COVIDSafe public event registration form

Submission date:	**7 February 2021, 10:01PM**
Receipt number:	**2587**
Related form version:	**20**

I have reviewed the self-assessment tool. My event is categorised as a:	**Tier 3 event - low complexity events with less than 1000 attendees and low public health risk factors.**
Event name	**Bright 3 Hour**
Event description	**Cross Country Mountain Bike**
Number of attendees	**100**
Event start date	**14/02/2021**
Event start time (eg 10.30am)	**9.30am**
Key decision date	
Event end date	**14/02/2021**
Event end time (eg 5pm)	**3.00pm**
Venue name	**Mystic Park, Bright**
Street address	**Morses Creek Road**
Suburb	**Bright**
Postcode	**3741**
Name of event contact	**Jenny Corser**
Phone number of event contact	**0400105830**
Email of event contact	**xco@alpinecyclingclub.com.au**

Tell us more about your event

Is the event mostly held indoors?	**No**

Does the event promote attendees to stand and roam around the venue?	**Yes**
Is alcohol served at the event?	**No**
Is there extensive singing, chanting, cheering or exhaling during the event?	**No**
Is there close physical interaction between attendees and/or participants where they may not be able to maintain 1.5 metres distance for short periods of time?	**No**
Is the event held over multiple successive days with different attendees each day?	**No**
Will the event include participants or attendees from interstate?	**No**

COVIDSafe Event Checklist: Oversight and Administration

Check the Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) on legislative requirements and specific restrictions that may apply.	**Implemented**
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.	**Implemented**
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.	**Implemented**
When scheduling an event, consider potential for other events in the same local area which may use similar transport options, shared pathways and facilities.	**Implemented**

Event organisers must commit to supporting any public health investigations, and support any required actions requested by public health officials.	**Implemented**
Contingency planning must be documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons.	**Implemented**
Tickets should be refundable if a ticket holder is unwell.	**Implemented**
Develop a process to manage an attendee who develops symptoms	**Implemented**
The event's record keeping system must:	**Implemented**
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.	**Implemented**

COVIDSafe Event Checklist: Spectator management

Prior to the event, event organisers must communicate the following public health messages to attendees:	**Implemented**
A reminder of public health measures must be included in the ticketing sales process, visible on the ticket or as an email reminder.	**Implemented**
During the event, regularly to reinforce public health messages – use broadcast messages, signage, and staff/volunteers to communicate this information with attendees.	**Implemented**
Where possible establish multiple zones within your event area to limit interaction between groups of attendees. You may consider assigning dedicated facilities for example allocated bathrooms to a specific zone.	**Implemented**

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.	**Not applicable**
Where seating is not numbered, clearly mark rows and seats that are to be left vacant.	**Not applicable**
There must be visual cues to facilitate physical distancing, this includes:	**Implemented**
Use visual cues to facilitate physical distancing:	**Implemented**
Implement strategies to avoid crowding on public transport and at stops/stations. Where feasible, ensure there are adequate parking options for car-based travel.	**Not applicable**
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.	**Implemented**
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.	**Implemented**
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.	**Implemented**

COVIDSafe Event Checklist: Environmental and personal hygiene

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.	**Implemented**

At minimum, high touch surfaces must be cleaned at least twice per day and between groups in accordance with cleaning and disinfection guidelines. Additional cleaning of visibly soiled surfaces must occur as required.	**Implemented**
Establish hygiene stations (with hand sanitiser) at entrances and throughout the venue to encourage hand hygiene of staff and attendees.	**Implemented**
In prominent locations, display posters demonstrating personal hygiene and hand washing practices.	**Implemented**
Ensure toilets are in working condition with running water for hand basins, soap and disposable hand towels/dryers.	**Implemented**
Ensure enough toilets are available to avoid queuing. If queuing is likely, organiser must ensure there is physical distancing.	**Implemented**
Designated smoking areas must enable physical distancing of 1.5 meters.	**Not applicable**

COVIDSafe Event Checklist: Staff, vendors and contractors

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.	**Implemented**
Workers and volunteers should complete the Staff Coronavirus (COVID-19) Health Questionnaire and not attend work when unwell.	**Implemented**
Workers must have access to the appropriate personal protective equipment (PPE) throughout the event.	**Implemented**
Share COVIDSafe Event Checklist with on-site vendors and contractors. Vendors and contractors should provide their COVIDSafe Plans to the event organiser.	**Implemented**

Any food and beverage service must align with the Victorian Government's coronavirus (COVID-19) hospitality sector guidance and the Restricted Activity Directions.	**Implemented**
Queues at food and beverage vendors should facilitate physical distancing and not cross over with other queues.	**Implemented**
Reduce touch points during food and beverage service, such as using contactless payment methods and ensure service is occurring in well ventilated areas.	**Not applicable**
Close communal self-serve and condiment stations.	**Not applicable**
Where possible, food and beverages should be sold in packaging to avoid double handling.	**Not applicable**
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.	**Not applicable**

Privacy statements

	I have read and understand how information provided in this form is stored.
Restricted Activity Directions and Public Events Framework	**I understand my legal obligations as set out in the Roadmap for Reopening and Public Events Framework.**
Event information declaration	**The information I have given is correct to the best of my knowledge.**
Your signature	J Corser **Link to signature**
Please attach your COVIDSafe Event Plan (Tier 1 and Tier 2 events).	