



COVIDSafe Plan Black Dog Institute – One Foot Forward Together

Event Name	One Foot Forward Together
Organisation	Black Dog Institute
Event Date	May 15 2021
Location	Princes Park
Time	8:30 – 14:00
Expected Attendance	300-500
Staff No.	6 key event staff
Volunteers	20-40
Event Description	<p>The event is a fundraising walk around Princes Park to raise money for the Black Dog Institute. Attendees can choose between doing one lap or two laps of the course. Participants will be asked to register and pay a fee as well as being strongly encouraged to fundraise.</p> <p>One in five Australians are affected by mental illness each year and 65% of people with a mental illness do not seek help.</p> <p>A key feature of the event will be to promote the importance of exercise in mental health and therefore event organisers will look to incorporate some wellness activities in the expo precinct such as yoga and pilates.</p> <p>Other features will include live music, food vendors, a selfie van and sponsor displays.</p>
Purpose of this document	The purpose of this document is to put in place procedures and record keeping systems for all One Foot Forward Together Walk attendees, staff, and volunteers. It has been developed to reduce the potential risks to health and/or safety that are associated with COVID-19

Administration & Record Keeping	
Before	Event organisers to monitor Victorian Government website for current regulations and/or restrictions
	All attendees must register online prior to event day, this includes any spectators. Registrations will not be accepted unless they are done online. Upon registration, name, contact number, and postal address will be collected. The registration process will be done via Black Dog Institute's chosen registration platform. This information will be made available to DHHS if required and kept for 28 days post event.
	Event vendors to provide their own COVIDSafe plan to organisers prior to the event
During	<p>Everyone who is entering the event site (attendees, staff, volunteers, contractors) will need to check in via a QR code – this will collect contact information including name, contact number and email. This will be used during bump in, event day, and bump out.</p> <ul style="list-style-type: none"> Entry Process <ul style="list-style-type: none"> Queue on arrival with social distancing measures in place Signage with QR codes for check in Tickets will be scanned and bibs distributed Volunteers and staff present to remind attendees of social distancing and hygiene requirements, and not to enter if unwell
	The event will have a clear boundary and all attendees will be required to enter the site via this point so they can check in
After	All event attendee records will be securely stored using the ticketing platform and will be kept for the required time frame.
Communication & Training	
Before	Black Dog Institute website will have COVIDSafe information reminding attendees about physical distancing, good hygiene, QR code check in and downloading COVID safe app.
	Event cancellation/postponement policies will be clearly communicated with event



	attendees prior to the purchase of tickets and in following communications
	Attendees will also be provided with information via pre event communications about COVIDSafe information. This will include information on staying at home if you are unwell, showing any COVID-19 symptoms, if you are waiting for test results, or if you have been deemed a close contact
	All staff to undertake COVIDSafe training prior to the event
During	In-event signage and PA systems will be used to communicate key health messages eg good hygiene practices, maintain physical distancing etc. This signage will be in line with the Victorian Government messaging
	Conditions of entry to be displayed at check in.
	Signage to be used to highlight first aid area
Post Event	Attendees will be asked to contact the event organisers immediately if they develop any COVID-19 symptoms post event
Attendee Management – Physical Distancing	
Before	Pre event communication to include COVIDSafe Information
	Adequate amenities to be provided to avoid queueing
	COVIDSafe Marshal to go through checklist pre event to check whether all areas are set up correctly to maintain COVIDSafe practices.
During	In-event signage and PA systems will be used to communicate key health messages eg good hygiene practices, maintain physical distancing
	1 person per 2m ² to be adhered to while in event site precinct
	Increased start line size to promote physical distancing
	COVIDSafe Marshal to be onsite during the event to monitor all COVIDSafe practices
Attendee Management – Cleaning & Hygiene	
Before	Venue to be cleaned prior to the event
	Cleaning schedules to be created
	Increased no of cleaners to be employed for the event duration
	Hand sanitiser to be placed upon entry, at food vendors, staff areas and at toilets
	PPE to be available on site where required
During	Cleaning processes to be enhanced and focus on high touch areas: <ul style="list-style-type: none"> • Check In/Registration • Water Station • Toilets • Food Vendors A experienced event cleaning organisation has been contracted for the event
	Team leaders/event staff/volunteers to be supplied with cleaning suppliers to maintain cleanliness in specific areas
	Bins to be emptied regularly during the event
	Event to be cashless
	Signage will be used to remind attendees of hand hygiene and processes to wash hands
	Finishing medals will have a no contact process where they are collected by the participant
	Participants will be encouraged to bring their own water bottle as no cups will be provided on the day
Attendee Management	
During	First Aid <ul style="list-style-type: none"> • An experienced First Aid company has been contracted to manage the event <ul style="list-style-type: none"> ○ This will include roaming officers on bikes plus a stationary presence ○ A secondary First Aid area will be available should anyone present with COVID-19 symptoms and need follow up
	Covid-19 Marshals <ul style="list-style-type: none"> • A ratio of 1:100 Covid-19 marshals will be in place at the event
	Entry/Exit <ul style="list-style-type: none"> • A clearly signed separate entry and exit will be in place