

Guidelines for a COVID-safe event within the City of Melbourne

Context

The coronavirus/COVID-19 pandemic has changed the way we plan and run events. Event organisers have a duty of care towards their attendees, staff and volunteers and must consider the risks associated with hosting an event and the transmission of COVID-19.

Purpose

This document is intended to assist event organisers in delivering a COVID-Safe event in accordance with the current restrictions, while also ensuring the public feel confident to attend events and that staff and volunteers work in a safe environment.

City of Melbourne will review the measures proposed by the event organiser as part of the permitting process.

This document is being updated as new information is shared with local government and other stakeholders.

**DISCLAIMER: This document is a guide only. City of Melbourne will not endorse or approve COVID-Safe plans for your activity.*

Guidelines

All events are required to have a COVIDSafe Plan. Event organisers should incorporate the below measures in their events and these should be clearly outlined in the documentation submitted to City of Melbourne for review. This includes making reference in Risk Management Plans and Crowd Management Plans.

Use these guidelines in conjunction with the resources listed at the end of the document.

Planning your event

Not all events are the same and the measures taken will be scalable to each event.

You are required to consider the following guidelines and develop your plans in conjunction with the resources listed at the end of this document. In addition to:

- Developing a checklist to document measures you have implemented and ensure the measures are checked during the event.
- Providing training to any staff or volunteers prior to the event.
- Developing a comprehensive risk assessment plan.

Physical Distancing

Queue and crowd management suggestions

- Design the event site to ensure there is 4 square metres of available floor space per person and maintaining a physical distance of at least 1.5 metres from others.
- Mark queuing clearly with visible standing spots for attendees.
- Where possible plan a staggered ingress and egress to the site and amenities within the site.
- Consider the use of bollards, temporary fencing and decals.
- Measures to be implemented at all possible queuing points including bathrooms, stalls, food vendors, ingress and egress points and ATMs.

Attendee numbers

- Maintain the number of attendees permitted as per current Victorian Government restrictions in place at the time of the event.
- Consider how to monitor crowd numbers in the different areas of the event.
- If your event includes marquees or enclosed spaces, you must only allow the number of attendees that will permit a 4 square metre spacing within the marquee.
- Incorporate partitions or clear physical separation between front of house staff and attendees to minimise likelihood of transmission. This includes box office, information stations, merchandise tents.

Hygiene and sanitation

- Incorporate sanitizing practices in heavily used areas including door handles, ATMs, hand rails. This may involve having dedicated staff members sanitizing these areas after each use.
- All points of sale are recommended to be cashless. If taking donations, allow contactless drop-off.
- Provide alcohol based (at least 60%) hand sanitizer stations across the event site with clear signage of where to find them.
- Ensure provision of enough hand washing stations and they are properly stocked up with soap, warm water and paper towels.

For further information on cleaning visit: [Cleaning and disinfecting to reduce COVID-19 transmission – Tips for non-healthcare settings](#) and the [Australian Food Safety Standards](#).

Event staff and volunteers

- Follow [WorkSafe Guidelines](#) as they are outlined on their website.

- Design the event site to allow event staff to maintain physical distance from attendees.
- Train staff and volunteers on how to monitor and control measures.
- Incorporate sanitation practices for shared tools or equipment.
- If staff can't perform their job with physical distancing, a risk assessment needs to be carried out. Please refer to WorkSafe Australia Guidelines.
- Follow mask wearing requirements.

Communication and signage

- Ensure your event attendees understand their responsibilities and know what measures they need to take care to keep themselves and others safe. This should be done pre, during and post event via social media, website, and/or newsletters.
- Have a plan in place if an attendee becomes ill during your event.
- Provide sufficient signage throughout your event site and work areas to remind everyone of physical distancing and hygiene measures.

Site controls

- Consider keeping contact information of all your attendees to facilitate contact tracing. Consider how this will be managed if your event site is fully open.
- Clearly outline in your bump in and bump out schedule staggering of contractors, stall holders, volunteers to minimize crossover.
- Consider site sanitation once bump in is complete, prior to event attendees arriving.
- Access controls must be implemented to ensure the number of attendees doesn't exceed the allowed one under State Government's restrictions. Events may need to enclose the event site to facilitate this and provide access maps or have protocols in place to close the event if required.

Food and drinks

- All food vendors must follow WorkSafe Guidelines.
- Make sure your food vendors follow the [Food Safety Standards](#) and contact Health Services for further advice.

Post-event controls

- Develop a plan with channels for attendees to report a positive case and use the registration information to contact trace and inform your attendees.
- All measures must be clearly documented for auditing.

For consideration

These are some tools and new technologies that you may consider including in your event:

- Encourage attendees and staff to download the Federal Government [COVID Safe mobile app](#).
- Temperature checks before entering the site.
- Wearable badges to alert attendees they are too close.
- Foot operated or automatic hand sanitizing stations.

Resources

World Health Organisation – [Key planning recommendations for mass gatherings in the context of the current COVID-19 outbreak](#)

World Health Organisation – [Questions and answers on mass gathering and COVID-19](#)

Victoria State Government – [Department of Health and Human Services](#)

Safe Work Australia – [COVID-19 information for workplaces](#)

Safe Work Australia – [COVID-19 Resource Kit](#)

Safe Work Australia – [National COVID-19 Safe Workplace Principles](#)

Work Safe Victoria – [Report confirmed positive case of COVID-19](#)

Business Victoria – [Coronavirus Business Support](#)

Business Victoria – [COVIDSafe Plan](#)

Creative Victoria – [Creative Industries FAQs](#)

Federal Government Department of Health – [COVIDSafe App](#)

For more information

Contact the Event Operations Team on 03 9658 8008 or via events@melbourne.vic.gov.au.