoon, hence there will be no issues with adhering to social distancing throughout the waiting period and the briefing.

The following controls have been implemented for this area:

- Umpires advised of the check-in process prior to event, via email and on the website
- Umpire check-in located in open space, no enclosed infrastructure
- Signage placed at the entrance of the queue advising of queuing flow
- Hand sanitiser located on the registration table
- No-touch check-in process
- No seating utilised to reduce touch points



2.2.4 First Aid Marquee & Isolation Area

First Aid Marquee

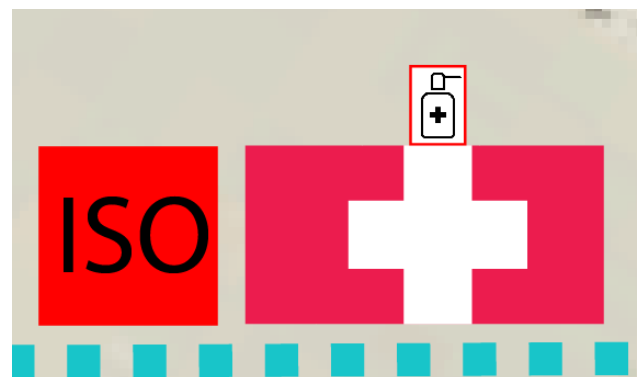
Total Size: 6m x 3m = 18m²

Capacity: 4 people

Responsible: Assist First Aid - Senior First Aid Officer (name only provided to us 1 week prior to event date)

The following First Aid controls have been implemented:

- Larger space allocated compared to previous years to facilitate social distancing
- First aid marquee located on beach area of event site away from crowds
- Hand sanitising station located at the front of the marquee
- Three walls installed to allow sufficient fresh air
- First Aid officers equipped with sufficient PPE
- Masks and gloves available to First Aid patients
- First Aid officers completed training in identifying and managing COVID-19 patients
- First Aid officers to operate in compliance with their COVID Safe Plan



Isolation Marquee

Total Size: 3m x 3m = 9m²

Capacity: 2 people

Responsible: Assist First Aid - Senior First Aid Officer (name only provided to us 1 week prior to event date)

The following First Aid controls have been implemented:

- Marquee separated from First Aid area
- Only First Aid officers and potential COVID cases allowed within this marquee
- Four walls installed however, walls can be partially opened to allow fresh air flow
- Marquee positioned on beach area of event site away from crowds
- Positioned next to check-in to facilitate immediate access for secondary screening (when required)
- First Aid officers equipped with sufficient PPE
- Masks and gloves available to First Aid patients
- First Aid officers completed training in identifying and managing COVID-19 patients
- First Aid officers to operate in compliance with their COVID Safe Plan

2.2.5 Sound Marquee

Total Size: 3m x 3m = 9m²

Capacity: 2 people

Responsible: Greg Wood – Master of Ceremonies

The following controls have been implemented at the Sound Marquee:

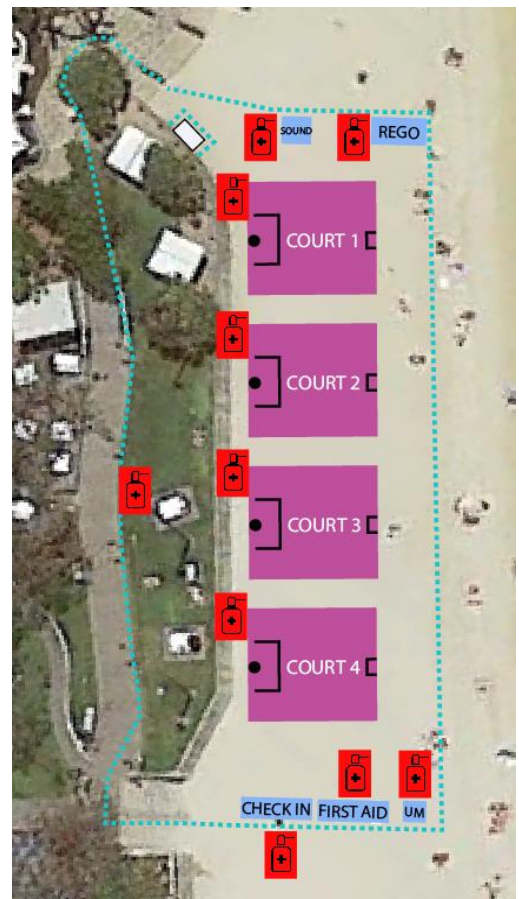
- Hand sanitising station located at the front of the marquee
- Three walls installed to allow sufficient fresh air
- Handheld and wireless microphones sanitised after each use
- MC & sound volunteer briefed on the restrictions; only 2 persons allowed inside the marquee

2.3 Location of Sanitizing Stations

There are 10 hand sanitizer stations (see site map on the right) available onsite for use by event attendees and all members of the workforce. Sanitizer used will be alcohol-based, containing at least 60% ethanol, or 70% iso-propanol, and most stations will have multiple bottles available. See map on the next page for sanitizing locations.

Signage will be displayed at each sanitizing location promoting regular and thorough cleaning of hands. All sanitizing will also be monitored every hour by the CS Officer and topped up as required.

There will be no dedicated event toilets within the event space, therefore attendees need to utilise the large public toilet block located on the Esplanade.



2.4 Staff Monitoring Areas

To ensure compliance with this COVID Safe Event Plan, a team of volunteers and staff (collectively referred to as marshals) will be appointed to assist the dedicated CS Officer in the monitoring of physical distancing requirements. Marshals will be rostered on from commencement of competition until the end of the afternoon competition session each day.

The following number of marshals per area will be provided:

- Check-in - 2
- Exit/Entry point - 1
- Grassed Viewing Area - 2
- Perimeter Roaming - 2

The above-mentioned areas will be covered throughout the event timings; however, marshals might swap areas throughout the day to cover for breaks and /or for a change of scenery.

3vent and Netball Australia understand that it will be difficult to source volunteers for these roles. Where we cannot cover a position with a volunteer, a paid staff member will be appointed.

The operation of the check-in and exit points has been discussed above, however some more information regarding the grassed viewing area and the perimeter roaming marshals is listed below.

Grassed Viewing Area

There will be no seating infrastructure provided in this area, however there are a few permanent seating structures which attendees can utilise.

To prevent movement of crowds and to improve viewing, attendees will be requested to sit whilst in this area. Aisleways and grassed seating areas will be marked out to assist with social distancing. This area will be monitored throughout the event duration by two marshals.

Perimeter Roaming

As Mooloolaba is a popular beach location, NetFest will attract a number of spectators outside the event perimeter. Even though these spectators are not located within the boundaries of the event space, 3vent Productions and Netball Australia's duty of care in relation to COVID-19 requirements extends beyond the boundaries of the event. Therefore, to promote social distancing, two marshals will be roaming the outside perimeter of the event space to remind spectators to adhere to social distancing requirements.

3. ANTICIPATED ATTENDANCE DETAILS

In previous years, the beach location of NetFest has attracted around 250 players. The restrictions, nationally and locally, applicable at the time of the event will play a big role in the final number count. Therefore, we have estimated numbers based on the 'worst case scenario', meaning the absolute maximum number of staff, teams and spectators.

In 2019, there were a total of 239 players at the beach competition. At time of submission of this COVID Safe Event Plan 154 teams are registered across both the outdoor and beach competitions, totalling approx. 1540 players. Team registrations will close Friday 23 October. More accurate attendance numbers for 2020 will be able to be provided at that time, if required.

Traditionally the teams stay to watch, which creates the spectator base. With current restrictions around capacities the NetFest beach competition for 2020 will not allow spectators into the designated event space if not registered in a team.

The below table will illustrate a breakdown of expected attendees at any given time.

EXPECTED ATTENDANCE								
	3vent	Netball	Suppliers	Volunteers	Players	Officials	Spectators	Total
Tue 24 Nov	1	2	0	0	0	0	0	3
Wed 25 Nov	4	5	12	0	0	0	0	21
Thu 26 Nov	4	16	13	4	115	8	100	260
Fri 27 Nov	7	16	0	4	185	10	0	222
Sat 28 Nov	7	16	0	4	185	10	0	222
Sun 29 Nov	7	14	17	4	100	6	0	148
Mon 30 Nov	1	1	9	0	0	0	0	11

As a well-known netball competition, NetFest attracts a variety of teams. Due to the active nature of the sport, teams will consist of players between the ages of 18-50 years old. Most teams are all-female, however mixed teams also participate in the competition.

In 2019, 72% of players were from Queensland, and 33% of these players were from the Sunshine Coast.

Spectators mostly consist of passers-by and other players, therefore generally also range between 18-50 years old.

4. ON-FIELD COVID SAFE MEASURES

On-field play is covered within the relevant Field Sports Industry Plan. Even though on-field restrictions are relaxed, certain COVID Safe measures will be implemented to ensure the competition is delivered in accordance with the Industry Plan requirements and to minimise the risk of transmission of the COVID-19 virus at the event.

4.1 Court Access and Egress

Due to the relatively narrow access/entry point to/from the beach and the grassed area (via the stairs), the access to courts and the egress off courts will be managed through the below procedure:

- One of the marshals on the grassed area will be stationed at the stairways at all times to monitor the flow of people entering and exiting the grassed area
- Players due to play will be asked to move to and wait at the beach area in front of the First Aid and Umpire marquees, 2 minutes prior to completion of the current game. An announcement will be made via the PA to remind players of this protocol
- Players exiting the court will be ushered on from the beach area to prevent co-mingling with players due to play

4.2 Sanitising Stations

Each court will have access to a sanitising bucket. Each sanitation bucket will house the following:

- A hand sanitiser bottle
- Disinfectant wipes
- Disposable gloves
- Face masks

Players will be encouraged to sanitise hands prior to commencement of their game and at completion.

4.3 Score Sheets

The score sheets available at each court will be filled in by one team member during the match. At the conclusion of the game the scoresheet is checked by the umpires and they complete their names on the scoresheet and one of the players runs the score sheet to the team registration marquee for the scores to be uploaded into the online program.

As the touch points are minimal, the score sheet hand in process will remain the same. We have implemented the following controls though to minimise the risk of disease transmission:

- Score sheets heading will read 'PLEASE SANITISE HANDS PRIOR TO COMPLETING SCORE SHEETS'
- Volunteer at the team registration marquee will wear gloves when accepting the score sheets from players

The above controls will be communicated to staff, umpires and players prior to the event via email. This process will also be reiterated to umpires during the umpire check-in brief.

4.4 Cleaning of Equipment

All on-field sports equipment will be cleaned hourly throughout game times. Umpires will be responsible for overseeing this process and the MC will announce the scheduled COVID On-Court Clean each hour to inform players and spectators of this.

Sports equipment which will require cleaning on-court will include balls and post pads. This equipment will be wiped thoroughly with antibacterial wet wipes which are provided at the sanitation station. Gloves will be required to be worn during this cleaning process and disposed of after each clean.

Umpires will be briefed on this process as well via email prior to the event and within the umpire brief at check-in.

4.5 Spectators on Court

Spectators are not allowed on the beach area. This rule has always been in place at this event hence this does not require any additional messaging, however a marshal will be supervising this area to ensure spectators cannot access the beach courts.

5. NON-COMPLIANCE

As the world has been living with COVID for the past 6 months, social distancing rules are everywhere around us. Therefore, all event attendees will most likely be expecting changes to processes.

Situations can of course arise where attendees do not adhere to the social distancing rules. To minimise the chances of this, the following strategies are implemented:

1. Paid event staff will be allocated to monitor the grassed area. paid staff naturally have more authority compared to volunteers which will make it easier for them to enforce rules
2. COVID Safe rules will be clearly communication prior to the event, through the NetFest website, direct emails and social media
3. The consequences of non-compliance (game suspension or eviction from event) will be clearly communicated prior to the event, through the NetFest website, direct emails and social media
4. PA announcements on event days will remind people of the rules
5. Signage around the event site will indicate processes and social distancing requirements
6. Staff will be briefed on utilising positive messaging when speaking to attendees. Positive messaging includes
 - a. That we're all lucky that we're allowed to hold events like this in QLD
 - b. If we don't follow QLD Health rules, events might not be able to be staged again which would be a real shame for all QLD'ers

Warnings will be given by security guards and/or staff members to individuals or teams who are found to be disobeying the rules. In the event that event staff or volunteers experience recurring issues with attendees (players or spectators) not complying, the following hierarchy of control will be followed:

1. If a volunteer or staff member are experiencing non-compliance issues, they must
 - a. Contact Beach Competition Manager – if it involves a player
 - b. Contact the Event Manager (3vent) – if it involves a spectator
2. If player related - Beach Competition Manager will contact Tournament Manager to suspend their game
3. If spectator related - Event Manager (3vent) will escort person off the event site
4. If a player or spectator display aggression or refuse to accept the consequence, police will be contacted and a staff member will escort the person in question to the isolation marquee where they will await police attendance

6. KEY PUBLIC HEALTH PRINCIPLES

To ensure this COVID Safe Event Management Plan meets the requirements of the QLD Health department (Sunshine Coast Public Health Unit), we will discuss below how we are addressing the Key Public Health Principles and what Public Health Strategies are being implemented across the event.

6.1 General Governance

	PRINCIPLE	IMPLEMENTATION
BEFORE	Communicate the intent to hold the event to appropriate authorities such as land holders and/or local council, and to local health authorities, and obtain relevant approvals	An Event Hire Application has been submitted to the Sunshine Coast Council and is currently awaiting approval.
	Identify key times to review plans prior to the event (e.g., initial planning, the month before, a week before, a day before and an hour before commencing an event)	COVID Safe plan and measures will be regularly reviewed by 3vent Productions and Netball Australia at the following times <ol style="list-style-type: none"> Upon completion of all plans 4 weeks prior to event date 2 days prior to event date
	Identify key personnel who will be responsible for the review of the COVID Safe Event Plan	Kevin Forrester (MD – Managing Director, 3vent Productions) and Kate O’Meara (ED – Event Director, Netball Australia) are responsible for the review of the COVID Safe Plans for both NetFest venues. Matt Gegg (onsite Events Manager – EM) will be responsible for the implementation of the COVID Safe measures onsite at Mooloolaba. Nikki Truscott has been appointed as COVID Safe (CS) Officer at Mooloolaba and will be responsible for the monitoring of the COVID Safe measures onsite.
	Ensure that public health directions are frequently monitored for changing regulations and restrictions, and that these are adapted as necessary	The MD, ED, EM and CS Officer will monitor the public health advise regularly, in the lead-up to the event as well as onsite, and adjust the plans and onsite measures to meet any changing regulations and restrictions.
	Register the event for free at the Australian Tourism Data Warehouse: https://atdw.com.au/	The event has been registered with the Australian Tourism Data Warehouse. Link to the NetFest page: https://atdw.com.au/listing-detail/?id=5f1020a566f87cbd35a092d4
DURING	Monitor COVID safe event strategies during the event at regular intervals (e.g., at the beginning of the event, hourly, prior to and at the conclusion of main acts / performances, prior to expected increases in attendee movement)	The CS Officer will be onsite every day of the event. Issues will be raised and measures adjusted (if needed/possible) as they arise. In addition, each morning, the CS Officer and the EM will review the proceedings of the previous day and any issues relating to COVID strategies. This will be documented on a toolbox talk form.
AFTER	Document lessons learnt from the event in relation to COVID safe strategies	COVID Safe strategies will be reviewed by Michaela Lennon (EM) as part of the overall event debrief. This written debrief will be provided to the client post event and discussed in a debrief meeting.

6.2 Communication of Expectations

	PRINCIPLE	IMPLEMENTATION
BEFORE	Include information such as location of first aid posts and physical distancing measures on the event website	The event website provides information on our COVID Safe event measures and includes a detailed event sitemap with the locations of the first aid tent, the isolation tent, and sanitising stations
	For ticketed events, ensure refund policies are well defined in social media and on the event website.	Refunds (minus transaction fee) will be provided to persons unable to attend the event due to illness. The detailed refund policy is listed on the events website in numerous locations including the event terms & conditions and the FAQ. In addition, it is also mentioned on social media.
	Ensure key health messages are scheduled	A dedicated COVID Safe page is available on the event website (https://netball.com.au/covid-19-NetFest) providing important health messages to event attendees. Social media platforms and team communication will include key health messaging in the lead up to the event to ensure all attendees are aware of the expectations and restrictions.

		Staff will also be briefed thoroughly prior to arrival onsite via email communication and onsite at daily toolbox talks.
	Promote good hygiene practices at key points	Official COVID posters will be visibly displayed at entry points, sanitising stations, toilets and entrances to discrete areas
	Communicate security requirements via social media and event website to prevent crowding at entry points	Procedures for contact tracing check-in will be clearly communicated prior to the event through various channels including social media, direct emails and the event website
	Place signs at entry points to the event and discrete areas advising attendees not to enter if they are unwell or have COVID-19 symptoms Place signs at entry points stating that the event organisers have the right to refuse entry and may insist that anyone with COVID-19 symptoms needs to leave the event and obtain COVID-19 testing as per health guidelines	COVID Safe signage will be placed at the entrance points and around team marquee area's and general queuing areas advising event attendees: a. Not enter when they are unwell or have COVID-19 symptoms b. The event Organisers have the right to refuse entry to anyone suspected of having COVID c. The event Organisers have the right to remove people from the event when displaying symptoms
	Provide messaging in various translations depending on the event target audience	N/A. Our target market is English speaking.
DURING	Monitor social media to ensure scheduled messages are sent Monitor and respond to social media messages from attendees	The event social media page will be monitored regularly by Netball Australia's Digital Media Coordinator, Renae McCulloch. She will be responsible for sharing live important information and responding to messages from attendees
	Use loud speakers and/or a megaphone to disseminate information about the public health measures implemented at the event	Speakers are installed on the foreshore to play music and communicate game messaging and will also be utilised to communicate important health messages. A loudhailer will also be available however, the PA system will be utilised as the primary ad-hoc communication tool.
	Ensure signs are maintained and visible	The CS Officer will be in charge of checking on all COVID signage and ensuring its visibility throughout the event.

6.3 Physical Distancing

	PRINCIPLE	IMPLEMENTATION
BEFORE	Place floor markings, wall markings or signs to identify 1.5 metre distance between persons queuing at all relevant locations (e.g., at all entries, ticket offices, toilets, food areas, etc...)	A mixture of printed and laminated signage, corflute signage and grass markers will be placed at discrete areas including check-in area, registration area, umpire check-in and the grassed viewing area to ensure event attendees are reminded of the 1.5m distance.
	Use physical barriers in high foot traffic areas to separate crowds	Attendees waiting for the check-in will be asked to form a queue along the fence line. 1.5m indicators will be placed along the fence line to assist attendees in practising social distancing. 1.1m fencing and/or bollards with hazard tape will be placed at the queueing area for the registration marquee and the umpire check-in, to separate crowds. Refer to section 2.2 Discrete Areas. People will be asked to sit in the designated spectator area whilst in the grassed viewing area and signage will be visible to remind attendees to practise social distancing.
	Where possible, ensure one-way flow of foot traffic is established	One-way foot traffic has been considered and implemented wherever possible, including at the Check-in area. Queuing infrastructure will also be established in discrete areas to ensure one-way foot traffic. Refer to section 2.2 Discrete Areas. The access to the grassed area from the beach is the only area where strictly one-way traffic will be difficult to accommodate. As many players will be watching other games in this area and it also functions as a 'waiting area' in between games, players will need to make their way down to the courts and up from the courts through the beach entry. See chapter 4 for procedure to manage court access and egress. In addition, to alleviate some 2-way traffic, we have added an additional entry/exit point along the esplanade pathway. This will provide some attendees with the option to exit onto the pathway. The CS Officer and

		marshals will be regularly monitoring this area and moving people along to avoid people gathering.
	Where possible, use separate entries and exits within discrete areas of the event	The discrete areas at this event site only consist of 3x3m or 6x3m marquees, hence separate entry/exit points will not be possible. No attendees are allowed in any of the marquees in order to adhere to social distancing requirements. Staff will be briefed on the number of people allowed per marquee.
	Ensure event evacuation plans consider COVID-19 and therefore increase evacuation exits and assembly areas where possible	Refer to the Emergency and Evacuation Management Plan (E&EMP) for COVID Safe evacuation procedures and assembly areas.
	Establish system to monitor number of people entering and exiting the event site	<p>The complete event space is secured through a 1.1m perimeter fence. Only players are allowed within the event space (Fri-Sun) hence numbers will be controlled based on registrations. The process of data checking will be as follows:</p> <ul style="list-style-type: none"> • Prior to the event, a NA staff member will check the accuracy of registration details recorded in MyNetball (i.e. that all fields have correct data in them) • The complete list of teams and individual team members (first and last names only) will be located at the check-in point • Upon check-in, players will need to present their driver's license • Check In staff will manually check players off the list (whilst asking screening questions) and provide a wristband to each player <p>To adhere to the privacy act and their T's & C's, NA does not want check-in staff to have access to players personal details as this is considered sensitive information. Hence the above procedure has been implemented.</p> <p>The expected total number of players will be around 120 this year, however in between their games many players will be coming and going to and from the event space to access public amenities and catering. Therefore, the total number of attendees at the event site at any given time is expected to be significantly lower.</p> <p>As the max capacity of the grassed viewing area is 140 persons, we will ensure registrations for the beach competition will be capped at 172 players. 8 players per court with 4 courts will mean 32 players will be on the beach area per game. Therefore, if we cap entries at 172 this will mean there is sufficient leeway in relation to the total capacity of the grassed area, considering not all players will be within the event space at any one time. This way we can enforce this max capacity at all times. During the celebrity match 100 spectators will be allowed within the grassed area. This will be on a 'first come, first serve' basis and spectators have to register via QR code prior to entering. Once 100 have been checked-in, no more spectators will be allowed in.</p>
DURING	<p>Monitor physical distancing as per government guidelines in each discrete area (number of people per m², distance between household groups)</p> <p>Monitor queues and/or seating arrangements to maintain physical distancing</p>	<p>The discrete areas at this event site only consist of 3x3m or 6x3m marquees. Max capacity of each marquee has been calculated (see section 2.2) therefore, no attendees are allowed in any of the marquees in order to adhere to social distancing requirements. Staff will be briefed on the number of people allowed per marquee.</p> <p>For detailed queueing controls see section 2.2.</p> <p>Seating areas will be marked in the grassed viewing area to assist attendees in practising social distancing.</p>
AFTER	Remove signage and implemented structural changes, returning the space to the original site characteristics	All signage and equipment will be removed during bump-out and the full site clean.

6.4 Screening

BEFORE	PRINCIPLE	IMPLEMENTATION
	Frequent event messaging should encourage event staff and attendees to stay home if they have signs or symptoms of COVID-19, such as: cough, fever, sore throat, fatigue or	Attendees will be reminded of this on the event website, via social media posts and via direct mail leading up to the event.

	shortness of breath.	Event staff are reminded of this via email prior to bump-in and at occasions of direct phone contact with the EM.
	Event organisers will implement symptom screening for staff, contractors and volunteers and will at a minimum, be screened upon arrival/ shift commencement. This may include: - Verbal/print questionnaire or electronic solutions. - Ongoing adherence will require implementation of training, auditing and record keeping processes.	All staff, contractors and volunteers will undergo a verbal questionnaire daily prior to commencement of work onsite. Any staff, contractors or volunteers presenting with COVID like symptoms will be refused entry to site and referred to a testing centre immediately. Signage will be placed at the entry point advising anyone attending the event site to not enter if unwell.
DURING	At entry points that have event staff or security personnel, ask screening questions of attendees such as: - - In the last 14 days have you travelled from overseas or a COVID-19 hotspot? - Have you been in close contact with a person who is positive for COVID-19? - Are you an active COVID-19 case? - Are you currently, or have you recently experienced cough, fever, sore throat, fatigue or shortness of breath?	The entry point to the venue will be manned and event attendees will also be asked the screening questions listed in the left column upon arrival at the check-in. If they answer 'yes' to any of the questions, First Aid officers will be contacted and the person in question is asked to go to the designated screening area (outside the gates) to await medical attention. All workforce will be monitoring the crowds throughout the event for any attendees displaying COVID like symptoms As attendees will leave the event site throughout the day to get food or use public amenities, we will supply a different colour wristband for each day. This way, entry staff will know that persons with the correct colour wristband for that particular day do not need to answer the screening questions again. The next day, upon arrival to site the previous wristband will be replaced with a new colour one and attendees only need to be asked one screening question: "Are you currently, or have you recently experienced cough, fever, sore throat, fatigue or shortness of breath?".

6.5 Facilitate Contact Tracing

	PRINCIPLE	IMPLEMENTATION
BEFORE	A record of all on-site staff, including contractors and volunteers must be established to identify the persons: name, contact details, affiliation, discrete areas of work (e.g., security at front gate, cleaner in retail space), time entered the event, time of leaving the event	Details of all staff (NA and 3vent) will be recorded on separate work rosters indicating the times of shift commencement and completion. Upon arrival, each staff member is to initial this roster to confirm their attendance. Staff details will be collated on a staff contact detail sheet prior to the event, and can be supplied to QLD Health upon request. Suppliers and volunteers will be required to check in upon arrival to site each day. A manual contact tracing form will capture their name, contact details, role, arrival and departure time. The form will be placed in a box at the check in point and collected throughout the day for safe storing. The EM will be responsible for maintaining these processes.
	For ticketed events, consider establishing relationships with ticketing administrator in case attendee information needs to be released to Queensland Health.	Player's information will be available through Netball Australia's registration platform MyNetball, if required Personal details from spectators during the celebrity match will be stored via the QR Code and will be able to be extracted easily upon request.
	Via social media and the event website, encourage attendees to download the Commonwealth Government COVID-19 app prior to attending the event	The dedicated COVID Safe page on the website includes a reminder for event attendees to download the COVID Safe app prior to attending the event. In addition, social media posts will be scheduled in the leadup communicating this same message.
DURING	Records must adhere to standards in the Privacy Act. Record the contact information of all attendees at the event	Supplier and volunteer details are recorded on the contact tracing forms which will be kept private as per the Privacy Act. Forms will be scanned in and saved in a secure location on the 3vent Productions internal system. Attendee data collected via the registration system and QR software will be stored confidentially and securely and only used for the purpose of COVID-19 contact tracing. A manual form will be available at the check-in area as back-up and will also be stored securely on the 3vent server post event.

AFTER	Records must be securely stored for 56 days, not used for any other purpose, prior to being appropriately destroyed	The 3vent Productions server is only accessible by full-time staff and is password protected. The server is managed by a professional IT company and its security validated and updated regularly. All documents containing contact details will be destroyed 56 days post event.
--------------	---	---

6.6 Regular and Thorough Cleaning

	PRINCIPLE	IMPLEMENTATION
BEFORE	Refer to pages 6-9 of the <i>Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy</i> and ensure appropriate personal protective equipment is available for use by staff	All 3vent and Netball staff are required to have read the <i>Guide to keeping your workplace safe, clean and healthy</i> prior to arrival onsite. All event management staff and volunteers will have access to a large supply of gloves and masks, which will be kept at the Admin marquee.
	Establish cleaning protocols for discrete areas of high foot traffic (e.g., bathrooms, catering areas). This should include a frequency of cleaning for the discrete area dependent on usage from attendees.	As the event does not include toilets or a F&B area, and no attendees are allowed within any of the marquees, discrete areas at this event site are not considered high traffic. Discrete areas will be cleaned by the staff manning them. Refer to the Risk Management Plan for detailed cleaning protocols of discrete areas.
DURING	Frequent cleaning of high traffic areas is required (e.g., toilets, retail spaces)	Touchpoints within each discrete area are cleaned two-hourly throughout the day. The only area where the crowd will congregate is the grassed viewing area. The only infrastructure which would pose touch points in this area are the permanent seating structures. Event staff will clean these areas thoroughly every hour throughout event duration. Refer to the Risk Management Plan for detailed cleaning protocols of discrete areas.
	Increased frequency will be required during high usage times (e.g., at half-time in an event when more people use toilets; at meal times more people will gather in food service areas)	Due to the limited infrastructure on-site, there will be no high-usage times. Refer to the Risk Management Plan for detailed cleaning protocols of discrete areas.
	Gloves should be recommended only for specific indications where the prospect of contact with heavily contaminated items is high, such as cleaning of toilet facilities. If gloves are worn, these should be considered single use, disposed of appropriately. Gloves may be supplied for staff clearing tables (and other tasks), though the risk of contact with contaminated parts of dishes during this process is not considered high.	All staff will wear gloves whilst performing cleaning tasks and gloves will be disposed of after each cleaning session. Refer to the Risk Management Plan for detailed cleaning protocols of discrete areas.
AFTER	During the bump-out, complete a final clean of the event site, discrete areas and facilities.	All discrete areas consist of temporary equipment (i.e. marquees, trestle tables and plastic chairs). All equipment will be thoroughly cleaned prior to pack down and a final clean of all areas will be undertaken during bump-out.

6.7 Hand Sanitiser and Hand Washing Facilities

	PRINCIPLE	IMPLEMENTATION
BEFORE	Establish hand washing / sanitising stations and practices for staff and attendees as they enter and exit the event site and discrete areas within the site	Staff will be requested to sanitise their hands at commencement of their shift and at every break. Attendees will be encouraged to sanitise upon arrival at the event site and throughout the registration process. Please refer to chapter 6 <i>Cleaning & Sanitising Protocols</i> of the Risk Management Plan for sanitising practices. Please refer to section 2.3 for the locations of sanitising stations.
	Hand washing / sanitising stations must include clean running water, liquid soap and paper towel. If hand washing facilities are not available, an appropriate alcohol-based hand rub should be made available. Hand washing facilities are required for food businesses.	There will be no running water available within the event space hence, there will be no hand washing facilities. Please refer to chapter 5 <i>Cleaning & Sanitising Protocols</i> of the Risk Management Plan for further details and see section 2.3 of this document for the locations of sanitising stations.

DURING	Ensure hand sanitiser and hand washing facilities are maintained throughout the event site for staff and attendees	The CS Officer will be responsible for maintaining the hand sanitiser stations throughout the event.
---------------	--	--

6.8 First Aid / In-Event Health Services Plan

	PRINCIPLE	IMPLEMENTATION
BEFORE	Know protocols for when and how to notify health authorities of issues or suspected COVID-19 cases, such as informing the Queensland Health Department Hotline at 13 HEALTH (13 43 25 84)	When a suspected COVID case has been identified, the medical professional who confirms the diagnosis and the relevant testing laboratory notifies the QLD Health Department, as per the requirement set out in the Industry Framework. The EM is responsible for following up with the medical professional to ensure this has been done. 3vent Productions will notify Netball Australia and the relevant authorities with the Sunshine Coast Public Health Unit. Their contact details are included within the emergency contacts on page 34.
	Explore options for obtaining additional personal protective equipment if additional supplies are required during the event. Consider how to obtain additional supplies outside of normal business hours.	Due to the relatively low number of event attendees, sufficient PPE will be brought in by 3vent Productions. We will ensure there is sufficient equipment available for double the number of entries to avoid having to source backup PPE during the event. The MMSC event site will also stock an abundance of PPE hence both venues can draw on each other's stock in desperate times.
	Establish dedicated communication plans between first aid / in-event health services and event organisers, security and cleaning staff	Event organisers, First Aid and event staff will all be in direct communication via 2-way radio. In addition, the mobile number of the CS Officer and the EM will be distributed among all services and staff to ensure an additional method of communication, if required.
	Establish processes to screen / triage people presenting with COVID-19 like symptoms separate to other attendees presenting for first aid / in-event health care	An additional 3x3m marquee will be erected next to the First Aid marquee for the purpose of separating potential COVID cases from other attendees. Refer to section 4 of the Risk Management Plan for a detailed procedure on how to manage suspected COVID-19 cases.
	Develop plans to respond to medical emergencies in an event, while considering the movement through crowds (e.g., it may be better to go out of the event footprint and enter via an alternative route, rather than going through a crowd).	When a medical emergency occurs, event staff will be present to assist First Aid officers or ambulance personnel to reach the patient in a safe manner. For access to the beach, the check-in area will be used. For access to the grassed area, the exit/entry point will be used. Please refer to the Emergency & Evacuation Management Plan for details on COVID Safe emergency procedures.
	Develop plans that consider COVID-19: - Identifying unwell attendees - transport attendees throughout an event whilst maintaining distancing from other attendees (e.g., from discrete areas in the event to a first aid post, and a first aid post to an ambulance meeting point, or from the event to the attendee's car).	All members of the workforce will be briefed to be on the lookout for people with COVID-like symptoms. <i>A Management of Suspected COVID-19 Case procedure</i> has been developed and can be found within the Risk Management Plan and the WHS&E Plan. All event staff and first aid officers are required to read this procedure prior to arrival onsite.
	All first aid / in-event health staff should complete training to identify and manage potential COVID-19 patients.	Assist First Aid have been engaged to manage the in-event health for NetFest. A copy of their COVID Safe Plan will be submitted with this COVID Safe Event Plan. Assist First Aid will be responsible for ensuring adequate training of their officers, including identifying and managing potential COVID-19 patients.
DURING	If there is a confirmed or probable case of COVID-19 infection at a workplace, ensure the medical professional who confirms the diagnosis and the relevant testing laboratory notifies Queensland Health. Ensure the person in charge of the event notifies Workplace Health and Safety Queensland that the case has been identified.	As per the requirement set out in the Industry Framework, when a confirmed or probable COVID case has been identified, the medical professional who confirms the diagnosis and the relevant testing laboratory will notify QLD Health Department. 3vent Productions will notify WHSQ about the situation.
	Ensure adherence to appropriate personal protective equipment for first aid / in-event health staff and the provision of personal protective equipment to persons displaying COVID-19 related symptoms.	First Aid Officers are briefed on expected attendee numbers for this year and the number of actual first aid treatments from previous events. Assist First Aid is responsible for ensuring sufficient PPE for officers and potential COVID-19 affected attendees is available.
	Maintain contact with event organisers, security and cleaners throughout the event.	The CS Officer and the EM will maintain regular contact with all contracted services onsite throughout the event.

AFTER	Keep a record of each notifiable incident for at least 5 years from the day notice of the incident is given to the regulator.	First Aid Officers to provide incident reports to EM post event, which will be scanned and stored on the 3vent Productions server for 5 years.
--------------	---	--

7. EVENT SPECIFIC PUBLIC HEALTH STRATEGIES

7.1 Public Transport Hubs – N/A

7.2 Parking Management

	PRINCIPLE	IMPLEMENTATION
BEFORE	Consider spreading out car parking spaces to assist in dispersing crowds	Most players will be staying in Mooloolaba accommodation for the duration of the event, within walking distance of the event. Therefore, no dedicated parking areas are assigned for participants for this event. A limited number of car spaces (6) will be allocated for VIP, staff and ambulance vehicles.
	Have clearly marked ingress pathways	Directional signage will be placed along the foreshore pathway directing attendees towards the entry point.
	Ensure physical distancing signage to / from car parks are in place	Physical distancing signage will be displayed at the check-in point as well as along the perimeter fence in various places.
	Ensure direction signage to / from car parks is clear and easy to follow, to prevent people back-tracking in crowds	Directional signage will be placed along the foreshore pathway directing attendees towards the entry point. No car parks are used.
DURING	Use of bollards / partitions to direct crowds	
	Monitor crowd movement and points of congestion	The CS Officer and EM will monitor crowd movement and make changes to signage and direction bollards if congestion is occurring in certain areas.

7.3 Entry/ Exit Points

	PRINCIPLE	IMPLEMENTATION
BEFORE	Promote online ticket reservations to reduce crowding at ticket boxes and at event entries	All players are to register their team members in the MyNetball registration system. Please refer to section 2.1 and 2.2.1 for further details on the check-in procedure and controls implemented at the check-in area.
	Establish an area away from attendees, at each point of entry, for people to wait for assessment by in-event health services if suspected of COVID-19	The isolation marquee is located next to the check-in area, therefore attendees who are to receive a secondary screening by medical staff will be moved to this area.
	Limit size of bags (to reduce bag searches)	N/A. This event has never conducted bag searches.
DURING	Ask screening questions of attendees as they enter the event (can be completed concurrently with other security measures, e.g., bag checking, ticket scanning, etc)	Screening questions (as per section 6.4) will be asked by entry marshals during the check in process.
	Instruct attendees to open bags and empty contents on tables (security have no touch technique)	N/A. This event has historically never conducted bag searches.
	Avoid touching people unless necessary for security enforcement purposes	Due to the prior online registration of all attendees, touch points should remain minimal and no physical contact should be required at the check-in area.
	Monitor queues to maintain distancing guidelines	The CS Officer is responsible for keeping an eye on the entry que. Entry marshals are also instructed to monitor the queue and to notify the CS Officer of any issues.
	For ticketed events, use ticket scanning devices	The process of data checking at the check-in area will be as follows:

		<ul style="list-style-type: none"> • Prior to the event, a NA staff member will check the accuracy of registration details recorded in MyNetball (i.e. that all fields have correct data in them) • The complete list of teams and individual team members (first and last names only, to adhere to the privacy act) will be located at the check-in point • Upon check-in, players will need to present their driver's license • Check In staff will manually check players off the list (whilst asking screening questions) and provide a wristband to each player
--	--	--

7.4 Indoor Spaces

	PRINCIPLE	IMPLEMENTATION
BEFORE	Maximise ventilation: avoid placing large objects or partitions near doors and windows; open doors and windows where appropriate.	Being an outdoor event, indoor spaces will be limited to pop-up marquees. All pop-up marquees will have at least one side completely open throughout the event to ensure decent air-flow.
	Establish one-way movements throughout indoor spaces with different exit points if possible	The discrete areas at this event site only consist of 3x3m or 6x3m marquees hence separate exit points are not able to be facilitated. All discrete areas (pop-up marquees) are described in section 2.2, including the queuing strategies to manage one-way movement where possible.
DURING	Maximise ventilation: open doors and windows where appropriate	N/A. No doors and windows anywhere on the event site.
	Monitor levels of ventilation and airflow	N/A. NetFest is an outdoor event.
	Monitor movement of event attendees in in-door spaces	N/A. NetFest is an outdoor event.

7.5 Toilet Facilities - N/A

7.6 Food and Beverage Preparation and Service Areas - N/A

7.7 Other Queuing Areas

	PRINCIPLE	IMPLEMENTATION
BEFORE	Ensure queues do not cross other foot traffic areas	On the beach, only registration and the umpire check-in will experience minimal queueing. Therefore, they have been placed at either end of the event space to facilitate ample space to create queueing lines. Refer to section 2.2 for queuing controls of each discrete area. Due to the simple wristband check, it is not anticipated that the additional entry/exit point located on the esplanade footpath will create a queue.
	Review the physical distancing strategies above in the 'Key Public Health Principles' section	Physical distance will be communicated through online messaging and signage at the event site, as mentioned in previous physical distancing sections. Marshalls will also play a key role in the communication of social distancing both within the event space and outside the fence line.
DURING	Monitor queues to maintain physical distancing. Cease operations if distancing measures cannot be maintained	The CS Officer and the marshalls will be responsible for monitoring queues throughout the event in relation to social distancing.

7.8 Grandstands and Stadium Seating – N/A

7.9 Fields of Play and Competition Areas

Indoor Sports Group – N/A

Outdoor Team Sports – The Approved COVID Safe Industry Plan for Outdoor Sports has been referenced and this COVID Safe Event Plan complies with the relevant requirements.

Field Sports – The Approved COVID Safe Industry Plan for Field Sports has been referenced and this COVID Safe Event Plan complies with the relevant requirements.

Aquatic Sports – N/A

Other – N/A

7.10 Stages – N/A

7.11 Market Stalls and Fetes – N/A

7.12 Amusement Rides - N/A

7.13 Side-show Alley – N/A

7.14 Parades – N/A

7.15 BYO Seat or Picnic Rug Areas

	PRINCIPLE	IMPLEMENTATION
BEFORE	Provide gridlines on the ground where people will place their belongings with adequate physical distance between other groups	The grassed viewing area will be marked to ensure people adhere to social distancing while viewing the games. Attendees will be requested to be seated in this area to minimise co-mingling.
	Ensure pathways are wide enough to allow the flow of pedestrian traffic while maintaining physical distance from seated people	Two pathways will be marked on the grass with traffic cones allowing sufficient space either side to maintain a safe distance from seated people.
	Ensure one-way flow of pedestrian traffic can be achieved within pathways that divide seated people	The two pathways will be promoted to be utilised for one-way flow of traffic. Where possible, event marshals will enforce this with attendees.
DURING	Event staff are to provide directions to attendees regarding, the one-way flow of foot traffic and the location of vacant spaces	Marshals will be allocated to monitor the grassed area and to communicate requirements to attendees.
	Monitor physical distancing measures in queues, ensuring queues do not cross foot traffic	N/A. No major queuing is anticipated within the grassed area as this is solely a viewing area and attendees will come and go from this area at different times.

7.16 In Event Camping – N/A

8. OPERATIONAL CONSIDERATIONS

8.1 Weather

	PRINCIPLE	IMPLEMENTATION
BEFORE	For expected high temperatures and/or rainfall, have provisions for additional shelter structures	There has never been any shelter infrastructure at this venue. When extremely high temperatures are expected, the event timings will be postponed to later in the day or to the next day. When it is rainy, attendees generally bring their own umbrella's, they leave the venue or they use the shelter of the nearby facilities (BBQ Area / Loo with a View). When heavy rainfall is predicted the event, timings get altered or the games get postponed. As per previous years, players are expected to still play in the rain. 3vent Productions have a Wet Weather Contingency Plan in place which outlines how weather will be monitored, including event cancellation procedures.
DURING	Monitor shelters to maintain physical distancing	Social distancing practices will be advertised through signage and public announcements by the MC throughout the event proceedings. When rainfall causes many attendees to leave, a specific reminder regarding social distancing will be communicated by the MC. Staff at discrete areas will monitor the social distancing within their area during extreme weather.
	If rainfall is imminent or commences, provide messaging of where to shelter	Upon approaching rain, the MC will make this known to attendees and inform them to get their umbrella's ready or to seek shelter at nearby restaurants. He will also remind them to maintain physical distance when leaving the event site.

8.2 Commencement and Completion Times

	PRINCIPLE	IMPLEMENTATION
BEFORE	Stagger start times for event (e.g., based on demographics of attendees)	As attendee numbers will undoubtedly be significantly less compared to previous years due to the COVID situation, games will be spread out more throughout the day, leading to staggered start times.
	Use online ticketing to limit number of people entering per hour	N/A. Team will need to arrive at set times to attend their scheduled games.
	Program entertainment at the conclusion of the event to stagger exiting of attendees	N/A. Team games will conclude at set times hence no mass crowds will be departing at one time.
	Have additional exit points to allow crowds to widely disperse	N/A. Departures will be staggered due to scheduling of games hence no mass crowds will be departing at one time.
DURING	Monitor numbers of person entering and exiting per hour to maintain restrictions per m2 as per requirements	As Fri-Sun only players will be allowed in the event space, numbers will be automatically controlled based on the registered players through the online portal. During the Celebrity Match 100 spectators will be allowed within the grassed area. This will be on a 'first come, first serve' basis and spectators have to register via QR code prior to entering. Once 100 have been checked-in, no more spectators will be allowed in.
	Monitor crowd movement and direct crowds to less congested exits	Marshals will monitor crowds and direct them as required. Please refer to chapter 4 for access and egress management of the courts.

8.3 After Dark

	PRINCIPLE	IMPLEMENTATION
BEFORE	When placing signs, ensure they will be in a well-lit area	Only the Celebrity Match on Thursday will be held at night. A lighting tower will be hired to provide sufficient light for players and spectators, also ensuring signage will be visible.
	Ensure pathways are well-lit, or hire lighting equipment to enhance the visibility of pathways	The Mooloolaba esplanade has sufficient lighting on the public pathway adjacent to the event site and the grassed area.

	Use visual prompts to highlight pathway entrances and exits for attendees, such as small flashing lights	N/A. Sufficient lighting on pathways, grassed area and on the beach.
DURING	Monitor lighting of signs	The CS Officer will be responsible for monitoring the visibility of signage at night.

8.4 Deliveries

	PRINCIPLE	IMPLEMENTATION
BEFORE	Non-essential visits to the event site should be cancelled or postponed	All deliveries / collections will be scheduled during bump-in and bump-out days. No deliveries will be accepted on event days.
	Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with your workers wherever possible.	Delivery of event equipment will be staggered due to agreed delivery times. 3vent Productions will endeavour to enforce contactless deliveries, where possible.
	Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered	If contact or use of plant is required for delivery, drivers will be advised accordingly.
	Use, and ask delivery drivers and contractors to use, electronic paper work where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures. For instance, see whether a confirmation email or a photo of the loaded or unloaded goods can be accepted as proof of delivery or collection (as applicable). If a pen or other utensil is required for signature you can ask that the pen or utensil is cleaned before use. For pens, you may wish to use your own.	3vent Productions will request suppliers to use electronic paperwork or alternative electronic methods for deliveries. All delivery drivers will be asked to check-in upon arrival by providing their details on the Contact Tracing sheet with their own pens.
DURING	Delivery drivers and other contractors who need to attend the event site, to provide maintenance or repair services or perform other essential activities, should be given clear instructions of your requirements while they are on site.	There are no deliveries scheduled during event hours.

8.5 Disturbances and Evictions

	PRINCIPLE	IMPLEMENTATION
BEFORE	Ensure the Workplace Health and Safety Plan addresses the management of psychosocial risks, including patron aggression	Netball Australia's terms and conditions state that they reserve the right to remove any players and attendees who display aggression towards staff or other players. Please refer to chapter 20 of the WHS&E Management Plan for a specific procedure to manage psychosocial elements of the COVID-19 pandemic amongst employees. Refer to the Risk Management Plan for a detailed ' <i>Management of Aggressive Behaviour</i> ' protocol. These policies will be discussed with all staff & volunteers in toolbox talks onsite.
	If security personnel are contracted to the event, they should have input into parameters for eviction of attendees and the security aspects of the COVID Safe Event Plan, to ensure the event is COVID-safe.	N/A. There are no security personnel onsite for the duration of the event. However, security will monitor equipment overnight as asset protection. Security will need to abide by their WHS management plan.
DURING	When moving evicted attendees through crowds ensure a clear pathway has been established. For example, use security personnel to move ahead and clear a pathway	Crowd density is not expected to be significant throughout the event due to control of registration numbers, however if certain areas need to be cleared to establish a clear path, marshals will be used to do so.
	Ensure any security holding areas (e.g., whilst awaiting police attendance) are isolated from crowded spaces	Evicted persons will be taken to the isolation marquee to await police attendance. An event staff member will be monitoring them until police arrival.

8.6 Egress

	PRINCIPLE	IMPLEMENTATION
BEFORE	Ensure dedicated avenues to exit events are established, and that these exists do not promote co-mingling with attendees arriving at the event	Entry and exit within each entry/exit point of the event site will be separated and manned at all times during the event. Marshalls will be briefed to usher people on, if required. Signage with social distancing messaging will be positioned along the perimeter fence to promote safe egress.
	Have additional exit points to disperse crowds	The event space will have 2 exit points, one onto the beach (at the check-in area) and one onto the pathway. We believe this will be sufficient based on the expected number of attendees. However, if for any reason congestion appears at either exit point, an additional exit point is easily created through removing a 1.1 perimeter fence panel. This exit can then be closed once crowds are dispersed. The CS Officer, EM and event staff will be on the lookout for any congestion and act as appropriate.
DURING	Monitor crowd density at key exit pathways and points	Marshals will be in place at exit points to assist in the ushering of people if required. Refer to the answer above.
	Direct crowds to less congested exits	Refer to the answer above in relation to creation of temporary additional exits if required.

8.7 Emergency Service Access

	PRINCIPLE	IMPLEMENTATION
BEFORE	Ensure individual plans are established for each emergency service as each service may have different requirements	Refer to 3vent Productions' E&EMP for details on COVID Safe emergency planning.
	Ensure that event staff have input into emergency service access plans (e.g., in event health services for ambulance, security contractors for police)	Event staffing and first aid will be given the opportunity to provide input into adjustments to the emergency management procedures and input their management practices for handling a COVID environment.
	Where normal practice, communicate plans with emergency services to ensure they are reasonable and consider a COVID environment	The E&EMP will be shared with emergency service for review, prior to the event.
DURING	Ensure key staff are aware when an emergency service has been called to attend the event	A dedicated Emergency channel will be available on the 2-way radios. Key staff will be requested to transfer to this channel for briefing upon implementation of an emergency procedure.
	Ensure strategies are implemented to ensure the 'Key Public Health Principles' are maintained during emergency service access to the events. This may include additional crowd control measures.	If emergency procedures have to be implemented, onsite staff and volunteers will be utilised to ensure maintenance of COVID Safe requirements whilst management and/or emergency services handle the situation at hand. Please refer to the E&EMP for detailed procedures and measures implemented in relation to the management of COVID Safe practices during emergencies.

8.8 Evacuation

	PRINCIPLE	IMPLEMENTATION
BEFORE	Ensure event evacuation plans consider COVID-19 and therefore increase evacuation exits where possible	Refer to 3vent Productions' E&EMP for details on COVID Safe emergency planning.
	Establish additional assembly areas	There are three main assembly points allocated around the venue. The space allocation for these areas allows sufficient space for social distancing to be maintained during an evacuation.
	Share evacuation plans with staff	The E&EMP is shared with Netball Australia prior to the event and all staff are briefed on the procedures onsite at daily toolbox talks.
DURING	If an evacuation is ordered, ensure security and event staff direct attendees to either the nearest or least congested exit	Sufficient number of staff will be onsite to direct attendees to appropriate exits. In case of an evacuation, fence panels will be opened up in various areas by staff to ensure all attendees can exit safely and no congestion occurs.

	<p>If an evacuation is ordered, once attendees are safe in assembly areas, encourage physical distancing as practically as possible</p>	<p>Loud hailers will be available onsite to assist in directing attendees in case of an emergency evacuation. These will also be utilised to encourage social distancing once assembled.</p>
--	---	--

8.9 Service of Alcohol - N/A

8.10 Impact on host community – N/A

9. EVENT STAFF

9.1 Event Organisers and General Event Staff

	PRINCIPLE	IMPLEMENTATION
BEFORE	Refer to pages 6-9 of the <i>Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy</i> and ensure appropriate personal protective equipment is available for use by staff	Please refer to 3vent Productions' WHS&E Plan for strategies to provide staff and other workforce with a safe, clean and healthy work environment. As part of this, a sufficient quantity of disposable gloves and masks will be made available to all members of the workforce and also for ad hoc use by suppliers, if required.
	Establish communication plans with cleaners, security, and first aid / in-event health providers	Regular contact will be maintained between the EM, CS Officer and first aid, including: <ol style="list-style-type: none"> Morning check in briefings with all Regular check ins throughout the day End of day briefing at the end of each shift with the CS Officer Radio's will also be available to all staff and service providers to ensure everyone is in direct communication throughout the event.
	Be aware of methods to contact the Queensland Health if a suspected case of COVID-19 is identified before, during or after the event	If there is a confirmed or probable case of COVID-19 infection at the event site, the medical professional who confirms the diagnosis and the relevant testing laboratory notifies Queensland Health. 3vent Productions will notify Workplace Health and Safety Queensland that the case has been identified. Records in relation to incidents will be stored for up to 5 years.
	Share COVID Safe Event Plans with all staff and contractors	The COVID Safe Event Plans will be shared with all staff and contractors. All onsite briefings will adhere to social distancing requirements.
DURING	Monitor crowd behaviour and movements to ensure the key principles of this plan are maintained	All staff onsite are briefed to monitor crowd behaviours and report any issues, or suspected issues, to the CS Officer and First Aid officers.

9.2 Food and Catering Staff - N/A

9.3 Cleaning Staff - N/A

9.4 Security

	PRINCIPLE	IMPLEMENTATION
BEFORE	Refer to pages 6-9 of the <i>Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy</i> and ensure appropriate personal protective equipment is available for use by staff	All security requirements will be outsourced to a professional security service. The contracted company is required to manage its own staff and they carry responsibility for providing their staff with adequate PPE.
	Establish communication plans with first aid / in-event health providers	Security officers will solely be onsite for asset protection after hours; their shift commences at the completion of the event activity each day and concludes at the commencement of the event the next day. Therefore, no contact is required between security and other services.
	Determine key areas security can monitor crowd movements and density (including static security points, CCTV monitoring, mobile patrols)	The CS Officer will be in charge of monitoring crowd movements and density. Adequate numbers of staff and/or volunteers will be assisting in the monitoring throughout the event.
	Monitor crowd behaviour for unwell attendees and contact first aid / in-event health services when appropriate	All management, staff and volunteers will be on the look-out for attendees with COVID like symptoms. First aid can be contacted via 2-way radio if required.
	Develop protocols for the management of aggression from attendees. In particular this should include crowd management, movement of attendees throughout crowds, and liaison with police	Refer to the Risk Management Plan, chapter 5 for a detailed protocol.
DURING	Have adequate personal protective equipment at entry points to don if engaging with attendees exhibiting possible COVID-19 symptoms	A COVID Safe kit - which will include masks, gloves and disinfectant wipes - will be available at both entry/exit point.

	Monitor crowd movements and density to implement strategies to maintain crowd density as per the government guidelines	We do not expect crowd density to be an issue, however for preventative reasons two marshals will be allocated to the grassed viewing area throughout the event. Marshalls will assist in the ushering of people if required to maintain social distancing guidelines and one of them is allocated to manage the flow of people on the stairs leading from the beach up-to the grassed area. The outside perimeters of the event space will also be monitored by two roving marshals to remind external spectators of social distancing requirements.
--	--	--

9.5 Volunteers

	PRINCIPLE	IMPLEMENTATION
BEFORE	Refer to pages 6-9 of the <i>Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy</i> and ensure appropriate personal protective equipment is available for use by staff	Volunteers will be sourced and managed by Netball Australia. Onsite they will be under the direction of 3vent Productions staff as well as Netball Australia staff. As part of providing a safe, clean and healthy work environment, a sufficient quantity of disposable gloves and masks will be made available to all members of the workforce.
	Review the <i>Responding to a Pandemic: A Practical Guide for Volunteer Involving Organisations</i> produced by Volunteering Queensland at: https://volunteeringqld.org.au/covid-19	The guide has been reviewed and the guidelines within it will be adhered to at NetFest 2020. The checklist has been completed and included as supporting documentation.
DURING	Monitor the well-being of volunteer members as per the above-mentioned practical guide	The EM and CS Officer will monitor the well-being of all workforce, including volunteers.

11. ATTACHMENTS

Attachment A – COVID Safe Event Checklist



COVID Safe Event Checklist

Events for up to 500 people from 12 noon, 03 July 2020

As at 02 July 2020

COVID Safe Event Checklist	
Event name: NETFEST 2020 - MOOLOOLABA BEACH	
Contact person name: KEVIN FORRESTER	Contact phone number/email address: kevin@3vent.com.au
Event location: MOOLOOLABA BEACH	Checklist completion date: (DD/MM/YYYY) 18th September 2020
Event commencement date and time: (DD/MM/YYYY) Thursday 26th Nov 2020	Event completion date and time: (DD/MM/YYYY) Sunday 29th Nov 2020
Anticipated attendance details: (e.g. anticipated attendance numbers, number of event staff, etc): 256	
Brief description of the types of activities occurring at the event (e.g. concert, market stalls, food etc): NetFest brings together netballers of all levels to play traditional netball, beach netball and Fast5. There are female social and female competitive divisions, as well as mixed divisions for each competition.	



What you need to do to safely operate your event

1. Governance Arrangements

a. Before the event

- ✓ Check the Queensland Government's COVID-19 website at www.covid19.qld.gov.au to confirm you can operate your event and whether any specific restrictions apply.
- ✓ Obtain any necessary approvals to operate your event from appropriate authorities, e.g., venue owner/land holders and/or other approval bodies
- ✓ Identify key staff who are responsible for implementing and reviewing the strategies in this COVID Safe Events Checklist.
- ✓ Keep up to date with the legislative requirements and find additional guidance by monitoring the [Public Health Directions](#), and visiting www.covid19.qld.gov.au and www.worksafe.qld.gov.au
- ✓ Where applicable, ensure that businesses operating at the event comply with their respective COVID Safe industry plans.
- ✓ Ensure staff attending the event are adequately trained to manage the COVID-19 requirements. This should include providing education or guidance on good personal hygiene, in accordance with standards set by the Office of Industrial Relations.
- ✓ Adopt procedures to manage psychosocial risks (including patron aggression), in accordance with practices recommended by the [Office of Industrial Relations](#) (page 10) and [Safe Work Australia](#).
- ✓ Areas at the event must have a minimum of 4 square meters of accessible space per person. To determine the capacity of the event site, review section 1.2.1 *Calculating Site Capacities* in the Industry Framework for COVID Safe Events in Queensland. This may require monitoring to ensure that the maximum number of people in these areas is not exceeded.

b. During the event

- ✓ Monitor strategies during the event at regular intervals (e.g., at the beginning of the event, hourly, prior to and at the conclusion of main acts / performances, prior to expected increases in attendee movement)
- ✓ Ensure you have a copy of this signed checklist which must be produced if requested by a relevant enforcement officer. This may include providing an electronic copy.
- ✓ Provide evidence to the approving authority that staff have undertaken the required COVID-19 online training.
- ✓ Employees with a general work-related complaint can call WHS Queensland on 1300 362 128
- ✓ Business owners that would like to better understand their WHS duties regarding COVID-19 can call 1300 005 018 or their union or industry association. For questions regarding the Public Health Directions, call 134 COVID.
- ✓ Event attendees who have concerns about whether a business is complying with this checklist can call 13QGOV (13 74 68).

2. Communicate Expectations to Event Staff and Attendees

a. Before the event

- ✓ For ticketed events, ensure refund policies are well defined in social media and on the event website. Ticket holders should not be penalised for not attending when unwell.
- ✓ Include messaging prominently displayed on event website that people must not attend the event if they have COVID-19 symptoms.
- ✓ Ensure key health messages are scheduled via social media and are displayed on the event website:
 - Stay at home if unwell or have a cough, fever, sore throat, fatigue or shortness of breath.
 - How to seek assistance if becoming unwell during the event (locate security, event officials or first aid)
 - Maintaining physical distancing requirements is the individuals responsibility
- ✓ Communicate security requirements via social media and event website to prevent crowding at entry points
- ✓ Place signs at entry points to instruct attendees not to enter the venue if they are unwell, have COVID-19 symptoms, have been overseas in the last 14 days, or have been in close contact with a confirmed case.



The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the venue.

- Prominently display hygiene placards (e.g. hand washing and sanitising practices). Electronic copies of hygiene placards can be accessed from the [Safe Work Australia](https://www.safeworkaustralia.gov.au) website

b. During the event

- Use loud speakers and/or a megaphone to disseminate information about the public health measures implemented at the event
- Ensure signs about enhanced public health measures are maintained and visible

3. Maintain Physical Distancing

a. Before the event

- Determine the total number of people allowed on site at any given time, as per the physical distancing requirements of 1 person per 4 metres squared per person
- Establish a system to monitor the numbers of people entering and exiting the event site, to ensure the site capacity or limit of 500 people (whichever is least) is not exceeded.
- Develop and implement practices to manage the number of people inside discrete areas of the event (e.g. toilet facilities, retail spaces, food service areas) at any given time (e.g. using signage).
- Place floor markings, wall markings or signs to identify 1.5 metre distance between persons queuing at all relevant locations (e.g., at all entries, ticket offices, toilets, food areas, etc...)
- Use physical barriers in high foot traffic areas to separate crowds
- Ensure one-way flow of foot traffic is established where practical
- Use separate entries and exits within discrete areas of the event site
- Limit the use of cash transactions by encouraging customers to use tap and go, direct deposit or other contactless payment options.
- Where practical, direct delivery drivers or other contractors visiting the event to do so prior to the event and to minimise physical interaction with others. Use electronic paperwork where possible. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.

b. During the event

- Monitor physical distancing as per government guidelines in each discrete area (metres squared per person; distance between household groups).
- Monitor queuing arrangements to maintain physical distancing

4. Screening

a. Before the event

- Implement symptom screening for staff, contractors and volunteers and will at a minimum, be screened upon shift commencement. This may include verbal/print questionnaire or electronic solutions.
- Establish areas where attendees who become unwell during the event can be isolated from other attendees

b. During the event

- At entry points that have event staff or security personnel, ask screening questions of attendees such as:
 - In the last 14 days have you travelled from overseas or a COVID-19 hotspot?
 - Have you been in close contact with a person who is positive for COVID-19?
 - Are you an active COVID-19 case?
 - Are you currently, or have you recently experienced cough, fever, sore throat, fatigue or shortness of breath?

If yes to any of the above:



- Isolate the attendee in the nearest designated isolation space.
- Provide the affected person with appropriate personal protective equipment.
- Refuse entry to the event and refer the person to first aid, medical or in-event health services if available.

- Screening questions can be undertaken concurrently with other entry activities, e.g., during ticket purchasing or bag checking.

5. Facilitate Contact Tracing

a. Before the event

- A record of all on-site staff including contractors and volunteers must be established to identify the persons: name, phone number, email address, home address, organisation affiliation, discrete areas of work (e.g., security at front gate, cleaner in retail space), time of entry to the event site, time of leaving the event site.
- For ticketed events only, records for at least one person per group must be kept that include: name of attendee, contact phone number, email address, home address (or residential postcode at minimum).

b. During the event

- Records must adhere to standards in the *Privacy Act*. Records must be securely stored for 56 days after the event for contact tracing purposes.
- Records of contact information for staff and attendees to be provided immediately upon request by public health officials from Queensland Health.

6. Regular and Thorough Cleaning

a. Before the event

- Refer to pages 6-9 of the [Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy](#) and ensure appropriate personal protective equipment is available for use by staff
- Establish cleaning protocols for discrete areas of high foot traffic (e.g., bathrooms, catering areas). This should include a frequency of cleaning for the discrete area dependent on usage from attendees.
- Ensure that there are enough supplies of cleaning products (e.g. detergent, sanitiser, bleach, etc) to last the duration of the entire event. Cleaning products, such as sanitiser and detergents must adhere to the standards set out by the [Office of Industrial Relations](#).

b. During the event

- Toilets - adopt and implement practices to ensure that frequently touched areas and surfaces are cleaned regularly with detergent or disinfectant (including shared surfaces such as taps, basins, benches, hand drying equipment/paper towel dispensers, doors/door handles, locks on toilets, cistern buttons, etc.). Cleaning practices to be implemented in accordance with [Office of Industrial Relations](#).
- General cleaning – adopt and implement practices to ensure that the venue is frequently cleaned, with a particular focus on high contact areas, such as eftpos equipment, dining tables, counter tops and sinks are regularly cleaned, in accordance with standards set out by the [Office of Industrial Relations](#).
- Increased frequency will be required during expected high usage times (e.g., at half-time in an event when more people use toilets; at meal times more people will gather in food service areas)
- Gloves should be recommended only for specific indications where the prospect of contact with heavily contaminated items is high, such as cleaning of toilet facilities. If gloves are worn, these should be considered single use and disposed of appropriately.
- Cleaning and disinfection after suspected or confirmed COVID-19 infection: Adopt and implement practices to ensure that areas that have been used by a person with suspected or confirmed COVID-19 infection are cleaned and disinfected and that appropriate personal protective equipment is worn by the cleaner, in accordance with the practices set out by the [Office of Industrial Relations](#).

7. Hand Sanitiser and Hand Washing Facilities


a. Before the event



- Establish hand washing / sanitising stations and practices for staff and attendees as they enter and exit the event site and discrete areas within the site
- Hand washing / sanitising stations must include clean running water, liquid soap and paper towel. If hand washing facilities are not available, an appropriate alcohol-based hand rub should be made available.
- Provide sanitiser stations outside of toilet facilities and throughout the event. Ensure that stations are adequately stocked and cleaned. Alcohol-based hand sanitiser containing at least 60% ethanol, or 70% iso-propanol are recommended.
- Hand washing facilities are required for food businesses.

b. During the event

- Ensure hand sanitiser and hand washing facilities are maintained throughout the event site for staff and attendees.
- Encourage staff to practice good personal and hand hygiene, in accordance with standards set by the [Office of Industrial Relations](#)

<p>Name of person(s) conducting business or undertaking as defined in the Work Health & Safety Act 2011:</p>	<p>Kevin Forrester</p>
<p>Signature & date:</p>	 <p style="text-align: right;">27/09/2020</p>

Unite against COVID-19



STATEMENT OF COMPLIANCE

**This site is operating in compliance
with a COVID Safe Event Plan**

A copy of the Industry COVID Safe Plan may be found at:
www.covid19.qld.gov.au/government-actions/covid-safe-businesses

- Follow the rules and keep us all safe
- Practice social distancing
- Wash your hands regularly
- Be prepared to leave your contact details for tracing purposes
- This is a COVID SAFE site



Signed by: Kevin Forrester
(authorised business representative)

Date: 27/09/2020