

# COVID Safe Event Plan Live and Local Event Series



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Lifestyle Capital of Victoria

*Please note: this document should be treated as a living document to be updated as the COVID-19 environment changes.*

## Purpose of this plan

The COVID Safe Event Plan provides clear guidance to ensure Council provides staff, contractors, patrons and all persons involved with a healthy, safe and virus free working environment following a time of Pandemic. COVID-19 will be with us for some time, so it is important that Council have a plan in place that is regularly updated as the State Government restrictions change and to address the complexities in running activities and events in accordance with legislative and other obligations. If there are any areas this document remains silent on for Council employees, please refer back to the overall Frankston City Council COVID Safe Work Plan.

## Objectives

Council is seeking to deliver *The Live and Local Event Series*, which:

- Ensures the safety of all persons onsite
- Obeys State Government regulations including
  - Keeping 1.5m physical distance from others where practicable
  - Reduced head count onsite
  - Reduced amount of contact between persons
  - Implementation of thorough hygiene practices and additional safety measures

## Scope

This plan applies to and provides information to all Councillors, employees, contractors, performers, vendors and volunteers engaged in Council business on the *Live and Local Event Series* event site including the safety of patrons. This COVID Safe Event plan does not cover any subsidiary events.

## Principles that will guide our decision making

- **Health and safety** – The health and safety of our staff and community is our responsibility. We will comply with the recommendations of the Chief Health Officer and make arrangements to ensure there is enough access to personal protective equipment, hand sanitisers, wipes and extra cleaning routines of equipment.
- **Well-planned approach** – We will have a well-planned approach to bringing people onto site.
- **Transparent communication** – Open communication to all persons who will be onsite to ensure all involved are clear of expectations and reinforce their health and safety is of utmost importance.

## Event Details

The *Live and Local Event Series* will look and feel a little bit different from previous Council-run events. In response to the Public Event Framework and successful reactivation event models, which have been delivered across the State, the *Live and Local Event Series* has been adapted. Whilst there are four stand-alone events, they will be brought together in the *Live and Local Event Series* marketing campaign to encourage dispersal throughout Frankston City's Central Activity District across this weekend.

The event site is being used at 75% capacity at any one time to allow dispersal and distance between all persons onsite, increased cleaning and sanitisation will occur at regular intervals throughout all sites, QR code entry for all persons and monitoring of numbers to each site will ensure these events are delivered in a COVID Safe manner. The moderated use of each individual event site will ensure all patrons are safely interacting with local businesses, food and market stalls and activations.

#### Live and Local at the Foreshore

Location of event	Long Island Drive and Kananook Creek grassed area, Frankston.				
Overview of event	There will be a market with food vendors, craft vendors and music accompaniment.				
Number of attendees per day	5,000 attendees per day				
Number of attendees at any one time	1,800 attendees at any one time				
Density per 1sqm	10,183	Density per 2sqm	5,091	Density per 4sqm	2,545
Event dates	Saturday 20 and Sunday 21 March 2021				
Event times	2pm – 8pm daily				

#### Live and Local at Seaford

Location of event	Broughton Reserve, Seaford.				
Overview of event	There will be a stage with children’s entertainment, supported by some food vendors and community market stalls.				
Number of attendees per day	2,000 attendees per day				
Number of attendees at any one time	441 attendees at any one time				
Density per 1sqm	883	Density per 2sqm	441	Density per 4sqm	220
Event dates	Saturday 20 March 2021				
Event times	10am – 8pm				

#### Live and Local at Youth Central

Location of event	60 Playne Street, Frankston.				
Overview of event	There will be a stage with youth targeted performers, street art activity and youth bus resources.				
Number of attendees per day	2,000 attendees per day				
Number of attendees at any one time	193 attendees at any one time				
Density per 1sqm	387	Density per 2sqm	193	Density per 4sqm	96
Event dates	Saturday 20 and Sunday 21 March 2021				
Event times	10am – 8pm daily				

### Live and Local at Wells Street

<b>Location of event</b>	Wells Street, Frankston.
<b>Overview of event</b>	There will be some musical entertainment to support the existing curbside dining activations and entertainment precinct.
<b>Number of attendees</b>	Passers by, gatherings limits will be monitored in line with current gathering restrictions.
<b>Event dates</b>	Saturday 20 and Sunday 21 March 2021
<b>Event times</b>	11.30am – 8pm daily

A COVID Safe Public Event Attestation has been completed for the Foreshore, Seaford and Youth Central event sites as these events are categorised as *Low Risk Tier 2 Public Events*. The Wells Street event site is permitted under the Arts and Entertainment and Hospitality sector guidelines.

## Overall event site principles of COVID Safety

### Implementation and safety onsite

#### Contact Tracing and QR Code registration system

- All persons including patrons, contractors, performers, vendors, volunteers and staff will be required to sign in via a QR code registration at the information marquee on arrival. These persons will be required to utilise their own devices to avoid share/high touch points. In the instance a person, does not have a smart device, a COVID marshal or security personnel located at the entrance will use a designated registration smart device, with the person entering the site verbally relaying their details. This QR code registration will form the registration of persons onsite, with the log retained for contract tracing purposes only.
- A separate QR code will be used for event personnel and another used for patrons. This is to ensure density limits are adhered to at all times.
- Prior to arriving to site, all contractors, performers, vendors, staff and volunteers will be required to complete a site specific online induction. The contents of the induction will be focused on site safety, roles and responsibilities, emergency procedures and COVID responsibilities and expectations.
- All persons onsite are encouraged to download the COVID Safe app. This will be promoted in marketing materials and emails to stakeholders.
- The events sites are all fenced in and manned during operational hours (including bump in and bump out), therefore no contractor, performer, vendor, staff, volunteers or patrons will be able to enter the site without scanning the QR code registration.
- Each event site has a different QR code to enable a fast response to any contact tracing requirements.

#### Sanitisation and Cleaning

- Regular sanitisation of surfaces and touch points will be carried out by the cleaning contractor on the event site. Dedicated cleaners will be appointed to sanitisation and other cleaners will be appointed to waste bins and other site cleaning to ensure both functions can continue throughout the events.
- The COVID Safe Coordinator will ensure regular sanitisation has occurred throughout each day.
- Hand sanitiser stations will be positioned around the event sites, particularly at egress points, toilet and parent facilities and around activations. In addition all activations, market stall operators, food and beverage and amusement providers will be required to provide hand sanitising facilities as part of their activation.

- Contractors are advised to eliminate the sharing of any equipment, or implement a regime of sanitisation.

### **Physical Distancing**

- Signage will be displayed at ingress points to remind all persons of physical distancing practices alongside other directives from the Chief Health Officer and other requirements.
- Minimum numbers of performers, contractors, vendors, staff and volunteers will be onsite at all times to ensure physical distancing in all areas of the site are maintained. All organisations have signed a letter of agreement acknowledging this.
- All bump in and bump out times will be staggered across the event site to minimise crossover interactions and congestion with additional safety measures.

### **Face Masks**

- The current Chief Health Officer directive on face masks at the time of the events will be followed and enforced.
- Additional face masks will be available onsite for any persons who require one and do not have one.

### **Health Declaration**

- Signage will be placed at ingress points to each event site, reminding patrons to not enter if they are feeling unwell, are awaiting test results, or if they have been told to self-isolate or quarantine by the Victorian Department of Health. This information will be available on the websites and social media marketing in the lead up to the event.
- All event staff will be required to complete a health declaration each day they arrive onsite.

### **COVID Safe Personnel**

- A COVID Safe Coordinator will be present at all times onsite overseeing the COVID Safe operations.
- COVID Safe Marshals will be designated a specific area to oversee throughout the event site they have been allocated. These marshals may be static (ingress) or roving (wardens).
- Based on the classification of a Low Risk Tier 2 Public Event, the COVID Marshal ratio will be 1:100 on each site.

### **Surrounding businesses**

- Surrounding businesses to each event site will be encouraged by Council to operate or extend their hours to match the event hours. These businesses will operate under their own COVID Safe plan relevant to their private businesses.
- The utilisation of surrounding businesses will ensure the dispersal of patrons before and after they attend an event site, but also allow the activation of the City Centre through these programs.

### **Victoria Police support, Security and Public Safety Officers**

- A Public Safety Officer will be appointed to ensure general site and patron safety and occupational health and safety practices are adhered to.
- Security guards will rove around the event site, in addition to the static positions to ensure COVID Compliance as COVID Marshals. Asset security will be appointed for overnight assurance of the spaces and property.
- Victoria Police will regularly patrol the event areas and support the efforts of security. Victoria Police officers will be in direct communication with Event Coordinators pre and during the event.

## Industry Restart Guidelines

- Relevant industry restart guidelines will be consulted and continually monitored in the lead up to the event to ensure compliance. Guidelines which will be consulted include:
  - [Retail trade \(goods\)](#), in relevance to the market
  - [Arts and recreation services](#), in relevance to community activations, performers and amusements
  - [Accommodation and food services](#), in relevance to food and beverage vendors.

## Patron movement and thoroughfare

- All persons, including patrons who will be onsite, will not attend if they are feeling unwell. This will be heavily communicated to patrons in the marketing of the event and to contractors, performers, vendors, staff and volunteers in pre-event documentation and inductions. Signage at the ingress points to the site will also reiterate this to all persons.
- Picnic circles (painted circles) will be utilised on the grassed areas at the Foreshore and Seaford sites to denote seating or picnic areas for patrons. This will ensure physical distancing is being maintained in common areas, such as watching the stage performances or eating food, where congregation is at risk of occurring. COVID Safe marshals and security will be monitoring this throughout the event.
- Smokers will be required to smoke offsite in a designated area away from the event site and indeed eating areas.

## Personnel

- All staff, volunteers, contractors, performers and vendors on each site will be responsible for providing their own drinking water or drinking container (free water stations will be present) for themselves to be self-sufficient whilst they are onsite to avoid any shared points.
- Breaks for staff and contractors who will be onsite all day will be staggered, with physical distancing to be maintained at all times. Persons who require a break will also utilise different break areas where possible to disperse persons who are on break at the same time.
- All Council pool vehicles in use are to be sanitised thoroughly by staff members before and after each use. With only one staff member in a vehicle at any one time. Vehicle logs will be maintained of the drivers. If additional staff must be in the vehicle masks will be worn by those persons.

## Response Plan – Confirmed case of COVID-19

The key to managing a confirmed case when any person diagnosed with COVID-19 has been onsite or displaying symptoms consistent with COVID-19 is to ensure there is a plan in place in advance. The infected person may be a staff member, contractor, patron etc.

- All emergency contact lists are up to date and include all stakeholders.
- Accurate records are kept of all attendance dates and arrival times from the event sites, via the registration QR code process.
- Should the infected individual contact Council directly, a checklist of questions will be asked of the infected individual to allow the response plan to be as effective as possible. This will include:
  - Have they notified the local Public Health Authority (in most instances, the Department of Health and Human Services)? If not, provide them with that contact information (DHHS coronavirus hotline on 1800 675 398).
  - Confirm what date they were onsite, including the time
  - Did they attend any other local establishments before or after their attendance?

- Where did they enter the site, where did they go onsite, who did they interact with? Asking them to trace their movements.
- Staff notified of a confirmed case will notify Council's Emergency Management Coordination Group.

### **Isolation Area**

An isolation area has been established on each event site to assist in the response. This area will be easily accessible to any vehicle access that might be required on that particular site to assist in the response.

Only a minimum amount of furniture will be placed in the area to facilitate easier cleaning and disinfecting if the room/marquee has been used. It will contain the following:

- Hand Sanitiser
- Personal Protective Equipment, including gloves and surgical facemasks
- Detergent and/or wipes and tissues
- Waste bags or waste bin with lid

## **Individual Event COVID Safety**

The above principles will be administered across all Live and Local Event Series sites, however there are some more specific measures which will be in place at some sites, which are indicated below.

### **Live and Local at the Foreshore**

#### **Food and beverage vendors**

- Food and beverage vendors will receive correspondence from Council's Environmental Health officers prior to the event reminding them of their COVID safe obligations.
- Environmental Health officers will also inspect the vendors prior to opening to ensure they are compliant.
- Queuing will be managed by the vendor and overseen and supported by Council to ensure patrons are able to maintain physical distancing. This will be monitored throughout the event to ensure mechanisms are effective for the duration, particularly during peak times.
- A COVID safe plan will be obtained from all food and beverage vendors.

#### **Performers and roving entertainment**

- Performers will utilise the designated performance spaces at each site ensuring all COVID safe requirements are undertaken in terms of physical distancing from the audience and sanitisation of equipment. The designated performance spaces will have the performer on a stage riser to assist in the separation from the patrons.
- Roving entertainment will be utilised in open spaces only and not through any dense sections of the site, this will be monitored throughout with each event site throughout the duration.
- Roving entertainment will be utilised to attract patrons away from the frequently used pathways in an attempt to increase dispersal throughout the site.

#### **Craft market**

- An external market operator will be contracted for this event. A COVID Safe plan specific for the market zone will be provided by the market operator who will hold the responsibility for the sub-contracting of stallholders and COVID safe responsibilities of this element.

- Market stalls will have hand sanitiser available at every stall and will be placed in locations, which will allow 1.5m between patrons and stallholders utilising the walls of marquees as a barrier between stalls either side of a stallholder. Patrons will be advised to not touch products they do not intend to purchase where possible.

#### **Activations and community activities**

- Activations and community activities will be operated by businesses and local community groups. A COVID Safe plan will be obtained by all activation and community activity operators, which will outline specific requirements for their activations to ensure compliance with COVID Safety principles and requirements.
- Activations will be placed in appropriate locations throughout the site to ensure effective queuing systems are in place and physical distancing can be maintained by not only participants but also any spectators.
- Operators will be instructed as part of their COVID Safe plan to ensure the regular sanitisation and cleaning of any shared equipment is undertaken in line with their requirements.

#### **Live and Local at Seaford**

##### **Food and beverage vendors**

- Food and beverage vendors will receive correspondence from Council's Environmental Health officers prior to the event reminding them of their COVID safe obligations.
- Environmental Health officers will also inspect the vendors prior to opening to ensure they are compliant.
- Queuing will be managed by the vendor and overseen and supported by Council to ensure patrons are able to maintain physical distancing. This will be monitored throughout the event to ensure mechanisms are effective for the duration, particularly during peak times.
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## **Live and Local at Youth Central**

### **Food and beverage vendors**

- Food and beverage vendors will receive correspondence from Council's Environmental Health officers prior to the event reminding them of their COVID safe obligations.
- Environmental Health officers will also inspect the vendors prior to opening to ensure they are compliant.
- Queuing will be managed by the vendor and overseen and supported by Council to ensure patrons are able to maintain physical distancing. This will be monitored throughout the event to ensure mechanisms are effective for the duration, particularly during peak times.
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## **Live and Local at Wells Street**

### **Performers and roving entertainment**

- Performers will utilise the designated performance spaces at each site ensuring all COVID safe requirements are undertaken in terms of physical distancing from the audience and sanitisation of equipment. The designated performance spaces will have the performer on a stage riser to assist in the separation from the patrons.
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## Occupational Health and Safety

All workers have the right to a healthy and safe working environment and the COVID-19 pandemic requires a uniquely focused approach to work health and safety.

Whilst it is the responsibility of the employer to ensure a safe workplace for all persons onsite, it should be noted all persons onsite have a responsibility to take care of themselves and not do anything that would affect the health and safety of others in the workplace. For example, coming to work when you are not well, working safely and observing any new requirements, follow instructions and report any unsafe or unhealthy situations.

Please refer to *Live and Local Event Series* Emergency Management Plan and Risk Management Plan documentation for a breakdown of a detailed risk assessment.

## Further information

- Workplace checklist - [https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-19\\_Workplace-Checklist.pdf](https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-19_Workplace-Checklist.pdf)
- National COVID-19 safe workplace principles - <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/other-resources/national-covid-19-safe-workplace-principles>
- COVID-19 Physical Distancing - <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/office/physical-distancing?tab=733>
- How to clean and disinfect your workplace - <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>
- Information on face masks - <https://www.dhhs.vic.gov.au/face-masks-vic-covid-19>
- Victorian updates – <https://www.dhhs.vic.gov.au/coronavirus>
- National Updates – <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- Public Events Framework: <https://www.coronavirus.vic.gov.au/public-events-information-for-organisers>
- Metro Melbourne Roadmap - <https://www.coronavirus.vic.gov.au/coronavirus-covid-19-reopening-roadmap-metro-melbourne>

## Enquiries

If you have any enquiries about this COVID Safe Plan, please contact Jessica Schuyler, Coordinator Events on 1300 322 322 or email [frankstonevents@frankston.vic.gov.au](mailto:frankstonevents@frankston.vic.gov.au)