



2022

**BRIGHTER DAYS
FAMILY FESTIVAL**

COVIDSafe EVENT PLAN

**Pioneer Park Bright
11th - 12th - 13th March**

Verify that this is the correct version prior to use.

REVISION HISTORY			
VERSION #	CREATED BY	DATED	DESCRIPTION OF CHANGES
Draft 1	Michelle Dundon	12 th Feb 2022	Created
Final	Michelle	4 th March 2022	Reference to CHO orders amended to Victorian Government Pandemic Orders

All considerations within this plan have been completed with State, Federal, Local Council and industry COVID-19 safe guidelines and restrictions at the foremost of each decision - The festival event team have consulted with Subject Matter Experts (SME) and have updated relevant COVID-19 Safe work processes and risk assessments.

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Summary

Local and community events have all been deeply affected by the recent and ongoing COVID-19 closures, restrictions and mandates.

Brighter Days Festival has a deep and proud history and is a primary inclusion of events within Victoria.

A three-day event of bikes, cars, music set within Pioneer Park, Bright is set-up for the public to enjoy.

This COVIDSafe Plan adheres to the Victorian Government's COVIDSafe Settings:

- Ensure physical distancing, (1.5m Min) where required;
- Wear a face mask when required;
- Practice good hygiene;
- Keep records and respond quickly;
- Avoid interactions in enclosed spaces where physical distancing is impracticable;
- Create workforce bubbles where feasible.

This plan also utilises the Victorian Government COVIDSafe Settings for events as the most relevant and up-to-date reference available, as well as incorporating information from a variety of DHHS communications.

This COVIDSafe Plan is intended for internal use, as well as a reference for contractors, vendors and external stakeholders.

Brighter Days - COVID-19 Response Team

Paul Terrill - Foundation President - 0418 540 077

Michelle Dundon - Foundation General Manager - 0417 301 242

Safety Officer - Dave Freeman - 0407 317 198

Cleaning and Sanitising

Event Operations

A combination of cleaning and sanitising will be most effective in removing the Covid19 virus. Cleaning and sanitising are two different processes.

Cleaning means: physically removing germs, dirt or organic matter from surfaces.

Sanitising means: the using of chemicals to kill germs on surfaces. It is important to clean prior to disinfecting for the reason that organic matter and dirt can decrease the ability of disinfectants to kill germs.

- Hand sanitiser stations shall be located throughout the event site around toilets and vendors.
- Signs shall be posted around the site reminding patrons to clean and sanitise hands regularly.
- A cleaning supplies kit shall be made available for regular sanitisation of shared surfaces by event staff and volunteers.
- PPE must be worn for cleaning as appropriate (gloves, safety glasses).
- Staff and contractors will be responsible for cleaning their own areas or activity space.
- Staff and contractors are responsible for the safe disposal of hygienic materials to reduce transmission.

Cleaning Supplies/Staff Kit

- Hand sanitiser
- Disposable gloves
- Disputable cleaning cloth or paper towel
- Antibacterial wipes
- Antibacterial spray
- Spare face masks (must be DHHS approved)
- Signage for reduced capacity for any indoor space will be provided as required.

Staff

All BDF staff, (including volunteers and contractors) must be fully vaccinated and be prepared to produce evidence of vaccination prior to event commencement.

It is a requirement of the BDF that staff that are working within an enclosed area or, where a physical distance of 1.5m min cannot be maintained wear a face mask that has been approved by DHHS.

All BDF staff are instructed:

- Do not attend the BDF site if you are experiencing any flu like symptoms, (cough, fever, runny nose etc) or have been in close contact with a person diagnosed with COVID-19.
- Should they contract COVID-19, the DHHS and/or their medical practitioner should advise them when they are fit to return to work.
- Only bring limited personal items onto the BDF event site and their personal hydration bottles.
- Should they, during the course of the event begin to display any of the above mentioned symptoms, they must immediately notify their supervisor and adhere to their direction/s.

Staff and Contractor Briefings

Key event contractors and stake holders shall be briefed prior to the event. This briefing shall cover Covid-19 safety information, details about their roles and general information regarding the public, event operations and safety.

Volunteers

For the purposes of the BDF event, volunteers shall be briefed in line with general staff and contractors.

Security

- Must be fully vaccinated.
- Shall be briefed prior to the event and sent full briefing documentation.
- A Covid safe plan must be provided.
- Must sign in upon arrival via event operations and have their vaccination certificate verified by event management.
- Required to adhere to all Covid safe practices and procedures outlined in this plan as well as assist in ensuring all patrons and contractors practice Covid safe behaviour at all times during the event.
- Understand that should a patron have a requirement to be escorted off-site due to a COVID-19 situation all empathy must be applied.

Safety Officer

- Must be fully vaccinated.
- Shall be briefed prior to the event and sent full briefing documentation.
- A Covid safe plan must be provided.
- Must sign in upon arrival via event operations and have their vaccination certificate verified by event management.
- Required to adhere to all Covid safe practices and procedures outlined in this plan as well as assist in ensuring all patrons and contractors practice Covid safe behaviour at all times during the event.

Suppliers/Contractors

- Must be fully vaccinated.
- Shall be briefed prior to the event and sent full briefing documentation.
- A Covid safe plan must be provided.
- Must sign in upon arrival via operations and have their vaccination certificate verified by event management.
- Required to adhere to all Covid safe practices and procedures outlined in this plan as well as assist in ensuring all patrons, attending and contractors their site practice Covid safe behaviour at all times.

Patrons

- All patrons are required to be fully vaccinated to attend the Brighter Days Festival.
- All patrons must provide proof of their vaccination status prior to event entry.
- Event staff, Safety Officer and Security shall work closely with all patrons to encourage them to comply with Covid safe practices such as physical distancing.
- Mask wearing is not compulsory for patrons, however it is highly recommended. (Signage around the event site shall reflect this).

- Communication via social media and BDF website shall advise patrons not to attend the event and to stay home if they are feeling unwell.
- If a patron is not behaving in a Covid safe manner, event staff shall ask them to comply. If they do not, this shall be escalated to security asking them to comply. If the behaviour has not been modified the patron shall be asked to leave the event and escorted offsite by security.

Ingress/Egress

- Signage shall be placed at all entry/exit points reminding patrons to physically distance by a minimum 1.5m at all times.
- Patrons entering the BDF site are required to produce proof of vaccination to staff on entry gate/s. (should an entering patron refuse to comply, or, is unable to produce proof of vaccination, this must be referred to the supervisor).

PPE

BDF staff working within an enclosed area or, staff that cannot maintain a minimum physical distance of 1.5m or staff having direct contact with any person must wear a face mask.

The above information is based upon current information obtained via DHHS notifications and may be subject to alteration/s prior to the event. Any adjustments to this COVIDSafe plan shall be relayed to staff prior to the daily event or as necessary.

Spare PPE shall be obtainable from BDF event control.

Amenities/Buildings/Shared Spaces

- Room capacities are to be observed by everybody in shared spaces at all times.
- Nil public access permitted to staff-only areas.
- Minimise contact to any venue equipment and/or surfaces.
- Hand sanitiser stations shall be located within each building and/or shared space.

Physical distancing

- BDF shall generally be held outdoors aside from event operations which shall be held within portable offices. The BDF events team, with the assistance of the Safety Officer and Security shall follow all current DHHS advice at the time.
- To encourage patrons to be Covid safe, signs will be placed around the event site advising patrons to remain at least 1.5m from other patrons at all times.

Vendors

- All vendors shall need to check in to event operations upon arrival and show proof of their vaccination status prior to entry being permitted.
- It is recommended that food and beverage vendors should accept EFTOS to limit physical contact during transactions.
- It is recommended that general vendors offering goods or services for sale accept EFTOS to limit physical contact during transactions.
- A Covid safe plan must be provided.

Up-to-date Information and Sources

It is the responsibility of the BDF management team to monitor all relevant updates surrounding Covid19, modified restrictions, modified public health recommendations, Limits to gatherings, mask and PPE mandate changes or any other advice or requirements.

The following will be monitored in the lead up to the BDF event to ensure the event complies:

- Victorian Government Pandemic Orders
- Events Victoria
- Coronavirus.vic.gov.au
- Principles of a Covid safe workplace (Vic)

Communications

Internal Communications

Internal communications shall remain regular and keep all staff updated as to current planning.

Regular updates and relevant information shall be given at toolbox meetings in the mornings prior to the event.

Should an urgent notification be required, this shall be passed on immediately.

Website and Social Media

The BDF event shall be predominantly communicated to the public via the BDF website and social media. As well as general event information, including programming, any relevant Covid safe information or updates shall also be posted on these platforms.

Additionally, Covid safe expectations and behaviours shall be communicated to the public prior to the event including up-to-date recommendations and regulations.

In the instance of a suspected or positive COVID-19 case, appropriate information shall be posted to the relevant social media platforms.

Signage

Signage shall be posted around the event site communicating messages such as:

- 1.5m physical distancing at all times.
- Face masks are highly recommended
- Correct hand sanitisation
- Instructions on what to do if feeling unwell or if you have come in close contact with potential Covid infection.

Incident Response Plan

In the event of a patron at BDF reporting undiagnosed symptoms of Covid19, the following protocols shall be in place:

- Patron must immediately be given a face mask and gloves to wear and then escorted to an isolated space.
- Event staff must maintain minimum physical distance (1.5m) however, ensure all relevant details of the ill patron are collected (keep contact information for follow up).
- Obtain an understanding of which immediate areas the patron has been to. If deemed necessary, secure immediate area and organise cleaning and sanitisation.
- Upon establishing that the person has a safe mode of transport home, the patron shall be escorted safety offsite by security.
- Patron to be advised to attend a Covid testing centre ASAP, get tested and then go straight home to isolate.
- Patron to be advised to call the Covid19 hotline for any further queries relating to Covid19.
- All staff communicating with or near suspected Covid case must be wearing disposable gloves and a face mask to be disposed of safely directly after communication has ceased.
- Event staff to contact event control to discuss whether immediate site should be closed for the remainder of the day for deep cleaning.

Community Notification

In the event of a positive Covid19 case during the BDF event, DHHS shall be notified immediately. BDF staff shall then await their recommendations.

Reassessment

Reassessment Triggers

This plan has been populated taking into account all restrictions and mandates in place effective 4th of March 2022.

As Government announcements are made and restrictions or mandates are adjusted, this plan shall be reassessed to ensure that the BDF are operating with the most effective and up to date controls in place to ensure compliance with current Government and health regulations.

Resources

- Public events framework phases
- Events checklist
- [DHHS.vic.gov.au/coronavirus](https://www.dhhs.vic.gov.au/coronavirus)
- [Coronavirus.vic.gov.au/public-events-information-for-organisers](https://www.coronavirus.vic.gov.au/public-events-information-for-organisers)

The important phone numbers that you may need are:

Covid Hotline 1800675398
Nurse on Call 1800nurse