

Dogs Victoria COVIDSafe Event Plan (Template)

Section 1 - Action required by event organiser

- Read all sections of this Template
- Complete the COVIDSafe Event Plan Template "Section 2 - Event Details"
- Do not change any other Section in this Plan Template
- Email the COVIDSafe Plan to covidsafe@dogsvictoria.org.au for approval at least 5 business days prior to the event
- Publish the Dogs Victoria approved COVIDSafe Event Plan on a Website or Facebook page
- Download and complete Victorian Government COVIDSafe Events Checklist and copy to Dogs Victoria at covidsafe@dogsvictoria.org
- Register the event online, attaching the completed COVIDSafe Events Checklist

Section 2 - Event Details

Discipline/Event type: _____

The Dogs Victoria Affiliate Club: _____

Time and Date: ____/____/____ Start: _____ Finish: _____

Venue Name: _____

Event address: _____

Suburb: _____ Postcode: _____

Maximum number of people attending: _____

Name of event organiser/contact: _____

Email of Event organiser/contact: _____

We agree to comply with Dogs Victoria's COVIDSafe Plan in conducting this event

Section 3 – Government Advice and Event Registration

Dogs Victoria Events have been classified by Victorian Government as "Public Events Tier 3."

- <https://www.coronavirus.vic.gov.au/public-events>
- <https://www.coronavirus.vic.gov.au/COVIDSafe-events-checklist>
- <https://www.coronavirus.vic.gov.au/register-your-public-event>

Section 4 – Conducting the Event

Conditions of Event Entry

Affiliates must include a condition of entry in all events to comply with this COVIDSafe Plan and any Victorian Government, Dogs Victoria and Covid Marshal on Covid Safety.

Covid Marshals

Each event must have a COVID Marshal who:

- has completed online COVID Safe Training
- will ensure this COVID Safe Event Plan is followed
- advises attendees on Covid safety
- will report breaches that cannot immediately be resolved and any suspected infections

Additional Controls

Each event must have public address at commencement, to all present, detailing the restrictions on site, procedures to follow and instructions to leave if they feel unwell or have Covid symptoms.

Onsite catering and vendors will not be permitted. Just dropping in to see how an event is going, will not be permitted.

Where any equipment is handled by persons as part of a test, trial or exercise it must be sanitised before another person touches it in such manner that it could not transmit COVID-19.

Section 5 - Victorian Government COVIDSafe Template

(Dogs Victoria responses are marked in red)

1. Ensure physical distancing

REQUIREMENTS: YOU MUST ENSURE WORKERS AND VISITORS ARE 1.5M APART AS MUCH AS POSSIBLE. THIS CAN BE DONE BY –

Displaying signs to show patron limits at the entrance of enclosed areas where limits apply

Informing workers to work from home wherever possible

- *Displaying signs to show patron limits at the entrance of enclosed areas where limits apply.*
- *For the purposes of the physical examination of a dog or instances when social distancing temporarily cannot be maintained of 1.5m, then all parties must wear a mask for the duration of incursion of 1.5m - Indoors or outdoors.*
- *All gazebos/ pop up tents must be 1.5m apart. Family bubbles that reside at the same household together may join gazebos/ pop up tents.*
- *No shaking of hands or physical contact between all attendees at an event.*

The organiser of your event:

The organiser will cause temporary signs to be placed in indoor areas "Stand 1.5 metres apart at all times." If event is held at a non Dogs Victoria grounds.

YOU MAY ALSO CONSIDER:

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers

The organiser of your event:

Deliveries to this event will not occur. Should any other business share the property, the event will be physically distanced from that business and have no interaction with their people or deliveries. As shows occur mostly on weekends, deliveries to any business on the property are unlikely.

ACTION: .

REQUIREMENTS: YOU MUST APPLY DENSITY QUOTIENT TO CONFIGURE SHARED EVENT AREAS AND PUBLICLY ACCESSIBLE SPACES TO ENSURE THAT –

- There is no more than one person per four square meters of enclosed event space
- There is no more than one member of the public per four square meters of publicly available space indoors

The organiser of your event:

The organiser will ensure each meeting room and indoor space is measured and its area calculated in square metres and the number of permitted persons calculated based on one person per four square metres. They will have temporary signage placed at the entrance to each area indicating the maximum number persons permitted.

ACTION:

REQUIREMENTS: YOU SHOULD PROVIDE TRAINING TO WORKERS ON PHYSICAL DISTANCING EXPECTATIONS WHILE WORKING AND SOCIALISING. THIS SHOULD INCLUDE –

- Informing workers to follow current public health directions when carpooling. This can be found at (hyperlink) vic.gov.au
- Informing workers to work from home wherever possible

The organiser of your event:

There are no staff at this event. Any officials or judges that share a car to attend the event will be notified of requirements for being Covid Safe, including wearing masks in the car.

ACTION:

~~*IF YOUR INDUSTRY IS RESTRICTED OR HEAVILY RESTRICTED, YOU MUST ALSO:*~~

- ~~Reduce workers levels in accordance with industry directions.~~

Limit number of patrons in accordance with industry directions.

Have no carpooling.

2. Wear a face covering

REQUIREMENTS: YOU MUST ENSURE ALL WORKERS AND VISITORS ENTERING THE WORKSITE WEAR A FACE COVERING AS PER PUBLIC HEALTH ADVICE. THIS INCLUDES –

Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

For the purposes of the physical examination of a dog or instances when social distancing temporarily cannot be maintained of 1.5m, then all parties must wear a mask for the duration of incursion of 1.5m - Indoors or outdoors.

The organiser of your event:

Affiliate clubs conducting events will provide face masks and PPE to officials and others if required. However, shows and events should be outside where possible.

REQUIREMENTS:

You should install screens or barriers in the workspace for additional protection where relevant.

The organiser of your event:

There will be no public facing counters or member facing counter at this event. A screen or barrier is not relevant in this site. Stewards will wear face masks should they need to hand out masks or place cards.

REQUIREMENTS:

You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

The organiser of your event:

The affiliate club running an event will inform themselves of the proper use of masks including wearing, changing and washing to meet this requirement and present this during briefings to officials and exhibitors.

ACTION:

~~THERE ARE NO ADDITIONAL REQUIREMENTS FOR RESTRICTED OR HEAVILY RESTRICTED INDUSTRIES.~~

3. Practise good hygiene

REQUIREMENTS: YOU MUST FREQUENTLY AND REGULARLY CLEAN AND DISINFECT SHARED SPACES, INCLUDING HIGH-TOUCH COMMUNAL ITEMS SUCH AS DOORKNOBS AND TELEPHONES.

YOU SHOULD:

Clean surfaces with appropriate cleaning products, including detergent and disinfectant

Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so

Clean between shifts

ACTION:

Clean surfaces with appropriate cleaning products, including detergent and disinfectant

All common use equipment such as examination tables, leads, brushes should be sanitized between users.

All judges shall be required to sanitize between exhibits / competitors.

The use of wipes of 70% or greater of isopropyl alcohol-based is approved

Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so

Dogs Victoria shall engage COVID-19 accredited cleaning staff at events at Dogs Victoria grounds. A cleaning log will be utilized.

ACTION:

The organiser of your event:

At non-Dogs Victoria grounds the Affiliate Clubs will provide cleaning and record logs (see <https://dogsvictoria.org.au/members/news-and-updates/covid-update.html> for documents) and instructions to officials or volunteers on what is to be cleaned, and how often prior to the show commencing. Affiliate Clubs will cause regular cleaning to occur to facilities, especially taps and door handles and must provide materials to do so.

You should display a cleaning log in shared spaces.

ACTION:

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

ACTION:

The organiser of your event:

The Club will provide soap and hand sanitiser to officials, judges, volunteers and stewards and provide hand dispensed soap and sanitiser to toilets for use by officials and exhibitors.

~~IF YOUR INDUSTRY IS RESTRICTED OR HEAVILY RESTRICTED, YOU SHOULD ALSO:~~

~~Conduct an audit of cleaning schedules~~

4. Keep records and act quickly if Officials, Exhibitors, Competitors and Visitors become unwell

REQUIREMENTS: YOU MUST SUPPORT WORKERS TO GET TESTED AND STAY HOME EVEN IF THEY ONLY HAVE MILD SYMPTOMS.

ACTION:

REQUIREMENTS: SUPPORT WORKERS TO GET TESTED AND STAY HOME EVEN IF THEY ONLY HAVE MILD SYMPTOMS.

The organiser of your event:

Members and officials will be reminded by briefings and signage that they must get tested and stay home if they have even mild symptoms.

REQUIREMENTS: YOU MUST DEVELOP A BUSINESS CONTINGENCY PLAN TO MANAGE ANY OUTBREAKS. THIS INCLUDES –

BUSINESS CONTINGENCY PLAN TO MANAGE AN OUTBREAK

Having a plan to respond to an attendee being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend an event until they receive their test results

PROCESS OF POSITIVE CASE ESCALATION

Action:

STEP 1. Notify Dogs Victoria HOTLINE on 0455 020 468 or COVIDSafe@dogsvictoria.org.au immediately of suspected or confirmed case

STEP 2. Notify DHSS 1300 651 160 immediately of suspected or confirmed case

STEP 3. Notify WorkSafe Victoria on 13 23 60 immediately of suspected or confirmed case

The organiser of your event:

Organiser will ask the positive person to separate from all other persons and inform them we have mandatory procedures to ensure the safety of others. Ask the positive person to go home. Notify WorkSafe Victoria on 13 23 60. Make telephone contact with person to determine any known close contact. Inform those present of a positive case. Thoroughly clean facilities in use.

Having a plan to identify and notify close contacts in the event of a positive case attending the event during their infectious period

The organiser of your event:

The organiser will notify WorkSafe Victoria on 13 23 60. Collate name and contact details from the visitors records of all persons attending at the time. Notify each person by email of similar and let them know of the close contact, advising them to get tested and remain home until they receive a negative result.

Having a plan in place to clean the event site (or part) in the event of a positive case

The organiser of your event:

Determine the access the positive person has had including all facilities and equipment. Clean and sanitise all items and surfaces that might reasonable have come in contact with person.

Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts

The organiser of your event:

Conduct a risk assessment using the following steps

- **Identify hazards**—find out what could cause harm.
- **Assess risks, if necessary**—understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening. This step may not be necessary if you are dealing with a known risk with known controls.
- **Control risks** – implement the most effective *control measure* that is reasonably practicable in the circumstances and ensure it remains effective over time.
- **Review hazards and control measures** to ensure they are working as planned.

Notify DHSS 1300 651 160 of the positive contact and provide the risk assessment and the close contacts noted above.

Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at an event

The organiser of your event:

The organiser will contact WorkSafe Victoria on 13 23 60 immediately after ensuring the safety of others.

Having a plan in the event that you have been instructed to close by DHHS

The organiser of your event:

The site will be closed for all events and any scheduled event will find other venues if possible or else be cancelled. Complete thorough cleaning arranged when permitted by DHHS.

Having a plan to re-open your event site once agreed by DHHS and notify workers they can return to work. Notify all Dogs Victoria members of the event site reopening.

The organiser of your event:

Receive DHHS permission to reopen. Complete thorough cleaning. Notify facility manager and affiliate clubs. Notify DHHS that reoccupation has occurred.

ACTION:

REQUIREMENTS: YOU MUST KEEP RECORDS OF ALL PEOPLE WHO ENTER THE WORKPLACE FOR CONTACT TRACING.

The organiser of your event:

Affiliate clubs will maintain a register by QR Code or other means of all persons on site during events. The register will not include another business on site that is not part of the event. Register will have names phone number and email if available, along with time and date.

ACTION:

REQUIREMENTS: YOU SHOULD IMPLEMENT A SCREENING SYSTEM THAT INVOLVES TEMPERATURE CHECKING UPON ENTRY INTO A WORKPLACE.

The organiser of your event:

Shows and events should occur outside and will not require temperature testing of attendees. Should any event be planned for indoors the organiser will acquire a non-contact forehead thermometer and implement forehead temperature checking of persons on arrival. Those found outside normal range will be not admitted and be advised they should get Covid tested.

ACTION:

IF YOUR INDUSTRY IS RESTRICTED OR HEAVILY RESTRICTED, YOU MUST ALSO:

Restricted Industries

~~Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate~~

Heavily Restricted Industries

~~Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.~~

5. Avoid interactions in enclosed spaces

REQUIREMENTS: YOU SHOULD REDUCE THE AMOUNT OF TIME WORKERS ARE SPENDING IN ENCLOSED SPACES. THIS COULD INCLUDE –

Enabling working in outdoor environments

Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms

Enhancing airflow by opening windows and doors

Optimising fresh air flow in air conditioning systems

ACTION:

The organiser of your event:

Indoor meetings will not occur without Dogs Victoria permission and physical distancing, wearing masks and sanitising the area after use.

Ventilation will be enhanced where possible with by checking the settings of air-conditioning and ventilation and by opening doors and windows.

THERE ARE NO ADDITIONAL REQUIREMENTS FOR RESTRICTED OR HEAVILY RESTRICTED INDUSTRIES

6. Create Zone bubbles

REQUIREMENTS: YOU SHOULD KEEP GROUPS OF WORKERS ROSTERED ON THE SAME SHIFTS AT A SINGLE WORKSITE AND ENSURE THERE IS NO OVERLAP OF WORKERS DURING SHIFT CHANGES.

ACTION:

REQUIREMENTS: YOU SHOULD MAINTAIN RECORDS OF ALL WORKERS WHO HAVE DISCLOSED THAT THEY RESIDE WITH ANOTHER WORKER AND ENSURE THAT THERE IS NO CROSS-OVER BETWEEN SHIFTS.

ACTION:

The organiser of your event:

Organisers will consider staggering the start times and break times of different groups in conformation shows to avoid congestion in entrances and carparks. Members not attend multiple events at different sites. **However, they may exhibit in different groups at the one site provided marks are worn while approaching the competition ring and inside the ring except while actually running a dog. General Specials may occur conformation shows.**

~~IF YOUR INDUSTRY IS RESTRICTED OR HEAVILY RESTRICTED, YOU MUST ALSO:~~

~~Limit or cease the number of workers working across multiple work sites.~~

~~Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.~~

Email the COVIDSafe Plan to COVIDSafe@dogsvictoria.org.au

Allow 5 business days for Dogs Victoria to review. An approval email from the COVID Recovery Working Party will be sent upon review of the plan.

VISIT

<https://dogsvictoria.org.au/members/news-and-updates/covid-update.html>

For all tools, resources & templates