

# COVIDSafe Event Checklist

To be completed for Tier 3 events

## Event details

Event name: ..... Shakespeare Under The Stars

Date of event: ..... 18 Dec 2020 to 6 Mar 2021

Event commencement  
and completion time: ..... Daily – Start times - various

Event location (address): ..... Southern Cross Lawn, 100 Birdwood Avenue ....  
..... Melbourne 3000

Contact person: ..... Peter Amesbury

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Date prepared: ..... 1 Dec 2020

Signature: ..... *P.Amesbury*

Oversight and administration	Implemented	Not applicable
<b>Before the event</b>		
Check the Victorian Government's coronavirus website ( <a href="https://www.coronavirus.vic.gov.au">https://www.coronavirus.vic.gov.au</a> ) on legislative requirements and specific restrictions that may apply. - Production Manager and CEO will monitor Coronavirus website for changes to requirements and restrictions.	YES	
Identify key staff or volunteers who are responsible for implementing and reviewing the strategies in this COVIDSafe Event Checklist. This must include identifying staff whose role are to ensure that public health measures, such as physical distancing and general COVIDSafe behaviours are adhered to. - COVID Safety Co-ordinator – Peter Amesbury   Production Manager @ ASC - Production COVID Safety Officer – Stage Mangers of Productions	YES	
Develop processes and materials to ensure that staff and volunteers attending the event are provided education and guidance on physical distancing, good personal hygiene and staying home from work if feeling unwell. - Temporary employees will receive training at the start of the event season, delivered by the Head Office Team. - Full Time employees have undertaken COVID online training.	yes	

Oversight and administration	Implemented	Not applicable
When scheduling an event, consider potential for other events in the same local area which may use similar transport options, shared pathways and facilities.	yes	
Event organisers must commit to supporting any public health investigations, and support any required actions requested by public health officials. <ul style="list-style-type: none"> <li>- <u>The ASC commits to supporting DHHS with track and trace investigations.</u></li> </ul>	yes	
Contingency planning must be documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons. <ul style="list-style-type: none"> <li>- <u>The ASC is a outdoor theatre company which suffers weather cancellations regularly and therefore, has a performance cancellation plan that includes contact customers via email and text message.</u></li> </ul>	yes	
Tickets should be refundable if a ticketholder is unwell. <ul style="list-style-type: none"> <li>- <u>We have a free date change policy which enables customers to change the date they wore planning to attend the performance. If the customer is unable to attend any performance in the season due to sickness, a refunded will be given.</u></li> </ul>	yes	
Develop a process to manage an attendee who develops symptoms; this includes: <ul style="list-style-type: none"> <li>- Making arrangements to send the person home in suitable and safe private transport so the risk of potential coronavirus (COVID-19) transmission is reduced.</li> <li>- <u>An ambulance will be called.</u></li> <li>- If the person cannot travel home identify an area where the person can remain in isolation until they are able to travel home</li> <li>- <u>We will provide a undercover area where a person can stay until transport arrives. If this area is used to house someone in isolation, it will be deep cleaned after use.</u></li> </ul>	Yes	
<b>Record keeping requirements (including ticketing)</b>		
The event's record keeping system must: <ul style="list-style-type: none"> <li>- Record the name, phone number and area for each attendee in a way that complies with privacy obligations.</li> <li>- <u>All ticket buyers need to supply Name and phone number when booking tickets.</u></li> <li>- Ensure attendee contact details available to the event organiser and the Department of Health and Human Services (DHHS) to facilitate contact tracing if required</li> <li>- <u>We are able to provide door list reports on request.</u></li> <li>- Where applicable and practicable, link ticket information to a seating/location map, categorised by row or section.</li> <li>- <u>No applicable. Events are GA.</u></li> </ul>	yes	
Attendee contact details must be retained for 28 days after the event, after which, information should be destroyed, unless there is another statutory requirement for retention.	yes	

Spectator management	Implemented	Not applicable
<b>General</b>		
<p>Prior to the event, event organisers must communicate the following public health messages to attendees:</p> <ul style="list-style-type: none"> <li>• Each attendee is asked to do a <a href="#">symptom self-assessment</a> prior to leaving home and not attend if they are unwell or have been instructed to isolate or quarantine.</li> <li>• Attendees must maintain at least 1.5m physical distance between those from other groups at all times.</li> <li>• To minimise movement, attendees must stay within their allocated spaces or seats where practical.</li> <li>• Requirements for face covering, observe cough etiquette and personal hygiene measures.</li> </ul> <p>A reminder of public health measures must be included in the ticketing sales process, visible on the ticket or as an email reminder.</p> <p>- <u><i>A reminder of public health measures must be included in the ticketing sales process, visible on the ticket or as an email reminder.</i></u></p>	Yes	
<p>During the event, regularly to reinforce public health messages – use broadcast messages, signage, and staff/volunteers to communicate this information with attendees.</p>	Yes	
<p>Where possible establish multiple zones within your event area to limit interaction between groups of attendees. You may consider assigning dedicated facilities e.g. allocated bathrooms to a specific zone.</p>	Yes	
<b>Fixed seated areas (e.g. grandstands)</b>		
<p>Ensure seating is clearly labelled to enable seating allocation. Groups who booked tickets together can sit together but they must be spaced at least 1.5m from other groups.</p>	Yes	
<p>Where seating is not numbered, clearly mark rows and seats that are to be left vacant.</p>	Yes	
<b>Non-fixed seated areas (e.g. grassed areas)</b>		
<p>There must be visual cues to facilitate physical distancing, this includes:</p> <ul style="list-style-type: none"> <li>- Ground marking or barriers allocating space to groups (i.e. their allocated 'picnic' area) – with at least 1.5m between areas allocated to separate groups</li> <li>- Signage requirements as set out in the Restricted Activity Directions</li> <li>- Dedicated wide walkways at least 2m wide</li> <li>- Ground/wall marking of 1.5m spacing where queuing may occur</li> </ul>	Yes	
<b>Bathrooms, retail and food and drink vendor areas</b>		
<p>Use visual cues to facilitate physical distancing:</p> <ul style="list-style-type: none"> <li>- Ground/wall marking of 1.5m spacing where queuing may occur (e.g. outside bathrooms, in service lines)</li> <li>- Signage requirements as set out in the Restricted Activity Directions</li> </ul>	Yes	

<b>Spectator management</b>	<b>Implemented</b>	<b>Not applicable</b>
- Indicate direction of travel on walkways with a preference for one-way flow, where practical.		
<b>Access to and from the venue</b>		
Implement strategies to avoid crowding on public transport and at stops/stations. Where feasible, ensure there are adequate parking options for car-based travel.	Yes	
Where an event could attract attendees, who do not have a ticket, the organiser must use a gated venue with designated points of entry and exit.	Yes	
Establish multiple entry and exit points to avoid queuing and ensure smooth attendee flow into the venue. Where multiple entry and exit points cannot be established, encourage staggered entry/ exit to avoid queuing; this could be done as part of pre-event communication.	Yes	
Implement strategies to limit the potential for gathering near the venue or at entrances/exits. Encourage attendees to disperse from the event at its conclusion.	Yes	

<b>Environmental and personal hygiene</b>	<b>Implemented</b>	<b>Not applicable</b>
<b>Environmental measures including cleaning</b>		
Undertake pre-event cleaning of communal facilities and high touch surfaces. Develop and implement a cleaning schedule to ensure frequent cleaning and disinfection of high touch surfaces and bathroom facilities.	Yes	
At minimum, high touch surfaces must be cleaned at least twice per day and between groups in accordance with DHHS's <a href="#">cleaning and disinfection guidelines</a> . Additional cleaning of visibly soiled surfaces must occur as required.	Yes	
<b>Personal hygiene</b>		
Establish hygiene stations (with hand sanitiser) at entrances and throughout the venue to encourage hand hygiene of staff and attendees.	Yes	
In prominent locations, display posters demonstrating personal hygiene and hand washing practices.	Yes	
<b>Communal facilities to be regularly cleaned</b>		
Ensure toilets are in working condition with running water for hand basins, soap and disposable hand towels/dryers.	Yes	
Ensure enough toilets are available to avoid queuing. If queuing is likely, organiser must ensure there is physical distancing.	Yes	
Designated smoking areas must enable physical distancing of 1.5 meters	Yes	

<b>Staff, vendors and contractors</b>	<b>Implemented</b>	<b>Not applicable</b>
<b>Responsibilities</b>		

Staff, vendors and contractors	Implemented	Not applicable
It is the responsibility of the event organiser to ensure that staff, including volunteers, vendors and contractors, understand and comply with COVIDSafe work practices, including training in COVIDSafe behaviours.	Yes	
Workers and volunteers should complete the <a href="#">Staff Coronavirus (COVID-19) Health Questionnaire</a> and not attend work when unwell.	Yes	
Workers must have access to the appropriate personal protective equipment throughout the event.	Yes	
Share COVIDSafe Event Checklist with on-site vendors and contractors. Vendors and contractors should provide their COVIDSafe Plans to the event organiser.	Yes	
Food and beverage requirements		
Any food and beverage service must align with the Victorian Government's coronavirus (COVID-19) <a href="#">hospitality guidance</a> and the Restricted Activity Directions.	Yes	
Queues at food and beverage vendors should facilitate physical distancing and not cross over with other queues.	Yes	
Reduce touch points during food and beverage service, such as using contactless payment methods and ensure service is occurring in well ventilated areas.	Yes	
Close communal self-serve and condiment stations.	Yes	
Where possible, food and beverages should be sold in packaging to avoid double handling.	Yes	
Take-away food and drinks must be consumed in allocated seats or 'picnic areas'. Food court-style seating is permitted if consistent with the Restricted Activity Directions guidelines.	Yes	