

## Portsea Surf Life Saving Club-Swim Classic 2021- Covid19 Compliance Plan

Oversight and administration	Implemented
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.	
Identify key workers or volunteers who are responsible for implementing and reviewing the strategies in this COVID19Safe Event Checklist. This must include identifying workers whose role are to ensure that public health measures, such as physical distancing and general COVID19Safe behaviours are adhered to.	The PSLSC Swim Classic Committee are responsible for the Covid19 response. PSLSC Covid19 Safe Coordinator -Dr Natalie Hood, is responsible for all the Clubs practices related to COVID-19. She is the contact point for any questions from participants/members relating to the Clubs overall COVIDSafe Plan. The Swim Classic Race Director, Craig Evans is responsible for the overall event. The Swim Classic Race Administrator, Christine Walton, is responsible for keeping up to date with Covid19 response changes and ensuring these are articulated into Swim Classic plans and communication with all relevant key stakeholders.
Develop processes and materials to ensure that workers and volunteers attending the event are provided education and guidance on physical distancing, good personal hygiene and staying home from work if feeling unwell.	The majority of volunteers are active patrol members. Covid19 safe practices have been introduced into training as part of Life Saving Australia's requirements. All Club members are assessed annually. For other non-patrolling volunteers, they attend a pre- event briefing. All competitors will receive information on what processes have been implemented for the event and what their responsibilities are in relation to this. This is conveyed via email, on the event web page, signage at event and on day information tent.
When scheduling an event, consider potential for other events in the same local area which may use similar transport options, shared pathways and facilities.	The are competitors that will travel to the Swim Classic via the Sorrento Ferry. We have arranged for a bus to transport these competitors and we are supplying masks t be worn in the vehicle and will provide safe/hazard material bins for the masks disposal.
Event organisers must commit to supporting any public health investigations, and support any required actions requested by public health officials.	All event processes are recorded. This will be available to any public health investigations as well as full cooperation from the club.
Contingency planning must be documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons.	The event has an Operations Manual. Contingency planning is well incorporated into this. The manual is distributed to all key stakeholders (e.g. LSV, Parks Victoria, Peninsula Recue etc)
Tickets should be refundable if a ticketholder is unwell.	PSLSC commit to refunding if the competitor is unwell

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<p>Develop a process to manage an attendee who develops symptoms; this includes:</p> <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 (COVID19) transmission is reduced.</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> </ul>	<p>A St John's ambulance and crew will be attending the event. Small buses will also be used to transport competitors. These are able to be redeployed to transport a person home if required (and not reused until full Covid19 compliant clean has occurred).</p> <p>There is a first aid area on site and several buildings that are available for our use at Point Nepean if a person is required to be isolated until they are transported home.</p>
<p>The event's record keeping system must:</p> <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>- 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>- Where applicable and practicable, link ticket information to a seating/location map, categorised by row or section.</li> </ul>	<p>The competitor's information is kept electronically as part of the registration process.</p> <p>The club members contact details are on record at the club. Each volunteer must sign in on the day.</p> <p>Volunteers that are not club members will be required to submit their details before the event as part of our Covid19 plan.</p> <p>Each volunteer is allocated to a specific area. Re seating-N/A</p>
<p>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.</p>	<p>PSLSC keeps the contact details for the 28 days as required.</p>

Attendee management	Implemented
<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> </ul>	<p>All competitors and volunteers will be sent a symptom self-assessment 2 days prior to the event.</p> <p>The event infrastructure site has been designed to ensure 1.5m physical distancing is possible at all sites. This will be reinforced with signage, distance marking where applicable and Covid19 Operations Practitioner (COVID19 COPs), who will be identifiable with coloured marked vests.</p> <p>All volunteers will be briefed in Covid19 practices. Masks supplied to volunteers and competitors during transportation.</p>

Attendee management	Implemented
<ul style="list-style-type: none"> <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>Public health measure information will be on the event web site, and be sent to all competitors with their symptom self-assessment and an email reminder.</p>
<p>During the event, regularly to reinforce public health messages – use broadcast messages, signage, and workers/volunteers to communicate this information with attendees.</p>	<p>Covid19 safe practice reminders have been incorporated into the Communications announcement script for use throughout the day.</p> <p>The event infrastructure site has been designed to ensure 1.5m physical distancing is possible at all areas. This will be reinforced with signage, distance markings where applicable and Covid19 Operations Practitioners (COVID19 COPs), who will be identifiable with coloured marked vests and an information tent.</p>
<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>	<p>Lines for registration, merchandise collection, transport and the toilet area will be unidirectional. There will be hand sanitisers available at each end of a process line.</p> <p>The event infrastructure site has been designed to ensure 1.5m physical distancing is possible at all areas. This will be reinforced with signage, distance markings where applicable and Covid19 Operations Practitioners (COVID19 COPs), who will be identifiable with coloured marked vests and an information tent.</p>
<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>	<p>N/A</p>
<p>Where seating is not numbered, clearly mark rows and seats that are to be left vacant.</p>	<p>N/A</p>
<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> </ul>	<p>The event infrastructure site has been designed to ensure 1.5m physical distancing is possible at all areas. This will be reinforced with signage, distance markings where applicable and Covid19 Operations Practitioner (COVID19 COPs), who will be identifiable with coloured marked vests and an information tent.</p>

Attendee management	Implemented
<ul style="list-style-type: none"> <li>- Dedicated wide walkways at least 2m wide</li> <li>- Ground/wall marking of 1.5m spacing where queuing may occur</li> </ul>	
<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> <li>- Indicate direction of travel on walkways with a preference for one-way flow, where practical.</li> </ul>	<p>We will be using the Government Public Health signage where applicable and have made customised signage to reinforce the Covid19 safe proactive messages,</p>
<p>Implement strategies to avoid crowding on public transport and at stops/stations. Where feasible, ensure there are adequate parking options for car-based travel.</p>	<p>The event has been converted to 2 separate events: morning and afternoon to avoid large numbers of people on the site. The large car park has been divided in half so that we can operate a morning and afternoon session parking. This will visually assist with knowing who had not left the event at the designated times. Private small buses are being used to move competitors where necessary and masks will be supplied in these buses. Safety bins provided for mask disposal at key areas are supplied.</p>
<p>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.</p>	<p>This is a gated premise. Any open areas will be roped off and monitored.</p>
<p>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.</p>	<p>There is a monitored entry and exit point for the overall event. There are multiple entry and exit points for registration, collection of bags, transportation and toilet facilities.</p>
<p>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.</p>	<p>The event is designed to flow from car parking, to registration, to move to race, to pick up bags and exit. There are sufficient volunteers and signage etc to ensure continual movement of participants.</p>

Workers, vendors and contractors	Implemented
<p>It is the responsibility of the event organiser to ensure that workers, including volunteers, vendors and contractors, understand and comply</p>	<p>The majority of volunteers are active patrol members. Covid19 safe practices have been introduced into training as part of Life Saving Australia's requirements. All Club members are assessed annually. For volunteers that</p>

Workers, vendors and contractors	Implemented
with COVID19Safe work practices, including training in COVID19Safe behaviours.	do not fit into this category, they attend a pre- event briefing. All competitors will receive information on what processes have been implemented for the event and what their responsibilities are in relation to this. This is conveyed via email, on the event web page, signage at event and on day information tent.  The contractors and key stakeholders are all provided with a copy of the Event Manual and the event Covid19 Plan. They are all also involved in the event briefing which is held before the event. We also liaise with key stakeholders (e.g., Life Saving Victoria, Parks Victoria) to ensure that the Swim Classic Plan has their specific requirements incorporated into our strategy.
Workers and volunteers should complete the <a href="#">Staff Coronavirus (COVID19-19) Health Questionnaire</a> and not attend work when unwell.	All competitors and volunteers will be sent a symptom self-assessment 2 days prior to the event.
Workers must have access to the appropriate personal protective equipment throughout the event.	All volunteers will be provided masks and full PPE gear is available to others where required (e.g., First Aid)
Share COVID19Safe Event Checklist with on-site vendors and contractors. Vendors and contractors should provide their COVID19Safe Plans to the event organiser.	PSLSC Swim Classic 2021 Covid19 Safe Event Checklist will be shared with on-site vendors and contractors. The full Covid19 Safe Plan will be shared with all key stakeholders. Organisers have requested vendors and contractors provide a copy of their Covid19 safe plan prior to the event.
Any food and beverage service must align with the Victorian Government's coronavirus (COVID19-19) <a href="#">hospitality guidance</a> and the Restricted Activity Directions.	Food and Beverage suppliers must have relevant municipal and government approvals; a copy must be supplied to PSLSC prior to even to be able to operate within the Covid19 safe environment.
Queues at food and beverage vendors should facilitate physical distancing and not cross over with other queues.	All food vendors are outside and are safely distanced from each other. Food vendors have been advised they must have directional and distancing markers to be able to operate within the event
Reduce touch points during food and beverage service, such as using contactless payment methods and ensure service is occurring in well ventilated areas.	All food vendors are outside. Food vendors have been advised they must have directional and distancing markers to be able to operate within the event.
Close communal self-serve and condiment stations.	Vendors have been advised not to set up condiment or self-serve stations
Where possible, food and beverages should be sold in packaging to avoid double handling.	Vendors have been advised to sell their goods in packaging where possible.

<b>Workers, vendors and contractors</b>	<b>Implemented</b>
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.	There is a designated area for food. Participants will be advised via web page information, signage and on-going communications to only consume food and beverages in designated contained areas.