

Coronavirus

(COVID-19) EQUESTRIAN VICTORIA

EVENT PROTOCOL CHECKLIST/COVIDSAFE PLAN



Event/Competition Name: 2021 PSI Dressage and Jumping with the Stars ____ Event/Competition Date: 18-20 MAR 21 ____

Submitted by: Lizzy Schirmer _____ Date submitted: 5-2-2021 _____

COVIDSafe Officer: Pamela Nissner _____ Contact Number: 0412547369

Activity – Event Access and Requirements	Y	N	Details (eg how, when, where etc)	Responsible	Additional notes
Eg Hand Sanitizer to be provided throughout venue	Y		2 per toilets 2 at each gate 2 at event office	Bob Smith	To be checked for refills, every 3 hours To be removed and stored in office overnight To be replaced before site opens each day

Reducing the spread	Y	N	Details (eg how, when, where etc)	Responsible	Additional notes
Reducing the Spread - Pre Event Communication/Arrangements					
1. Have you encouraged all attendees (competitors, volunteers, officials etc) to download and actively use the COVIDSafe app?	Y		On social media and in our competitor information communications	LS	Continue to promote
2. Have you clearly communicated practices and/or draw times to all attendees including, volunteers, officials and athletes and their support person to effectively ensure you are meeting the requirements under the Victorian Government Roadmap guidelines?	Y		Timed draw publicized. Competitors encouraged to bring minimum support personal	LS	
3. Have you clearly communicated information regarding the requirement for the wearing of masks onsite and other COVIDSafe protocols?	Y		All members of the team have been emailed and we will put up signs on the buildings. Spare masks purchased and available for all indoor areas.	LS	Signs up in office precincts as a reminder
4. Have you communicated that pre-entries only will be permitted, in accordance with competition requirements?	Y		There are no entries on the day	LS	
5. Have you communicated who can and can't be on site at any one time? Eg Personnel, officials and volunteers are to be limited to those essential for the running of the event.	NA		Spectators now allowed		

1 parent/helper per junior participant is permitted to attend. No spectators are permitted to attend. Essential support personnel only.					
6. Have you communicated that persons from restricted areas may not attend or participate?	NA				
7. Do you have a health questionnaire in place to collect records of those on site?	Y		Health checklist included on all competitor info and QR code at gate	LS	
8. Have you arranged for pre-competition meetings and training to be held virtually or in outdoor areas that allow for appropriate physical distancing between workers? Food and beverages should not be shared.	Y		Members of the committee all trained through EV. Volunteers emailed very clear instructions and will be briefed on arrival.	LS	
9. Have you communicated to participants what will and won't be permitted regarding personal behavior? Eg, no spitting or clearing of nasal passage, no handshakes etc	Y		Included in communications and our Covid marshal will ensure this doesn't happen	LS & PN	
Reducing the spread - Event time signage					
10. Is there sufficient signage advising that pre-entries only will be permitted, in accordance with competition requirements? Detail where signage will be erected	Y		There are no late entries allowed	LS	
11. Is there sufficient information/signage displayed on how to reduce the spread of COVID-19?			2 x toilets 2 x office building	PN	Signs up in stables, toilets,

Detail where signage will be erected			2 x each stable block		office buildings
12. Is there sufficient information/signage displayed to remind all attendees to actively use the COVIDSafe app? Detail where signage will be erected	Y		1 x office 1 x toilet 1 x each stable block	PN	Signs printed and put up
13. Is there sufficient signage at each public entry to each indoor and outdoor space, indicating maximum capacity and COVIDSafe hygiene and physical distancing requirements? Detail where signage will be erected	Y		Sign on each outdoor warmup saying a maximum of 10 at any one time	PN	
14. Is there adequate signage and notification of relevant hygiene and distancing protocols? Detail where signage will be erected	Y		Covid signs downloaded from DHHS put up in office building and on front gate	PN	
Reducing the spread - General site					
15. Are you ensuring that you are complying with the current capacity restrictions? Detail for indoor and/or outdoor	Y		Draw is timed to ensure this. Covid officer will do walk around to ensure no gatherings. Indoor arena not being used and minimum people in the office building.	LS	
16. Are you ensuring that persons from restricted areas are not attending or participating?	Y		Yes any one from a restricted area will be told not to travel to the event	LS	
17. Do you have temperature checking in place at point of entry? (not mandatory). How will these be recorded?	N				

<p>How will the thermometer be managed?</p> <p>How will you manage re-test requests? Do you have a holding area?</p>					
<p>18. Do you have a process in place to refuse entry for any persons who are sick or unwell or displaying any sign of sickness must not attend?</p>	Y		Turn around at gate	PN	
<p>19. Do you have a process in place to evacuate any persons who start displaying symptoms while on site? And make the necessary procedures.</p> <p>Do you have a plan and process in place to respond if a participant, volunteer or organizer is notified by health authorities that they are a positive case and attended the facility whilst infectious?</p> <p>Do you have a plan in place to:</p> <ul style="list-style-type: none"> - identify and notify close contacts in the event of a positive case attending the venue/facility during their infectious period. You are also required to notify DHHS of the positive case. - to clean the venue/facility (or part) in the event of a positive case. - to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts. - to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your venue/facility. <p>Do you have a plan in place:</p> <ul style="list-style-type: none"> - if the event that you have been instructed to close by DHHS. - to re-open your venue/facility once agreed by DHHS and notify participants, volunteers and organisers they can return to the venue/facility . <p>More information can be found at</p>	Y		We will follow the steps set out by Worksafe.	LS, PN, EV & WPNEC	

https://www.dhhs.vic.gov.au/workplace-obligations-covid-19.					
20. Are you ensuring that only EV accredited photographers are permitted on site?	Y		EV have approved all photographers and they have been emailed our Covid and event regulations	LS & EV	
Reducing the spread - Injury					
21. Have you communicated to all relevant parties, the protocols to be followed in the event of an injury to a rider? le limit contact, fresh gloves, use of face masks, call medical team	Y		First aid on site and will follow these protocols. Judges & officials have been sent this communication also.	LS	
22. Have you communicated to all relevant parties, the protocols to be followed in the event of an injury to a horse? le limit contact, fresh gloves, use of face masks, call veterinary team	Y		Staffed briefed on this protocol	LS	

Physical Distancing	Y	N	Details (eg how, when, where etc)	Responsible	Additional notes
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Physical Distancing - General site					
23. Will you restrict venue access to one entry and one exit point for people and horses? If not, document how you propose to manage it?	Y		WPNEC only has one entry/exits	WPNEC	
24. Will you ensure physical distancing of 1.5m is maintained? Detail how	Y		Signs up and dots on floor to show where to stand	PN	
25. Will you provide physical barriers or floor markings to ensure physical distancing? Detail where	Y		Floor markings	PN	
26. Have you ensured that facilities will be compliant with density quotient of one person per four square metres applies?	Y		Covid officer doing walk arounds, signs up and dots on floor	PN	
27. Will you spread out break times to reduce the number of people using communal facilities at the same time?	Y		Break times timetabled to be different	LS	
28. Will you remove excess chairs and tables from communal break areas to encourage personnel to stay a minimum 1.5 metres from one another?	Y		Tables set out and not to be moved	PN	
29. Have you arranged for any meetings and/or training to be held virtually or in outdoor areas that allow for appropriate physical distancing between workers? Food and beverages should not be shared.	Y		Virtually	LS	
Physical Distancing - Event Office					
30. Have you ensured that all shared spaces in the event organisers office is of sufficient size to enable one person per 4 square metres and persons are 1.5 meters apart?	Y		Very large office space and small team. Desks	LS & PN	

			separated.		
31. Have you considered pedestrian flow across site and identified any bottle necks?	Y		Floor markers to help with this	PN	
Physical Distancing – Stables					
32. Is there sufficient space for athletes and support persons to remain 1.5 meters apart at all times in stabling areas? How will you implement this?	Y		Very spread out, lots of space. Stable and camp allocations done according to regulations	WPNEC	
33. Have you ensured there will be no more than 2 people in a shared space? i.e. wash bay etc.	Y		Signs up	WPNEC & PN	
34. Have you ensured there is (minimum) 4m between trucks/cars/floats? If you are going to tie up horses on corresponding sides of a float then the appropriate distancing needs to be in place.	Y		Very spread out, lots of space. Stable and camp allocations done according to regulations	WPNEC	Yards used, no tying to floats
35. Yard/Stables provided by the venue/OC: Are you ensuring alternate yards/stables are being used? EXCEPT in the instance where horses AND Riders come from the same bubble. This information needs to be captured in the online entry form and it is the responsibility of the Organising Committee to manage.	Y		Very spread out, lots of space. Stable and camp allocations done according to regulations	WPNEC	
36. Yard/Stables provided by the rider: If riders are providing their own yards, are you ensuring that private yards are appropriately distanced from neighbouring private yards?	NA		Own yards not to be used at this event		

PPE	Y	N	Details (eg how, when, where etc)	Responsible	Additional notes
PPE - General site					
37. Is there adequate signage onsite to advise of the use of face masks? - to be carried at all times - to be worn inside at all times (unless competing) - to be worn outside when not able to physically distance	Y		Office will have signage to put mask on. Spare masks available.		Office the only indoor space being used
38. Will you ensure all attendees comply with the wearing of masks? (unless undertaking strenuous exercise) Do you have spare masks available in the event a rider forgets their mask?	Y		All competitions held outdoors		
PPE – Workforce					
39. Have you provided additional supplies and communicated to stewards/volunteers on gear check i.e. hand sanitizer, gloves etc?	Y		Supplies purchased and packed for each appropriate person		Hand sanitizer Disinfectant Gloves Masks
40. Have you clearly communicated to your workforce how to correctly wear mask and gloves?	Y		All aware		

Hygiene	Y	N	Details (eg how, when, where etc)	Responsible	Additional notes
Hygiene - General site					
<p>41. Will you undertake initial pre-opening deep cleaning and implement an environmental cleaning schedule to ensure frequent cleaning and disinfection of high touch surfaces and bathrooms?</p> <p>Further advice about cleaning can be found at DHHS cleaning and disinfecting information</p>	Y		<p>WPNEC has arranged deep clean pre event and cleaning during event. Addition cleans of high touch surfaces done by PN</p>	<p>WPNEC & PN</p>	
<p>42. Are you ensuring that surfaces are cleaned regularly, and high-touch surfaces cleaned at least twice on each given day?</p>	Y		<p>As above</p>	<p>WPNEC & PN</p>	
<p>43. Are you ensuring that outside doors and windows are opened to increase air circulation before commencing cleaning and disinfection?</p> <p>Keep doors and windows open after cleaning and disinfection to allow the cleaning agents to disperse in the airflow.</p>	Y		<p>Office will be fully opened up.</p>	<p>LS & PN</p>	
<p>44. Are you making cleaning products available near commonly used surfaces where possible (for example, placing hand sanitiser near the register, on tables and chairs, and in bathrooms)?</p>	Y		<p>Hand sanitizer in bathrooms, office, marshalling booth at arenas and in seating areas</p>	<p>PN</p>	
<p>45. Will hand sanitizer be available at entry point, if gates are being opened and closed?</p>	Y		<p>Hand sanitizer with entry staff</p>	<p>PN</p>	

46. Will hand sanitizer be available at prominent points around the venue?	Y		Hand sanitizer in bathrooms, office, marshalling booth at arenas and in seating areas	PN	
47. Have you ensured sanitising hand rub and soap dispensers are going to be regularly refilled?	Y		WPNEC has cleaners doing this regularly	WPNEC	
48. Will there be relevant signage providing hand washing guidance to all participants and volunteers?	Y		Signs up at all bathroom entrances	PN	
49. Will there be relevant signage to promote regular and thorough hand washing by volunteers and participants?	Y		Signs up at all bathroom entrances	PN	
50. Have you ensured that all other areas being utilized will be cleaned with sanitizer prior use?	Y		WPNEC has arranged deep clean pre event and cleaning during event. Addition cleans of high touch surfaces done by PN	WPNEC & PN	
51. Have you ensured that shared spaces and spaces open to members of the public at facilities are going to be cleaned regularly, including at least twice a day for frequently touched surfaces (for example, gates)?	Y		Cleaners scheduled and PN to do high touch areas at least 2 x a day	WPNEC & PN	
52. Have you ensured that toilets and common use surfaces will be disinfected regularly?	Y		Cleaners scheduled and PN to do high touch areas at least 2 x a day	WPNEC & PN	

53. Have you ensured that equipment will be thoroughly cleaned after use? No sharing of equipment.	Y		Tablets wiped down, office desks wiped down, a pen per person, own equipment as much as possible	LS & PN	
54. Have you ensured bins are provided around the venue for disposal of tissues and gloves?	Y		WPNEC to provide rubbish bins and removal	WPNEC	
55. Have you ensured that one person should be designated to open/close gates, or disposable gloves and sanitiser provided at the gate/s?	Y		Gate attendant will do this.	PN	No gate opening or shutting
56. Have you reduced touch points where possible, such as using contact-less payments and workplace access-cards, and using contact-less drink fountains and entry-points?	Y		No payments taken on the day.	LS	No drink fountains
Hygiene – Stables					
57. Will you ensure that the toilet facilities will be cleaned with disinfectant, wiped and is a tidy state?	Y		Cleaners scheduled	WPNEC	
58. Will you ensure access to hand washing facilities and/or alcohol-based hand sanitizer? Checked and refilled regularly?	Y		Hand sanitizer purchased and placed around venue. Bathrooms have hand washing facilities which will be maintained throughout the event	WPNEC & PN	
59. Have you communicated that riders should provide their own bucket (and water if possible)? Where this is not possible, helpers and riders shouldn't touch the tap or hose nozzle, the use of disposable gloves is recommended or have a designated tap marshal.	Y		Signs up at wash bays. As high touch zone, regularly cleaned.		

Hygiene - Event office					
60. Have you ensured thorough cleaning including door handles, light switches, kitchen surfaces, bathroom surface, phones, remote controls and any other high touch areas?	Y		Scheduled cleans and additional cleans of high touch zones	WPNEC & PN	

Record keeping	Y	N	Details (eg how, when, where etc)	Responsible	Additional notes
Record Keeping					
61. Are you collecting the relevant information as a register of all athletes, support persons, officials and volunteers who are entering the grounds to ensure all contact details are available? a. Competitors nominated and support persons to attend the event. b. Appointed EV accredited officials. c. Volunteer event organisers. d. Any other permitted essential personnel. Recommended to be captured online (eg online entries and/or QR codes) See Health Questionnaire for recommended questions	Y		Online entries only, anyone through the gate to use QR code	PN & LS	
62. Are you ensuring that event organisers, officials and attendees have confirmed they are not ill or have not been in contact with anyone with COVID-19? See Health Questionnaire for recommended questions	Y		Anyone through the gate to check in via QR code	PN	
63. Do you have process in place to collect records of worker, volunteer and participant details for contact tracing, where person attends work premises for longer than 15 minutes?	Y		Contact details of all involved available and QR code at gate	LS	

Recommended to be captured online (eg QR codes) See Health Questionnaire for recommended questions					
64. Do you have clear processes in place to collect personal details of every person attending the site? (including name, mobile phone number, attendance date, attendance time)	Y		QR code at gate	PN	
65. Do you have relevant COVID Hotline phone numbers readily available?	Y		Numbers stored	LS	

Interactions in Enclosed Spaces	Y	N	Details (eg how, when, where etc)	Responsible	Additional notes
Interaction in Enclosed Spaces - General					
66. Will you be closing any common areas if the congregation of areas cannot be managed? Document how you will communicate scores to participants.	Y		If any area is not abiding regulations we will make adjustments. All scores online only	PN	Close areas or put more barriers up
67. Are you ensuring that you are complying with the current capacity restrictions? The space available at the outdoor sport or recreation facility must be suitable to ensure members of the public are reasonably capable of maintaining a distance of 1.5 meters from each other	Y		Very large area, draw timed, no gatherings	LS	
68. Are you bunting off high contamination risk areas such as seating, yards, stables, canteen and other areas attractive to people congregating?	NA				
69. Is the Organising Committees timetabling events to expedite	Y		Timed draw	LS	

participation and avoid excessive participant numbers on site? Detail					
70. Have you ensured that staff, volunteers and officials do not work across multiple work workplaces/facilities?	Y		Communicated	LS	
71. Do you have a process to ensure staff, volunteers and officials declare to their employers if they are working across multiple worksites?	NA		Changed restrictions		
72. Are you ensuring that riders are to leave the venue immediately once their session has concluded?	NA		Changed restrictions		
73. Where workers and participants are required to be indoors (for example, in bathrooms), will you open windows and outside doors where possible to maximise ventilation? Use air conditioning to enhance the flow of air, however ensure that you are not using the 'recirculate' mode.	Y		All windows and doors open	PN & WPNEC	
74. Are you encouraging staff to take their lunch breaks and any other breaks outdoors as well?	Y		Encouraged to do so outdoors	LS	
Interaction in Enclosed Spaces - Event Office					
75. Will you open doors and windows to increase air circulation?	Y		All windows and doors opened	PN	
Interaction in Enclosed Spaces - Camping					
76. If camping is permitted, are you ensuring it adheres to the current restrictions?	Y		Allocations done according to restrictions	WPNEC	
Interaction in Enclosed Spaces - Catering					
77. Will you be operating food and drink facilities?	Y		Food vans	WPNEC	
78. If so, are you adhering to the current protocols?	Y		WPNEC has clearly communicated	WPNEC	

Dressage specific protocols	Y	N	Details (eg how, when, where etc)	Responsible	Additional notes
Dressage					
79. Have you ensured that judges and pencilers are not closer than 1.5m away from each other? Please detail	Y		Judges boxes have screens and pencilers will sit in the opposite back seat in cars	PN	
80. Will you be using digital scoring, rather than the use of paper tests?	Y		Nominate tablets	PN & Scoring team	Wiped down each time before a new penciller
81. Do you have plans in place to provide prizes remotely? Prize givings to be conducted in accordance with social distancing guidelines, ie, no personal interaction. Judges are not to present ribbons or prize money in person - formal presentations should not be held.	Y		Table set up with prizes in individual bags, rider to take their bag, have individual photo and go	LS & PN	
82. Will you ensure that no more than 10 horses are in the warm up arena at any one time?	Y		1 steward and 1 marshal on each warmup to ensure	ALL	

Additional information	Y	N	Details (eg how, when, where etc)	Responsible	Additional notes

Submit to EV for approval here: <https://form.jotform.com/202972877715064>

For more information, detail and clarification, refer to <https://www.coronavirus.vic.gov.au/sites/default/files/2020-10/Industry-Restart-Guidelines-Community-Sport-and-Recreation.pdf>

Notify DHHS of a COVID-19 incident by phoning 1800 675 398

Equestrian Victoria Office only

Approved by
