



Know Yourself, Show Yourself, Grow Yourself Mental Health Festival 2022

Covid-Safe Plan

This COVID Safe Event Plan has been developed to ensure that the Know Yourself, Show Yourself, Grow Yourself Mental Health Festival 2022 can operate as a Covid-Safe Festival and ensure that all attendees, participants, staff, community members, performers and program facilitators, businesses and involved organisations are able to engage safely and confidently in the festival amidst Covid-19, and to ensure that every measure is taken to prevent the spread and minimise public health risk. It is designed to identify potential health risks and mitigation strategies specific to the event, and manage a public Tier 3 event.

EVENT DETAILS -

Event Organiser – Sunshine Heights Primary School

Name: Francine Sculli

Phone number: 8311 7100

Email address: Francine.Sculli@education.vic.gov.au

Person responsible for implementing controls (on day of the event)

Name: Francine Sculli, Sara Badr & Vicky Psihogios (First Aid) + Volunteer Covid Marshalls

Phone number: 8311 7100

Email address: Francine.Sculli@education.vic.gov.au

Event Name: Know Yourself, Show Yourself, Grow Yourself Mental Health Festival 2022

Event Location

Organisation: Sunshine Heights Primary School

Address: 1-19 Mailey Street Sunshine West VIC 3020

Rooms: Gymnasium, library, Specialist Building, Canteen, Toilets, Wellbeing Room

Outdoor location: Mailey Street

Event Date(s): Monday 21st March to Friday 25th March 2022

Event start/finish times: 8AM to 7:30PM Monday to Thursday, 1PM to 8:00PM Friday

Number of expected attendees: 3000-5000 across the week

Oversight & Administration

Requirement	Actions	Implemented
Prepare contingency plans	<ul style="list-style-type: none"> • Develop a contingency plan in case the in-person event needs to be cancelled at the last minute, a contingency plan will be in to mitigate any risks that arise from event cancellation. • Ensure attendees, staff, volunteers and contractors can be communicated with in case of cancellation • Contingency planning must be documented in the scenario that an event needs to be cancelled 	
Monitor Victorian Government's coronavirus website	<ul style="list-style-type: none"> • Check the legislative requirements and specific restrictions that may apply • Incorporate latest public health advice into planning 	
Monitor the Department of Education's coronavirus website	<ul style="list-style-type: none"> • Incorporate latest advice into planning 	
Signage	<ul style="list-style-type: none"> • Signage on distancing, hygiene, mask wearing, and other temporary conditions are prominent 	
Social distancing	<ul style="list-style-type: none"> • Signage & floor has markings to keep workers and customers at least 1.5m apart from each other and attendees 1.5, apart when lining up for workshops. • All workshops will have sufficient spacing. 	
Enable clear and detailed record-keeping to facilitate contact tracing	<ul style="list-style-type: none"> • All attendees, staff, volunteers, and vendors will register their attendance using a QR code • Record keeping systems will be contactless and quick to apply (to reduce congestion); however, there will be a paper contact option for those without smart phones. 	

	<ul style="list-style-type: none"> Names, phone number and area for each attendee will be recorded in a way that complies with privacy obligations Attendee contact details will be available to the event organiser and the Department of Health, and where applicable, the Department of Education, to facilitate contact tracing if required Attendance records will be kept for 28 days, then destroyed as soon as practical after the event 	
Staff Training	<ul style="list-style-type: none"> Ensure all staff are trained appropriately in the requirements of the COVID Safe Event Plan and have undertaken any other relevant refresher training prior to service. 	
Contractor's Covid Safe Plan	<ul style="list-style-type: none"> All Contractors will be provided the COVID safe plan and agree to communicate requirements with their staff All Contractors must ensure they have their own Covid-safe practices, including hand sanitiser available to customers/participants in their service 	
Develop a process to manage anyone at the event who develops symptoms	<ul style="list-style-type: none"> If an attendee develops symptoms on site St John Ambulance coordinates arrangements to send the person home in suitable and safe private transport so the risk of potential coronavirus (COVID-19) transmission is reduced. If the person cannot travel home the person can remain in isolation in a room until they are able to travel home 	
Covid Safe Marshals	<ul style="list-style-type: none"> Staff trained in level 2 first aid and COVID 19 Infection control will act as a COVID Marshal alongside other responsibilities. Volunteer Covid Marshals will also be recruited. Covid Marshal's will be required to be at entry points checking attendee's vaccination certificates and roving the event ensuring that it continues to be CovidSafe. All other staff on site will assist in COVIDSafe principles and activities. 	

Attendee Management

Requirement	Actions to Consider	Implemented
<p>Provide attendees and all staff/volunteers/vendors with key public health messages and advice to stay at home if unwell</p>	<p>Prior to the event, event organisers must communicate these public health messages to all attendees, staff, volunteers and vendors:</p> <ul style="list-style-type: none"> • Complete a symptom self-assessment prior to leaving home. Do not come to the event if you are unwell, even with very mild symptoms • Maintain 1.5 metres distance from others during the event, where possible • Do not come to the event if you are required to isolate or quarantine for any reason and/or you are awaiting results of a COVID-19 test. • Minimise movement as much as possible by staying within your allotted space or seat • Follow current directions for face coverings and hygiene during the event • Let the organiser know immediately if you become unwell during the event/meeting • Link to the Australian Government's COVID Safe App • All attendees 12 and over must be double vaccinated and will be required to show their vaccination certificate upon entry into the festival <p>A reminder of public health measures will be included in the ticketing sales process on Eventbrite, visible on the ticket or as an email reminder</p> <p>These public health messages will be sent as an email reminder at least 24 hours prior to the gathering</p>	
<p>COVIDSafe requirements (and any conditions of entry) to all those attending or working the event</p>	<ul style="list-style-type: none"> • Adequate signage will be posted (with descriptions of COVID symptoms) advising attendees not to enter the event if they are unwell (as well as any other conditions of entry) • During the event, MC will regularly reinforce public health messages – use broadcast messages, <u>signage</u>, and workers/volunteers to communicate this information with attendees. 	
<p>Face coverings</p>	<ul style="list-style-type: none"> • Monitor the Victorian Government's latest advice to ensure staff, visitors and all those attending the event are aware of the current requirements 	
<p>Attendance records</p>	<ul style="list-style-type: none"> • Ensure attendance of all attendees, staff, and vendors is recorded. Details here. 	
<p>Density quotients</p>	<ul style="list-style-type: none"> • Keep abreast of, and check, current restrictions at time of event 	

	<ul style="list-style-type: none"> • Maintain density levels in venue as per current Victorian Government restrictions at the time of event • Ensure that both event registrations and admissions do not exceed venue capacity (if density limits apply) • Venue signage must indicate maximum capacity in all areas – rooms, toilets, and other shared spaces (if density limits apply) • All staff, volunteers and vendors must be informed of capacity limits (if density limits apply) 	
Physical distancing	<ul style="list-style-type: none"> • Attendees, staff, volunteers and vendors should maintain at least 1.5 metres physical distance between others whenever possible • Use visual cues to facilitate physical distancing (markers, barriers, ropes, etc.) • Create wide walkways at least 2m wide (where applicable) • Assign seats and/or areas if applicable • Where seating is not allocated or numbered, clearly mark rows and seats that are to be left vacant, if appropriate • To minimise movement, attendees must stay within their allocated spaces or seats where practical (if restrictions apply) • In areas where there is no fixed seating ensure that there are ground marking or barriers allocating at least 1.5 meters between people (if restrictions apply) • Rearrange, remove or cordon off furniture in common areas or seating areas to ensure physical distancing (if restrictions apply) • Ensure there are enough toilets to avoid queuing. If queuing is likely, organiser must ensure there is a way to facilitate physical distancing 	
Safe ingress and egress of all attendees	<ul style="list-style-type: none"> • Identify entries, exits, congregation points and problem areas (i.e. foyers, lifts, stairs, etc.) • Where possible (and relevant) allocate different doors for entry and exit • Ensure floor markings and signage directs visitors in high-flow environment • Encourage attendees to disperse from the event at its conclusion • wUse ropes, barriers, arrows, etc. as necessary to direct foot traffic 	

	<ul style="list-style-type: none"> • Use designated points of entry and exit to festival to ensure vaccination checks and check ins by all attendees • Develop a venue-specific plan for evacuation that uses as many different exits as possible to reduce congestion • Communicate evacuation requirements in pre-event briefing with all staff and volunteers 	
Communicate transport options	Ensure attendees are aware of all possible transport options to the venue, including parking to minimise COVID-19 risks associated with public transportation or ride shares/taxis	

Cleaning, Hygiene & Ventilation

Requirement	Actions to Consider	Implemented
Ventilation	<ul style="list-style-type: none"> • Adjust heating, ventilation and air conditioning systems to maximise air changes where possible/if applicable during workshops, talks, activities and programmed events • Avoid using fans in enclosed spaces as they recirculate air during workshops, talks, activities and programmed events • Open windows in enclosed spaces when possible during workshops, talks, activities and programmed events 	
Hand hygiene practices	<ul style="list-style-type: none"> • Ensure hand sanitiser is available at all entry and exit points and in key areas across the venue • Monitor supplies of hand sanitiser and hand soap/paper towels throughout event • Ensure venue facilities (such as bathrooms) have signage advertising good hygiene practices 	
Cleaning before the event	<ul style="list-style-type: none"> • Contact the facilities/building manager to confirm cleaning arrangements and ensure cleaning/disinfecting process are consistent with COVIDSafe protocols. • Undertake a thorough cleaning/disinfecting of the facilities and high-touch surfaces prior to the event 	
Cleaning during the event	<ul style="list-style-type: none"> • High touch surfaces will be cleaned at least twice per day and between groups. This includes bathrooms/toilets. • Utilise more frequent cleaning schedules if needed • During event, cleaning logs must be posted in all common areas such as toilets and shared spaces. Ensure event cleaning staff are aware of the cleaning schedule and requirement to fill in the log. 	
Cleaning after the event	<ul style="list-style-type: none"> • Ensure the facilities and venue is thoroughly cleaned and disinfected after the event • If a positive case or close contact is identified at the event, cleaning must be undertaken per Department of Education guidelines 	

Workers, Vendors and Contractors

Vendors and contractors must provide their COVIDSafe Plans to the event organiser for ratification

Requirement	Actions to Consider	Implemented
Communicating COVIDSafe Plans and public health messaging	<ul style="list-style-type: none"> Ensure that all staff, volunteers, vendors and contractors understand and will comply with COVIDSafe protocols All staff, volunteers, vendors and contractors should complete a <u>health questionnaire</u> immediately before the start of the event and be aware not to attend if they are unwell, even with mild symptoms Conduct a pre-event briefing for all staff working at the event to communicate COVIDSafe guidelines, actions and responsibilities as outlined in this plan Ask all workers to acknowledge that they have read and understood their COVIDSafe responsibilities 	
Safe use of personal protective equipment (PPE)	<ul style="list-style-type: none"> Provide face coverings to workers that do not have their own 	
Ensure all caterers, contractors and other staff working at the event have COVIDSafe practices in place	<ul style="list-style-type: none"> Review vendors/contractors' COVIDSafe Plans well ahead of the event Address any gaps in third party COVIDSafe Plans with the vendor. If the gaps cannot be corrected, then the vendor should not be hired. 	

Food and Beverage Requirements

Requirement	Actions to Consider	Implemented
Safe food and beverage service	<ul style="list-style-type: none"> Food and beverage service will align with the Victorian Government's COVID-19 <u>hospitality guidance</u> and the Restricted Activity Directions for the event type Review COVIDSafe Plans for external vendors for food service 	

Avoid queues	<ul style="list-style-type: none"> • Queues at food and beverage stations must facilitate physical distancing and not cross with other queues 	
Reduce touch points	<ul style="list-style-type: none"> • Use contactless payment systems • Do not circulate menus or other shared items (if restrictions apply) 	
Avoid communal stations	<ul style="list-style-type: none"> • Close communal self-service food/drinks/condiment stations. (If restrictions apply) 	
Avoid double handling	<ul style="list-style-type: none"> • Where possible, food and beverages should be served in packaging to avoid double handling • Avoid serving 'nude foods' such as unwrapped fruit (where restrictions apply) • No shared condiments – use individual portions/sachets (where restrictions apply) 	