

# Coronavirus

(COVID-19) EQUESTRIAN VICTORIA

## EVENT PROTOCOL CHECKLIST/COVIDSAFE PLAN



Event/Competition Name: Victorian Youth Dressage Championships

Event/Competition Date: 14-17 Jan

Submitted by: Karen Lawrence

Date submitted: 7 Jan 21

COVIDSafe Officer: Fiona Selby

Contact Number: 0402849802

Activity – Event Access and Requirements	Y	N	Details (eg how, when, where etc)	Responsible	Additional notes
Hand Sanitiser to be provided throughout venue	Y		Toilets, event office, café, wash bays	KL	To be checked for refills every three hours
Registrations via QR code	Y		On arrival	KL	

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		This was written in competitor information		
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		Sent in competitor information		
3. Have you clearly communicated information regarding the requirement of carrying masks onsite and other COVIDSafe protocols?	Y				
4. Have you communicated that pre-entries only will be permitted, in accordance with competition requirements?	Y				
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. 1 parent/helper per junior participant is permitted to attend.	Y				
6. Have you communicated that persons from restricted areas may not attend or participate?	Y				
7. Do you have a health questionnaire in place to collect records of those on site?	Y		We are using QR code		
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				

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				
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		Event office		
11. Is there sufficient information/signage displayed on how to reduce the spread of COVID-19?  Detail where signage will be erected	Y		Toilets, event office, Café, wash bays		
12. Is there sufficient information/signage displayed to remind all attendees to actively use the COVIDSafe app?  Detail where signage will be erected	Y		Event office, Cafe		
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		Toilets, event office, arenas, wash bays		
14. Is there adequate signage and notification of relevant hygiene and distancing protocols?  Detail where signage will be erected	Y		Toilets, event office, wash bays		
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				

16. Are you ensuring that persons from restricted areas are not attending or participating?	Y		We have a list of all entries through booking system		
17. Do you have temperature checking in place at point of entry? (not mandatory). How will these be recorded?  How will the thermometer be managed?  How will you manage re-test requests? Do you have a holding area?		N	This is no longer required		
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?	Y				
19. Do you have a process in place to evacuate any persons who start displaying symptoms while on site? And make the necessary procedures.  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?  Do you have a plan in place to: - 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.  Do you have a plan in place:	Y				

<ul style="list-style-type: none"> <li>- if the event that you have been instructed to close by DHHS.</li> <li>- to re-open your venue/facility once agreed by DHHS and notify participants, volunteers and organisers they can return to the venue/facility .</li> </ul> <p>More information can be found at <a href="https://www.dhhs.vic.gov.au/workplace-obligations-covid-19">https://www.dhhs.vic.gov.au/workplace-obligations-covid-19</a>.</p>					
20. Are you ensuring that only EV accredited photographers are permitted on site?	Y				
<b>Reducing the spread - Injury</b>					
21. Have you communicated to all relevant parties, the protocols to be followed in the event of an injury to a rider?	Y		We have paid first aid on site		
le limit contact, fresh gloves, use of face masks, call medical team					
22. Have you communicated to all relevant parties, the protocols to be followed in the event of an injury to a horse?	Y		Grounds team are trained		
le limit contact, fresh gloves, use of face masks, call veterinary team					

<b>Physical Distancing</b>	<b>Y</b>	<b>N</b>	<b>Details (eg how, when, where etc)</b>	<b>Responsible</b>	<b>Additional notes</b>
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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		Marshall will direct riders to entry from one gate and leave from another		
24. Will you ensure physical distancing of 1.5m is maintained?  Detail how	Y		Signs, monitoring, marshalls will direct		
25. Will you provide physical barriers or floor markings to ensure physical distancing?  Detail where	Y		Event office, café area		
26. Have you ensured that facilities will be compliant with the relevant density quotient?	Y		Our Riders Retreat will be locked		
27. Will you spread out break times to reduce the number of people using communal facilities at the same time?	Y		Have also spread out start times		
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				
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				
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				
31. Have you considered pedestrian flow across site and identified	Y				

any bottle necks?					
<b>Physical Distancing – Stables</b>					
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				
33. Have you ensured there will be no more than 2 people in a shared space? i.e. wash bay etc.	Y		Signage and monitoring		
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				
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		Yard allocations are done. Anyone who hasn't booked a yard needs to tie up to float.		
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?	Y				

PPE	Y	N	Details (eg how, when, where etc)	Responsible	Additional notes
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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 when not able to physically distance	Y				
38. Do you have spare masks available in the event a rider forgets their mask?	Y		Spare masks are available from the event office		
PPE – Workforce					
39. Have you provided additional supplies and communicated to stewards/volunteers on gear check i.e. hand sanitizer, gloves etc?	Y				
40. Have you clearly communicated to your workforce how to correctly wear mask and gloves?	Y				



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		We have commercial cleaners attend plus will do extra cleaning of high touch areas every two hours		
<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>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>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>45. Will hand sanitizer be available at entry point, if gates are being opened and closed?</p>	Y				
<p>46. Will hand sanitizer be available at prominent points around the venue?</p>	Y				
<p>47. Have you ensured sanitising hand rub and soap dispensers are going to be regularly refilled?</p>	Y				
<p>48. Will there be relevant signage providing hand washing guidance to all participants and volunteers?</p>	Y				

49. Will there be relevant signage to promote regular and thorough hand washing by volunteers and participants?	Y				
50. Have you ensured that all other areas being utilized will be cleaned with sanitizer prior use?	Y				
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				
52. Have you ensured that toilets and common use surfaces will be disinfected regularly?	Y				
53. Have you ensured that equipment will be thoroughly cleaned after use? No sharing of equipment.	Y				
54. Have you ensured bins are provided around the venue for disposal of tissues and gloves?	Y				
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				
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				
<b>Hygiene – Stables</b>					
57. Will you ensure that the toilet facilities will be cleaned with disinfectant, wiped and is a tidy state?	Y				
58. Will you ensure access to hand washing facilities and/or alcohol-based hand sanitizer?  Checked and refilled regularly?	Y		Check sheets are in toilets.		
59. Have you communicated that riders should provide their own bucket (and water if possible)? Where this is not possible,	Y				

helpers and riders shouldn't touch the tap or hose nozzle, the use of disposable gloves is recommended or have a designated tap marshal.					
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				

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				
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		All officials and volunteers will be temperature checked		
63. Do you have process in place to collect records of worker, volunteer and participant details for contact tracing, where	Y		QR code will be used		

person attends work premises for longer than 15 minutes?  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 will be used		
65. Do you have relevant COVID Hotline phone numbers readily available?	Y				

<b>Interactions in Enclosed Spaces</b>	<b>Y</b>	<b>N</b>	<b>Details (eg how, when, where etc)</b>	<b>Responsible</b>	<b>Additional notes</b>
<b>Interaction in Enclosed Spaces - General</b>					
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		All scoring is online		
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				
68. Are you bunting off high contamination risk areas such as seating, yards, stables, canteen and other areas attractive to people congregating?	Y				
69. Is the Organising Committees timetabling events to expedite participation and avoid excessive participant numbers on site?	Y		Where possible riders are given times close		

Detail			together and encouraged to come, ride and leave		
70. Have you ensured that staff, volunteers and officials do not work across multiple work workplaces/facilities?	Y				
71. Do you have a process to ensure staff, volunteers and officials declare to their employers if they are working across multiple worksites?	Y				
72. Are you ensuring that riders are to leave the venue immediately once their session has concluded?	Y				
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				
74. Are you encouraging staff to take their lunch breaks and any other breaks outdoors as well?	Y				
<b>Interaction in Enclosed Spaces - Event Office</b>					
75. Will you open doors and windows to increase air circulation?	Y				
<b>Interaction in Enclosed Spaces - Camping</b>					
76. If camping is permitted, are you ensuring it adheres to the current restrictions?	Y				
<b>Interaction in Enclosed Spaces - Catering</b>					
77. Will you be operating food and drink facilities?	Y				
78. If so, are you adhering to the current protocols?	Y				

<b>Dressage specific protocols</b>	<b>Y</b>	<b>N</b>	<b>Details (eg how, when, where etc)</b>	<b>Responsible</b>	<b>Additional notes</b>
Dressage					

<p>79. Have you ensured that judges and pencilers are not closer than 1.5m away from each other?</p> <p>Please detail</p>	Y		<p>We have put up Perspex sheets in judges boxes. Some judges will bring own pencilers. If cars are used pencilor will sit in back seat</p>		
<p>80. Will you be using digital scoring, rather than the use of paper tests?</p>	Y				
<p>81. Do you have plans in place to provide prizes remotely?</p> <p>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.</p>	Y				
<p>82. Will you ensure that no more than 10 horses are in the warm up arena at any one time?</p>	Y				

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

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