

# COVIDSAFE PUBLIC EVENTS

## EVENT PLAN TEMPLATE FOR TIER 1 and TIER 2 EVENTS

### Instructions

A COVIDSafe Event Plan is a unique and comprehensive plan that must be specific to your event and venue. The plan sets out how high-risk activities will be managed to reduce the risk of transmission of coronavirus (COVID-19) between participants, attendees and staff. This template should be used to develop the COVIDSafe event plans for Tier 1 and Tier 2 major events in Victoria.

Detailed guidance on how to develop your COVIDSafe Event Plan can be found [for preparing a COVIDSafe Event Plan' document](#)

The responsibility for the implementation of, and any amendments to your approved COVIDSafe Event Plan will belong to the Event Organiser.

### Submission guidelines

Please submit all COVIDSafe Event Plans through the Victorian Government's [Coronavirus website](#).

- COVIDSafe Event Plans for Tier 1 events must be submitted at least 8-10 weeks prior to the event commencement.
- COVIDSafe Event Plans for Tier 2 events must be submitted at least 4-6 weeks prior to the event commencement.

## Section 1: Key Event Information

### Contact Information

Please provide the relevant business details and contact information below:

<b>Registered company / business name</b>	Melbourne Aces Baseball Club Pty Ltd
<b>Trading company / business name</b>	Melbourne Aces
<b>Business address</b>	26 Wellington Road Tyabb, Victoria 3919
<b>ABN</b>	78 633 538 888
<b>Event organiser name and title</b>	Justin Huber General Manager
<b>Event organiser phone number</b>	0422178059
<b>Event organiser email</b>	jhuber@melbourneaces.com.au
<b>COVIDSafe coordinator name and contacts (if any)</b>	
<b>Liquor license type, number and capacity</b>	Limited License 36131760 Between 11am and 12 midnight on match days only.

### Event Details

Please provide the relevant event details below:

<b>Event name</b>	Australian Baseball League – 2020/21 Season
<b>Event location</b>	Melbourne Ballpark Merton Street Altona VIC 3028

Date (s) of event	December 31 <sup>st</sup> 2020  January 1, 2, 3, 14, 15, 16 17, 22, 23, 24, 25  February 5, 6, 7																																
Duration of the event	<b>Thursday 31<sup>st</sup> December – 6-10:30pm</b> <b>Friday 1<sup>st</sup> January – 6-10:30pm</b> <b>Saturday 2<sup>nd</sup> January – 6-10:30pm</b> <b>Sunday 3<sup>rd</sup> January – 12-4:30pm</b> <b>Thursday 14<sup>th</sup> January – 6-10:30pm</b> <b>Friday 15<sup>th</sup> January – 6-10:30pm</b> <b>Saturday 16<sup>th</sup> January – 6-10:30pm</b> <b>Sunday 17<sup>th</sup> January – 12-4:30pm</b> <b>Friday 22<sup>nd</sup> January – 6-10:30pm</b> <b>Saturday 23<sup>rd</sup> January – 6-10:30pm</b> <b>Sunday 24<sup>th</sup> January – 12-4:30pm</b> <b>Monday 25<sup>th</sup> January – 6-10:30pm</b> <b>February 5,6,7<sup>th</sup> – ABL Championship Provisional Dates (TBC)</b>																																
Event description	We are a professional baseball team competing in the Australian Baseball League. Our events are in line with traditional professional sporting events seating general admission, premium and corporate guest areas. We provide a sports entertainment package which includes between inning entertainment on our audio/video display system and live performances.																																
Timing of key event activities	<div>MELBOURNE ACES vs Perth Heat Thursday 31<sup>st</sup> December 2020 – FIRST PITCH 7:00 PM Operational Run Sheet</div> <table><tr><th>Start</th><th>Action</th><th>Person In Charge</th><th>Location</th></tr><tr><td>1:00</td><td>Staff Arrive/Team Meeting and COVID Briefing</td><td>Taylah</td><td>Corporate Room</td></tr><tr><td>1:25</td><td>Distribute Radios</td><td>Taylah</td><td>POS Areas</td></tr><tr><td>1:30</td><td>Check Bins and Total Stadium - Corporate Box, party deck (gas, bbq), bathroom, hallway, windows, merch</td><td>ALL</td><td></td></tr><tr><td>1:30</td><td>Turn on hot water</td><td></td><td></td></tr><tr><td>2:00</td><td>Ticket Booth/Scanners Set up , Run Tests</td><td>Laura</td><td>Ticket Booth</td></tr><tr><td>2:00</td><td>Bar/Coffee/1. Base Picnic Area Set Up - need to check in and make sure everything set up properly. Ensure COVID compliant</td><td>Robyn and Steve</td><td>First Base Picnic Area</td></tr><tr><td>2:00</td><td>COVID Sweep. Ensure all barriers, signage, biosecurity and isolation provisions are in place. QR code and contact tracing register tested and functioning</td><td>Justin</td><td></td></tr></table>	Start	Action	Person In Charge	Location	1:00	Staff Arrive/Team Meeting and COVID Briefing	Taylah	Corporate Room	1:25	Distribute Radios	Taylah	POS Areas	1:30	Check Bins and Total Stadium - Corporate Box, party deck (gas, bbq), bathroom, hallway, windows, merch	ALL		1:30	Turn on hot water			2:00	Ticket Booth/Scanners Set up , Run Tests	Laura	Ticket Booth	2:00	Bar/Coffee/1. Base Picnic Area Set Up - need to check in and make sure everything set up properly. Ensure COVID compliant	Robyn and Steve	First Base Picnic Area	2:00	COVID Sweep. Ensure all barriers, signage, biosecurity and isolation provisions are in place. QR code and contact tracing register tested and functioning	Justin	
Start	Action	Person In Charge	Location																														
1:00	Staff Arrive/Team Meeting and COVID Briefing	Taylah	Corporate Room																														
1:25	Distribute Radios	Taylah	POS Areas																														
1:30	Check Bins and Total Stadium - Corporate Box, party deck (gas, bbq), bathroom, hallway, windows, merch	ALL																															
1:30	Turn on hot water																																
2:00	Ticket Booth/Scanners Set up , Run Tests	Laura	Ticket Booth																														
2:00	Bar/Coffee/1. Base Picnic Area Set Up - need to check in and make sure everything set up properly. Ensure COVID compliant	Robyn and Steve	First Base Picnic Area																														
2:00	COVID Sweep. Ensure all barriers, signage, biosecurity and isolation provisions are in place. QR code and contact tracing register tested and functioning	Justin																															

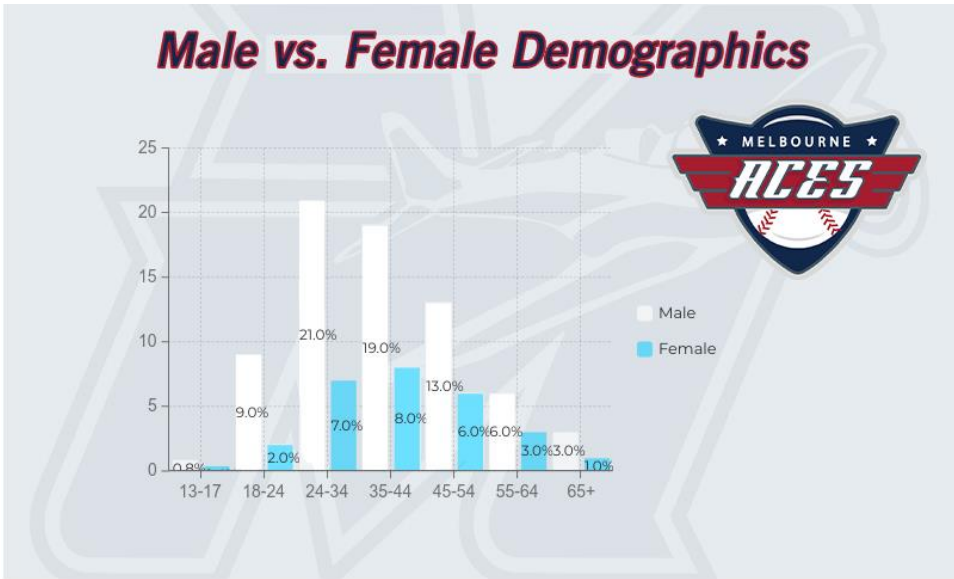
	3:00	BREAK		
	3:30	In game run through, check vb/music	Em, Anj, Tony	1st/3rd base gate
	3:30	Rosters and game notes completed and distributed	Nick	Press box/Merch/Jets Suite/Club
	3:30	Clubhouses/Umpire Rooms Set up	Roger	Clubhouses/Umpire Rooms
	4:00	Last Sweep of Stadium and COVID safety check	ALL	BALLPARK
	4:20	Away Team BP	5:10	On Field
	4:45	Umpire Meals Delivered		
	5:00	Turn off hot water		
	5:00	All Gates Locked	Luke	BALLPARK
	5:10	Aces BP		On Field
	5:15	Distribute Floats	Justin	
	5:50	Lineup Cards Delivered		Field
	5:45	Security Arrival - COVID briefing	Fred Reinking (dome)/Justin	Foyer
	6:00	Aces Meals - Individually packaged COVID safe (lite n easy)		Marquee
	6:00	GATES OPEN ALL	Justin	Front Gate
	6:10	Acknowledgement of traditional land owners (Welcome to Country)	Tony	Press Box
	6:11	Public Safety/COVID Message		Press Box
	6:12	No Smoking Announcement		Press Box
	6:13	Aces Archie Video		Press Box
	6:14	Merch Announcement		Press Box
	6:16	Membership Announcement		Press Box
	6:19	Emergency Evacuation plan		Press Box
	6:20	Away Team I/O (optional)		On-Field
		Clubland Message		
	6:23	Sponsor Reads		Press Box

	6:28	Thank our Sponsors		Press Box
	6:29	Visiting Team Lineup		
	6:30	Aces I/O (optional)		
	6:30	TURN OFF ALL UNNEEDED APPLIANCES		
	6:40	Aces Dancers Routine	Anj & Field Crew	on-field
	6:45	Celebrity Video-First pitch on the field		
	6:50	Visiting team takes the line		on-field
	6:54	Aces take the line		
	6:58	Australian Anthem		on -field/1st base entrance
	7:00	Umpires Meeting		
	7:02	Aces take the field/Honor guard		
	7:03	Play Ball Kid		On Field
	7:05	First Pitch		
		IN GAME		
		POSTGAME		
		Meals for Visiting Team and Aces - individually packaged COVID safe (lite n easy)		
<b>Serving of alcohol</b>	Yes			
<b>Event website</b>	www.melbourneaces.com.au			
<b>Experience arranging a COVIDSafe event</b>	NA			

### Attendance and tiers

Please provide details of the event attendees and event tier:

<b>Total expected attendees</b>	1250 per game
---------------------------------	---------------

Expected peak attendees	2367 (Actual Attendance Championship Game - Feb 2020)																								
Attendee demographic	<p><b>Melbourne Aces Fans By Suburb:</b></p> <p>Inner City – 20.71%</p> <p>Northern Suburbs – 9.62%</p> <p>Eastern Suburbs – 2.72%</p> <p>South Eastern Suburbs – 31.56%</p> <p>Western Suburbs – 31.62%</p> <p>Regional Vic – 2.23%</p> <p>Interstate – 0.94%</p> <p>International – 0.04%</p> <p>Random/Unknown – 0.56%</p>																								
	<p><b>Male vs. Female Demographics</b></p>  <table><thead><tr><th>Age Group</th><th>Male (%)</th><th>Female (%)</th></tr></thead><tbody><tr><td>13-17</td><td>0.8%</td><td>0.8%</td></tr><tr><td>18-24</td><td>9.0%</td><td>2.0%</td></tr><tr><td>24-34</td><td>21.0%</td><td>7.0%</td></tr><tr><td>35-44</td><td>19.0%</td><td>8.0%</td></tr><tr><td>45-54</td><td>13.0%</td><td>6.0%</td></tr><tr><td>55-64</td><td>6.0%</td><td>3.0%</td></tr><tr><td>65+</td><td>3.0%</td><td>1.0%</td></tr></tbody></table>	Age Group	Male (%)	Female (%)	13-17	0.8%	0.8%	18-24	9.0%	2.0%	24-34	21.0%	7.0%	35-44	19.0%	8.0%	45-54	13.0%	6.0%	55-64	6.0%	3.0%	65+	3.0%	1.0%
Age Group	Male (%)	Female (%)																							
13-17	0.8%	0.8%																							
18-24	9.0%	2.0%																							
24-34	21.0%	7.0%																							
35-44	19.0%	8.0%																							
45-54	13.0%	6.0%																							
55-64	6.0%	3.0%																							
65+	3.0%	1.0%																							
Attendance number from previous years if the event has been held previously	<p>896 (Average per game attendance 2019/20 season)</p> <p>17,938 (Total attendance throughout 20 home games)</p>																								
Event Tier (Tier 1 or Tier 2)	Tier 2																								

## Venue Details

Please provide the relevant details of your venue or venues below:

<b>Venue name</b>	State Baseball and Softball Centre (Melbourne Ballpark)
<b>Venue contact</b>	Justin Huber <a href="mailto:jhuber@melbourneaces.com.au">jhuber@melbourneaces.com.au</a> 0422178059
<b>Venue site map</b>	
<b>Venue site size (in square meters)</b>	Total area: 96,905.70 m <sup>2</sup>
<b>Venue publicly accessible floor (in square metres)</b>	<u>Total Combined Public Accessible Area = 4804.53 m<sup>2</sup></u>
<b>Maximum venue capacity:</b>	5000
<b>Break down of room / area (in square meters) and capacity:</b>	<div>Picnic Area 1</div> <div>Grandstand Seating</div>



Total area: 660.46 m<sup>2</sup>



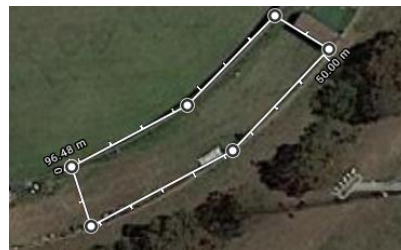
Total area: 1,338.36 m<sup>2</sup>

#### Picnic Area 2



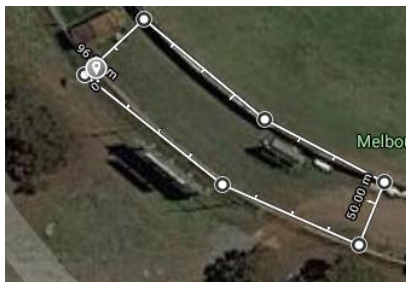
Total area: 626.07 m<sup>2</sup>

#### Picnic Area 3



Total area: 346.18 m<sup>2</sup>

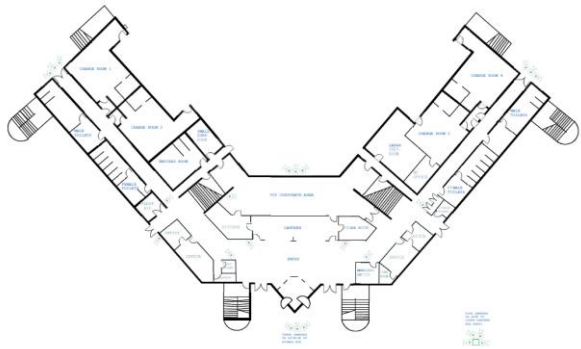
#### Picnic Area 4

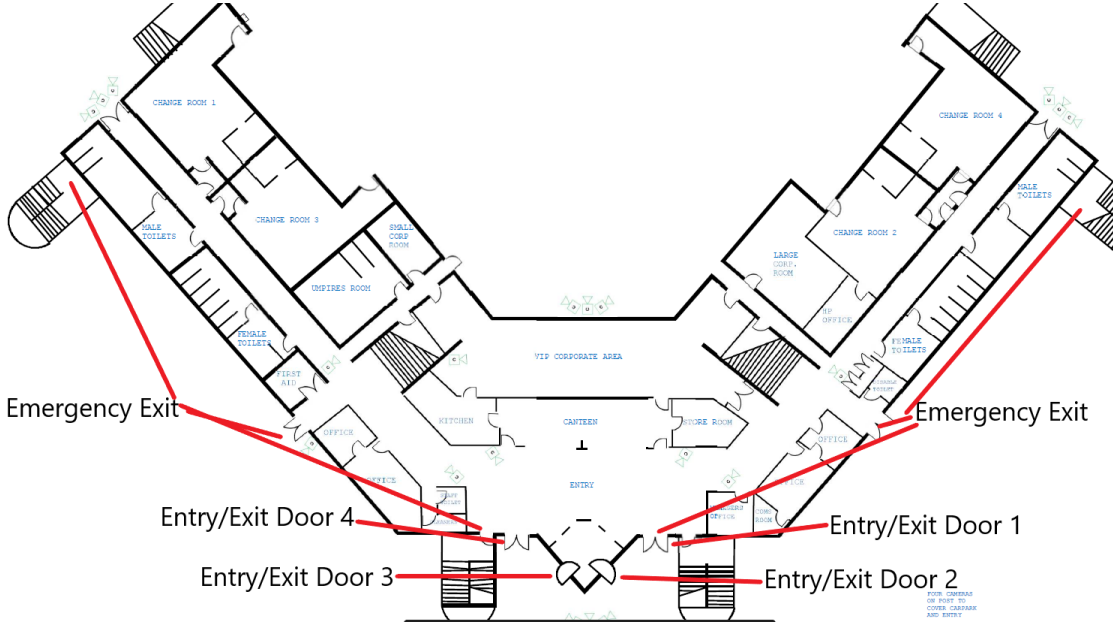


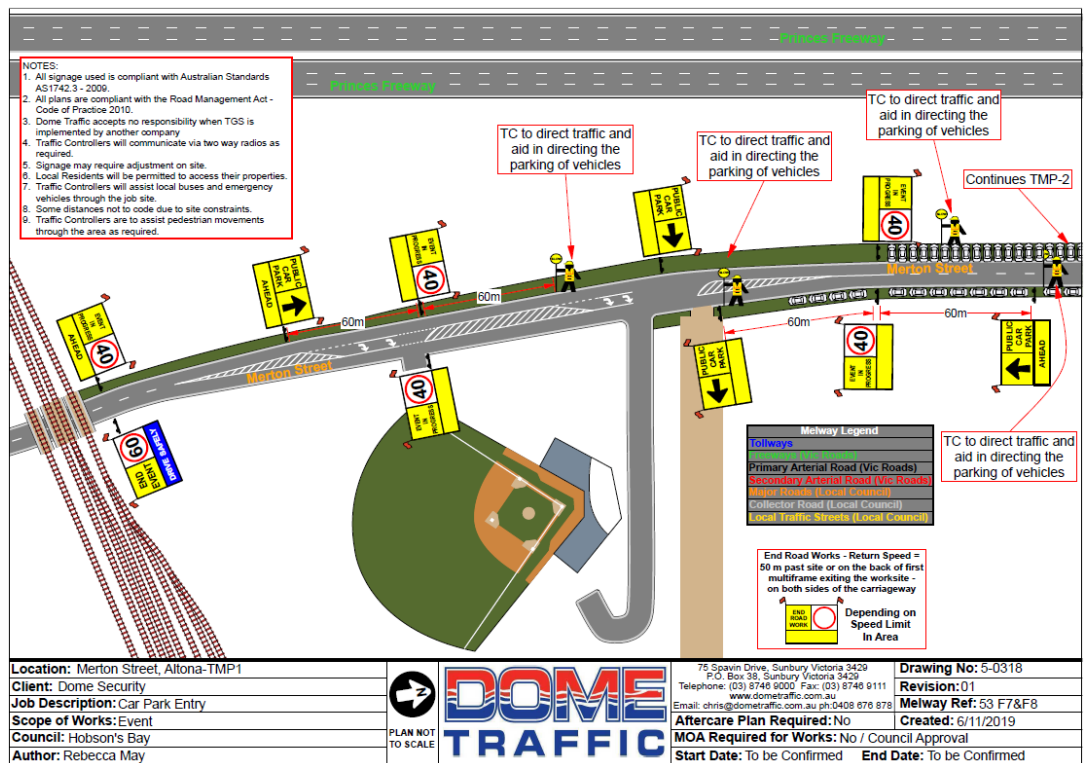
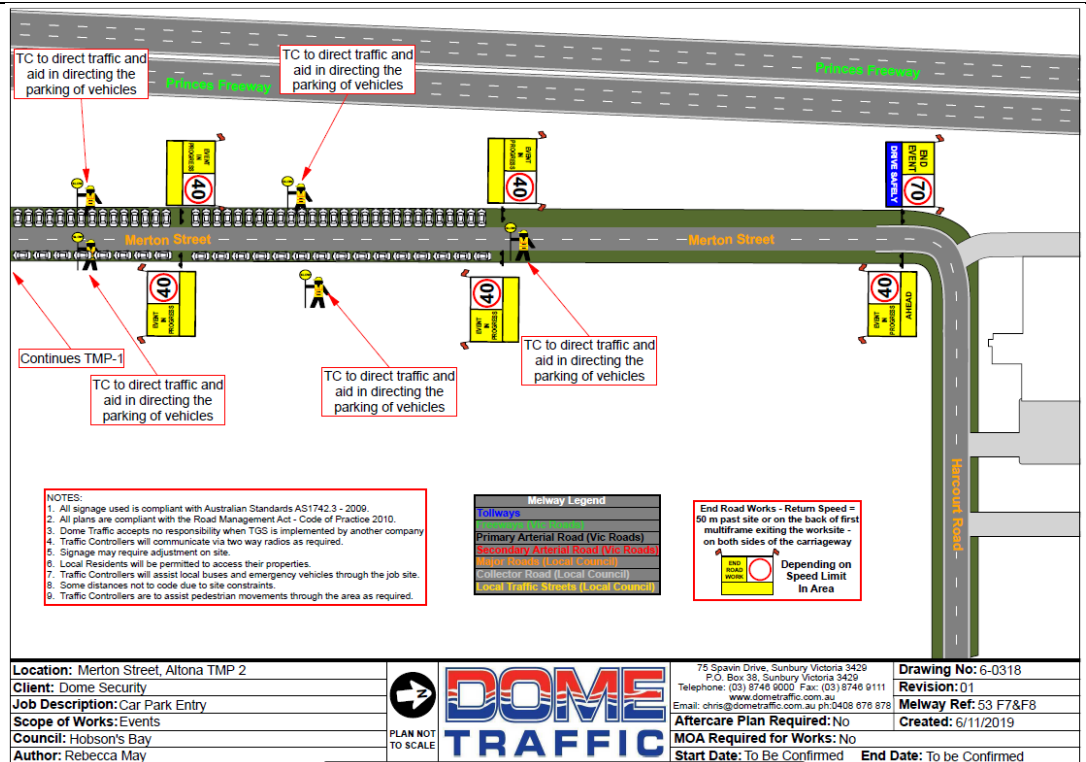
Total area: 374.23 m<sup>2</sup>

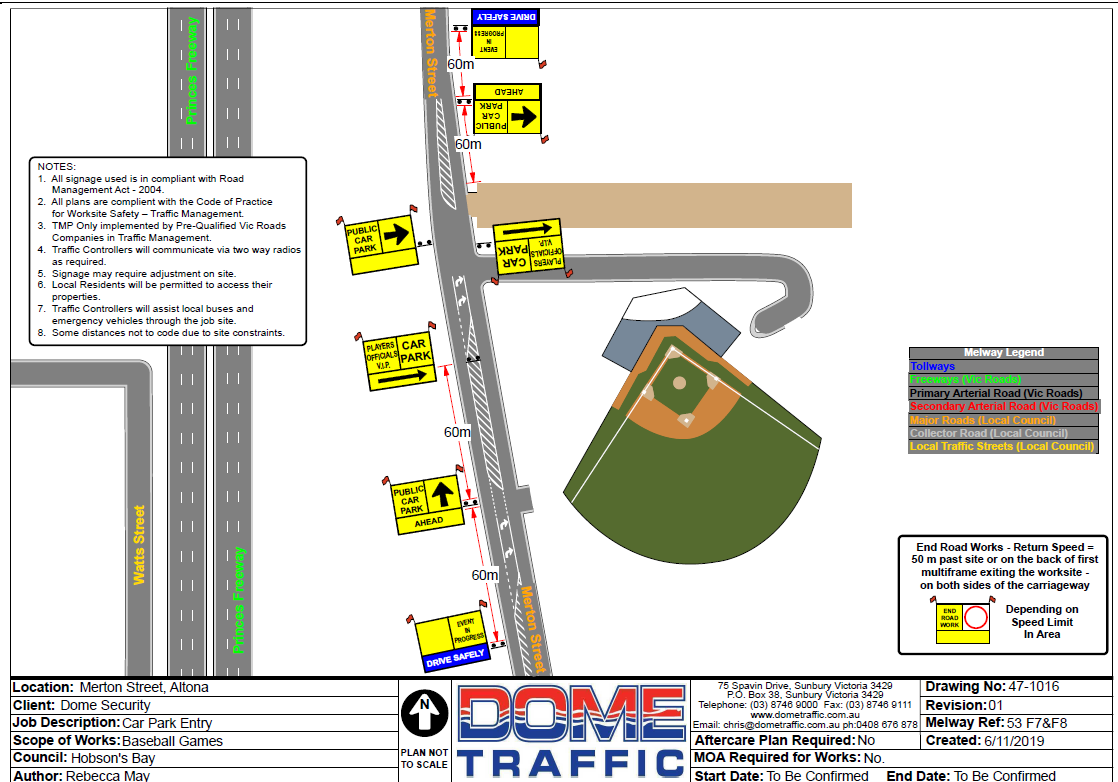
Inside Public Accessible



	 <p>Total area: 1459.23 m<sup>2</sup></p>
<b>Requested maximum number of attendees at the venue</b>	1250 – Allowing for 25% of capacity and 1 person per 4 m <sup>2</sup> in indoor and outside picnic areas.
<b>Venue staff number (excluding vendors, sub-contractors, volunteers)</b>	6
<b>Venue vendors, sub-contractors, volunteers number</b>	67
<b>Event / venue staff key roles and responsibilities</b>	<p>Venue Manager x 1</p> <p>Event Manager x 1</p> <p>Security x 7</p> <p>First Aid x 2</p> <p>Box Office Manager x 1</p> <p>Ticket Sales x 3</p> <p>Box Office Collect x 1</p> <p>Membership Officer x 2</p> <p>Ticket Scanning x 3</p> <p>Usher 1st Base Grandstand x 1</p> <p>Usher 3rd Base Grandstand x 1</p>

	<p>Usher Homeplate Suite x 1</p> <p>Usher 1st Base Suite x 1</p> <p>Usher Ground Level Premium Reserve x 1</p> <p>Usher Rotating / High Grand stand level x1</p> <p>Merchandise Sales x 3</p> <p>Mascot x 2</p> <p>Mascot Chaperone x 1</p> <p>Biosecurity Officer x 2</p> <p>Catering Staff x 12</p> <p>Ground Grew and Maintenance x 3</p> <p>On Field Entertainers x 7</p> <p>Videoboard x 1</p> <p>Scoreboard x 1</p> <p>Audio/sound x 1</p> <p>Ground Announcer x 1</p> <p>Broadcast and Production x 3</p> <p>Social Media and Communications x 2</p> <p>Photography x 1</p>
Number of entry / exit points	
Venue access management arrangements	<p>We have a four stage access management plan in place</p> <p><b>Stage 1</b></p> <p><b>Traffic Management Plan</b> - which includes counting guests on arrival to manage capacity limits, allowing free flow of cars to designated parking areas. Open car park avoids queuing of patrons outside their vehicles upon approach to the stadium entry points.</p>





## Stage 2

**Box Office Management** - encourage online ticket purchases to avoid queuing at the box office. Provide multi window box office to decrease length and time spent standing in queue. Establish social distance markers and barriers and assign Biosecurity Officer to monitor and maintain appropriate social distancing.



### Stage 3

**Biosecurity screening** – If required we are capable of performing temperature checks on all attendees on arrival as we do currently with our Aces playing group and staff. Patrons returning a temperature above 37.5°C, will not be permitted entry and advised to self isolate and seek medical direction. We have developed a QR code which each attendee including spectators, staff, players, contractors and volunteers will be required to scan before answering screening questions and permitted to enter the venue. A Covid Safe Marshall and Security team will monitor the biosecurity screening area to ensure each attendee completes the screening and contact tracing register. A provisional pen and paper register will be available for attendees who do not carry a mobile phone. Bags will be limited to 1 per person and inspected by designated security guards using appropriate PPE including gloves to avoid any unnecessary contact.



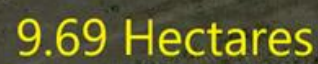




COVID19 VISITOR CHECK IN.  
SCAN QR WITH PHONE CAMERA



Please provide the event site map.



## Section 3: Explanation of Event Public Health Risk Controls

All COVIDSafe Event Plans must incorporate controls to mitigate the risk of coronavirus (COVID-19) transmission before, during and after the event. Consideration must be given to the following aspects of event planning when creating a COVIDSafe Event Plan to identify and mitigate public health risks:

- Event oversight and administration
- Spectator management
- Cleaning and hygiene
- Staff, vendors and subcontractor safety

Please note, this template only provides details of general event risk controls. Event organisers are expected to also incorporate event-specific controls into their COVIDSafe Plans based on the contextual needs of their event.

For detailed guidance on event specific risk controls please refer to '[Guidance for preparing a COVIDSafe Event Plan](#)'.

### Oversight and administration

Events must have an appropriate governance structure that incorporates communication of intent to all event authorities, detail of key people involved in the COVIDSafe Plan and key processes to plan and deliver COVIDSafe events.

- How will you ensure general governance arrangements are widely understood by all facilitators of the event?
- How will you monitor the Victorian Government's latest public health advice and incorporate it into your planning?
- How will you ensure that attendees are provided with key public health messages and advice to stay at home if unwell?
- How will you enable clear and detailed record-keeping to facilitate contact tracing?
- How will you assess and mitigate flow on implications to any surrounding local communities?

### General Governance

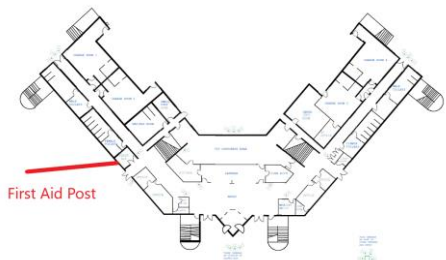
Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"><li>• Communicate intent to hold event with MBP Committee of Management, Hobson's Bay City Council, Department of Land Environment Water and Planning.</li><li>• Review all Covid Safety Processes and Event AOR/Runsheets on 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup> December ahead of home opening game on 31<sup>st</sup> December.</li><li>• Confirm responsible staff for reviewing and updating Covid Safe event plan – Justin Huber (General Manager; 0422178059), Luke Searle (Assistant General Manager; 0439031335). Includes checking <a href="http://www.coronavirus.vic.gov.au">www.coronavirus.vic.gov.au</a></li></ul>	Justin Huber - COVID Compliance Manager




	<p>for any new legislative requirements or Chief Health Office directives.</p> <ul style="list-style-type: none"> <li>• Liaise with City of Hobson's Bay economic development department to identify potential event scheduling conflicts within the municipality. Notify appropriate authorities if conflicts exist, such as local traders associations, public transport operators, emergency services.</li> <li>• Communicate event start and finish times, including gates open/closed, via social media and website to ensure spectators understand clear expectations. In line with AIS return to activity/play play "get in, train, get out", our spectators will be expected to "get in, watch the game, get out".</li> <li>• Confirm three layers of risk personnel include, COVID Safe Marshall x 4 (Dome Security Staff), Biosecurity Officer (Luke Searle), Covid Compliance Manager (Justin Huber). Risk personnel are responsible for ensuring public health measures such as physical distancing, mask wearing, 1 per 4 m<sup>2</sup> adhered to at all times.</li> <li>• Confirm escalation process is:</li> </ul> <p>COVID Safe Marshall ➡ Biosecurity Officer ➡ Covid Compliance Manager</p> <ul style="list-style-type: none"> <li>• In the event that an event is cancelled due to Public Health Direction or any other COVID related reason;             <ol style="list-style-type: none"> <li>1. All patrons holding single game pre-sold tickets will be notified and provided a voucher of equal value to be redeemed at a future event of their choosing.</li> <li>2. All patrons holding group/corporate bookings will be notified and provided a 100% refund.</li> <li>3. General public will be notified via our website, social media channels and media partners, including details of any rescheduled events.</li> </ol> </li> </ul>	
<b>During</b>	<ul style="list-style-type: none"> <li>• Covid Safe Marshall's to perform routine monitoring at the conclusion of each inning, when patrons are most likely to leave their seat and move throughout the venue. Ensure all public health measures are being adhered to.</li> <li>• Biosecurity Officer to ensure all staff, contractors, volunteers, caterers, players and attendees have completed QR code registration to assist contact tracing.</li> </ul>	

	<ul style="list-style-type: none"> <li>Biosecurity Officer to ensure all staff, contractors, volunteers, caterers, players and attendees have completed health screening.</li> <li>Patron information to be kept for no longer than 28 days.</li> </ul>	
<b>After</b>	<ul style="list-style-type: none"> <li>COVID Compliance Manager to report any potential health concerns to relevant Government agency</li> </ul>	

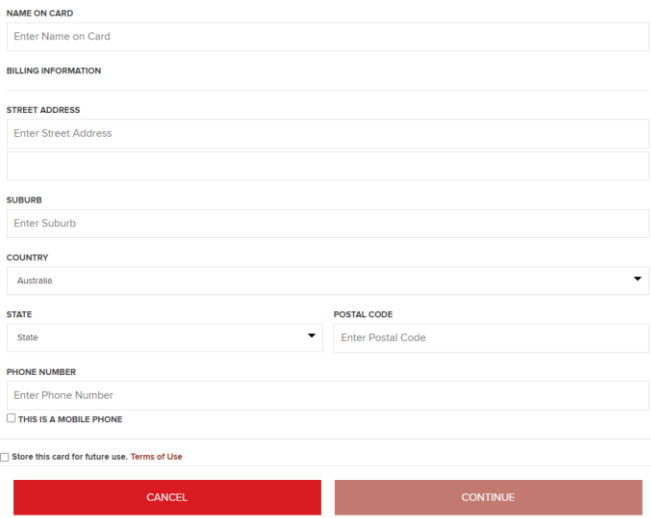
## Communicate Expectations to Event Staff and Attendees


Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Identify first aid posts within Melbourne Ballpark and communicate their location via social media and website.</li> </ul>  <ul style="list-style-type: none"> <li>If a patron is feeling unwell, the following policy will be implemented to encourage unwell guests to stay at home or in isolation away from the public.             <ol style="list-style-type: none"> <li>All patrons holding single game pre-sold tickets will be notified and provided a voucher of equal value to be redeemed at a future event of their choosing.</li> <li>All patrons holding group/corporate bookings will be notified and provided a 100% refund.</li> </ol> </li> <li>Key health messages will be distributed to all attendees via social media and website, which will include:             <ol style="list-style-type: none"> <li>Stay at home if unwell.</li> <li>If feeling unwell, identify yourself to the Biosecurity Officer.</li> <li>Seek assistance if becoming unwell from designated first aid staff, COVID Safe Marshall, Biosecurity Officer or COVID Compliance Manager.</li> <li>Location of designated first aid posts.</li> </ol> </li> </ul>	Justin Huber - COVID Compliance Manager

	<ol style="list-style-type: none"> <li>5. Public health requirements, such as physical distancing, mask wearing and 1 per 4m<sup>2</sup> density.</li> <li>6. Encouragement for all attendees to download Commonwealth Government COVIDSafe App prior to attending the event.</li> <li>7. Advanced direction encouraging patrons to not attend the event if; you have been in close contact with a person who has been diagnosed with COVID-19 Positive, you are positive for COVID-19, you have travelled overseas in the previous 14 days.</li> </ol> <ul style="list-style-type: none"> <li>• All key points within MBP will display advertising promoting good hygiene practices, which will be sourced from <a href="https://www.dhhs.vic.gov.au/promotional-material-coronavirus-covid-19">https://www.dhhs.vic.gov.au/promotional-material-coronavirus-covid-19</a></li> </ul>  <ul style="list-style-type: none"> <li>• Crowding at entry points will be limited by directional signage, booking confirmation, social media and event website, along with regular PA and broadcast announcements, which will communicate venue security and screening requirements in advance of the event.</li> <li>• Signage to be placed at entry points advising attendees not to enter if they are feeling unwell or have symptoms. To include ticket stubs and print-at-home tickets</li> </ul>	
--	--	--

	<ul style="list-style-type: none"> <li>Signage to be placed at entry points advising Melbourne Aces have the right to refuse entry and may insist anyone with COVID-19 symptoms needs to leave the event and obtain COVID-19 testing as per the DHHS and CHO health guidelines. To include ticket stubs and print-at-home ticket.</li> </ul>	
<b>During</b>	<ul style="list-style-type: none"> <li>Aces PA ground announcer will use MBP audio system to inform all attendees of public health measures implemented throughout the event such as: physical distancing, mask wearing and 1 per 4m<sup>2</sup>.</li> <li>Event staff to ensure COVID Safe signage is visible and present throughout the entire event.</li> </ul>	Justin Huber - COVID Compliance Manager


## Record Keeping to Support Contact Tracing of staff, contractors and patrons

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Melbourne Aces ticketing system – Tickets.com, to ensure accurate record of name and phone number of each ticket purchaser is collected for those patrons that purchased tickets online. Below example of current:</li> </ul>  <p>The screenshot shows a checkout form with the following sections: NAME ON CARD (Enter Name on Card), BILLING INFORMATION, STREET ADDRESS (Enter Street Address), SUBURB (Enter Suburb), COUNTRY (dropdown menu showing Australia), STATE (dropdown menu showing State), POSTAL CODE (Enter Postal Code), PHONE NUMBER (Enter Phone Number), and a checkbox for 'THIS IS A MOBILE PHONE'. At the bottom, there is a checkbox for 'Store this card for future use. Terms of Use' and two buttons: CANCEL and CONTINUE.</p> <ul style="list-style-type: none"> <li>Additionally, Tickets.com patron details are linked to seat allocation by section, row and number.</li> <li>All patrons attending the venue will also be required to register via QR code below. This additional system will allow those patrons purchasing tickets at the box office to be captured as well as a backup system for those who have purchased tickets online. A pen and paper registration system will be used as a fail-safe for those patrons who do not carry a mobile phone.</li> </ul>	Justin Huber - COVID Compliance Manager

	 <ul style="list-style-type: none"> <li>• All attendee contact details will be available to the Melbourne Aces and to the DHHS to facilitate contact tracing if required.</li> <li>• An up-to-date record of all staff on site, include contractors, staff, volunteers and players will be captured prior to entry to MBP using QR code and fail-safe pen and paper registration system. This will include time entered and time exited.</li> <li>• All spectators to be sectioned into designated seating and viewing areas. Staff managing each of these areas will be required to limit crossover between these areas to aid in contact tracing where possible.</li> </ul>	
<b>During</b>	<ul style="list-style-type: none"> <li>• Melbourne Aces will adhere to all standards of the privacy and health records legislation. Health Records Act- <a href="https://www2.health.vic.gov.au/about/legislation/health-records-act">https://www2.health.vic.gov.au/about/legislation/health-records-act</a></li> <li>• Aces will make public via social media and website the official event start and conclusion time, to aid contact tracing in the event of a COVID-19 Positive case.</li> </ul>	Justin Huber - COVID Compliance Manager
<b>After</b>	<ul style="list-style-type: none"> <li>• All private patron information will be stored securely for 28 days and not used for any other purpose other than to aid in contact tracing. At the conclusion of the 28 day period, the Aces will destroy all expired records.</li> </ul>	Justin Huber - COVID Compliance Manager

## Impact on the Local Community

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Melbourne Aces will share all COVID Safe event plans through city of Hobsons Bay channels to ensure local community is made aware of the potential impact of our events.</li> <li>• Melbourne Aces will continue to liaise with city of Hobsons Bay to ensure an adequate notification period will allow for local community gathering centers, for example train stations and shopping precincts are prepared for the potential impact of our event. Such as the below example.</li> </ul>	Justin Huber - COVID Compliance Manager

	<p><b>From:</b> Justin Huber  <b>Sent:</b> Monday, 30 November 2020 3:44 PM  <b>To:</b> 'JDawes@hobsonsby.vic.gov.au' &lt;JDawes@hobsonsby.vic.gov.au&gt;  <b>Subject:</b> Melbourne Aces - Covid Safe Public Event Plan</p> <p>Hey Janet,</p> <p>The State Government last week made available their Public Event Framework, which includes an application, consultation and approval process ahead of hosting any tier 1, 2 and 3 events (Melbourne Aces are considered a tier 2 event). As part of the planning phase the framework identifies some key stakeholders which each event organiser is recommended to notify ahead of their scheduled events. The reason for this as you would appreciate are the flow on effects such as congestion on public transport, shopping precincts etc. I'd like to think the Aces game days contribute to an increased public presence in the City of Hobson's Bay, albeit not one of congestion necessarily. However in alignment with the Public Event Framework, I'd like to provide you with our intended games dates, so that you have an opportunity to adequately notify those who may need to be made aware of this potentially increased traffic.</p> <p>Below is a link to the Public Event Framework for your reference and also the Aces home game schedule:</p> <p><a href="https://www.coronavirus.vic.gov.au/public-events">https://www.coronavirus.vic.gov.au/public-events</a></p> 	
<b>During</b>	<ul style="list-style-type: none"> <li>Melbourne Aces will preemptively message via social media and website encouraging attendees to be respectful and considerate of crowding impact at local community centers such as train stations and shopping precincts.</li> </ul>	Justin Huber – COVID Compliance Manager

## Spectator Management

Arrangements must be in place to ensure physical distancing is maintained throughout the event. All staff and attendees must be screened for coronavirus (COVID-19) symptoms before and during the event, and first aid plans should incorporate the management of suspected coronavirus (COVID-19) cases.

- How will you ensure that physical distancing requirements are maintained during the event, including when alcohol is being consumed?
- What measures will you put in place to screen for coronavirus (COVID-19) symptoms?
- How will you monitor the number of people at the event at any given time?
- How will you incorporate the management of suspected coronavirus (COVID-19) cases in your first aid plans?

## Maintain Physical Distancing

Timing	Plans / actions	Responsible
<b>Before</b>	<p>Melbourne Aces will:</p> <ol style="list-style-type: none"> <li>Place floor markings, signs throughout MBP to identify 1.5m distances between attendees queuing at all entries, toilets, canteen, bar and merchandise areas.</li> <li>Use physical barriers at all entries, toilets, canteen, bar and merchandise areas, to separate crowds.</li> </ol>	Justin Huber – COVID Compliance Manager

	<ol style="list-style-type: none"> <li>3. Provide directional signage indicating one-way foot traffic throughout ground-level queuing and high-traffic areas.</li> <li>4. Ensure enough toilets are available to avoid queuing, and source additional provisions if patrons exceed one toilet per 52 patrons.</li> <li>5. Block out all seats which will fall outside the identified capacity threshold, ensuring tickets are not sold above maximum capacity identified by the Chief Health Officer.</li> <li>6. Gate staff to maintain a manual handheld counter to monitor maximum capacity threshold.</li> <li>7. Traffic management staff to maintain a manual handheld counter to monitor maximum capacity threshold.</li> <li>8. Traffic and gate staff to communicate to box office staff via radio system in periodic intervals to adequately inform if capacity threshold is being approached.</li> </ol> <ul style="list-style-type: none"> <li>• Melbourne Aces will manage suspected or symptomatic attendees by: <ol style="list-style-type: none"> <li>1. <b>Suspected Positive Case Management</b> <ol style="list-style-type: none"> <li>(a) If an attendee has symptoms consistent with COVID-19: <ol style="list-style-type: none"> <li>I. They will be presumed to have the virus;</li> <li>II. Advised to seek immediate testing through a designated testing facility and remain in isolation until the results of the test are known.</li> <li>III. Be provided a designated isolation area within MBP if symptoms develop during the event, to avoid contact with other attendees.</li> <li>IV. Be provided a clear and safe pathway to a private transport arrangement so that the attendee can safely exit the venue and commence self-isolation.</li> <li>V. They must isolate in accordance with the government guidelines.</li> </ol> </li> </ol> </li> </ol> </li> </ul>	
--	--	--

	<p>VI. They must immediately report to the local public health authority and Biosecurity Officer.</p> <p>VII. The Team Biosecurity Officer is responsible for notifying the COVID Compliance Manager as soon as possible.</p> <p>VIII. The COVID Compliance Manager will escalate as required.</p> <p>IX. The DHHS will commence contract tracing, and will be supported by the Melbourne Aces and COVID Compliance Manager in the event of a positive COVID-19 test.</p> <ul style="list-style-type: none"> <li>• Ensure emergency evacuation areas have adequate signage detailing requirement to socially distance in the event of an evacuation.</li> </ul>	
<b>During</b>	<ul style="list-style-type: none"> <li>• Covid Safe Marshall's to perform routine monitoring at the conclusion of each inning, when patrons are most likely to leave their seat and move throughout the venue. Ensure all public health measures are being adhered to, including 1.5m physical distancing, 4m<sup>2</sup> density and face mask wearing.</li> <li>• Covid Safe Marshalls to monitor all queuing areas such as; box office, canteen, bar, toilets, and merchandise areas to ensure physical distancing is being adhered to.</li> </ul>	Justin Huber – COVID Compliance Manager

### Screening for symptoms of staff, contractors and patrons

Timing	Plans / actions	Responsible
<b>Before</b>	<p>Melbourne Aces will:</p> <ul style="list-style-type: none"> <li>• Encourage staff, contractors and volunteers to stay home if they have signs or symptoms of COVID-19, such as: cough, fever, sore throat, fatigue or shortness of breath.</li> <li>• Use social and digital media platforms to encourage patrons to stay home if they have signs or symptoms of COVID-19, such as: cough, fever, sore throat, fatigue or shortness of breath.</li> </ul>	Justin Huber – COVID Compliance Manager



	<ul style="list-style-type: none"> <li>Screen all staff, contractors, and volunteers upon arrival to MBP and if required all ticketed spectators using below QR code:</li> </ul> <div data-bbox="432 313 880 862" data-label="Image"> </div>	
During	<p>Melbourne Aces will:</p> <ul style="list-style-type: none"> <li>Ask the following screening questions:</li> </ul> <div data-bbox="545 990 1069 1917" data-label="Form"> <p>Please answer yes if any of the following apply to you. *</p> <ul style="list-style-type: none"> <li>Your temperature is above 37.5 Degrees Celsius.</li> <li>You have been overseas or travelled on a cruise ship in the last 14 days.</li> <li>You have been in contact with a confirmed or suspected case of COVID-19 in the last 14 days.</li> <li>You are in close contact with or caring for someone who is currently unwell.</li> <li>You are currently isolating for any reason.</li> <li>You are currently or within the last 7 days been feeling unwell or aware of any of the following symptoms:             <ul style="list-style-type: none"> <li>Fever, night sweats or chills</li> <li>Cough</li> <li>Runny nose, sore or scratchy throat</li> <li>Shortness of breath</li> </ul> </li> </ul> <p>Choose ▼</p> <p>Next</p> <p>Never submit passwords through Google Forms.</p> </div> <ul style="list-style-type: none"> <li>Conduct security and bag check concurrently with screening to ensure risk minimization.</li> </ul>	Justin Huber – COVID Compliance Manager

	<ul style="list-style-type: none"> <li>Isolate the attendee in the designated isolation space, provide the affected person with the appropriate PPE, and arrange support from designated first aid and biosecurity team, in the event that a patron answers yes to any of the screening questions.</li> </ul>	
--	---	--

## Entry Points

Timing	Plans / actions	Responsible
<b>Before</b>	<p>Melbourne Aces will:</p> <ul style="list-style-type: none"> <li>Encourage online ticket purchases to avoid queuing at the box office.</li> <li>Provide multi window box office to decrease length and time spent standing in queue.</li> <li>Establish social distance markers and barriers and assign Biosecurity Officer to monitor and maintain appropriate social distancing.</li> <li>Limit bags to 1 per person and inspect all bags by designated security guards using appropriate PPE including gloves to avoid any unnecessary contact.</li> <li>Place floor markings at entry points such as box office and main entry gate to identify 1.5m distances between attendees queuing.</li> <li>Use physical barriers at box office and main entry to separate crowds.</li> <li>Provide directional signage indicating one-way foot traffic at box office and main entry points.</li> </ul>	Justin Huber – COVID Compliance Manager
<b>During</b>	<ul style="list-style-type: none"> <li>Conduct security and bag check concurrently with screening and ticket scanning at main entry to ensure risk minimization.</li> <li>Security guards to wear PPE including gloves and avoid unnecessary touching of bags or physical contact with patrons.</li> <li>Biosecurity officer and COVID Marshalls to monitor ques to make sure 1.5m distancing is maintained at all times.</li> </ul>	Justin Huber – COVID Compliance Manager

## End of event or patron departure for the event

Timing	Plans / actions	Responsible
<b>Before</b>	Melbourne Aces will:	Justin Huber – COVID Compliance Manager

	<ul style="list-style-type: none"> <li>• Ensure appropriate directional signage is in place to manage attendees' arrival and departure to prevent co-mingling.</li> <li>• Provide barriers to encourage crowds to disperse evenly upon entry and exiting the venue.</li> <li>• Use PA and gameday staff to usher crowds through high-traffic areas to avoid overcrowding at entry or exit points.</li> </ul>	
<b>During</b>	<ul style="list-style-type: none"> <li>• COVID Marshalls and Biosecurity Officers to monitor crowd density throughout entry and exit pathways.</li> <li>• Direct crowds to less congested exits, which will be opened to allow crowds to disperse quickly at the conclusion of the game.</li> </ul>	Justin Huber – COVID Compliance Manager

### First Aid / In-Event Health Service Plans

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<p>The Melbourne Aces will:</p> <ul style="list-style-type: none"> <li>• Ensure there is a dedicated isolation area for anyone exhibiting symptoms of COVID-19 (before, during or after the Game) where the individual can be taken immediately.</li> <li>• Give clear instructions on how to leave the Venue without making contact with other individuals, surfaces or objects.</li> <li>• Clean any isolation areas immediately after use in accordance with any State jurisdiction requirements.</li> <li>• Contact and get instructions from the ABL Club Doctor on site regarding next steps for the affected individual. This could include, but is not limited to, directions to return home, consult with their medical practitioner or go to hospital.</li> <li>• Biosecurity Officers will report daily to the COVID Compliance Manager the following information (including if unchanged or null results): <ul style="list-style-type: none"> <li>○ The number of players, staff, volunteers and attendees that have been isolated due to displaying symptoms potentially consistent with COVID-19.</li> </ul> </li> </ul>	Justin Huber – COVID Compliance Manager

	<ul style="list-style-type: none"> <li>○ The results of all COVID-19 tests for Players and ABL Club Support Staff, confirmed or cleared.</li> <li>○ Any concerns at a systemic level that there is an emerging mental health issue within the group.</li> <li>• The ABL COVID Compliance Manager will escalate as required to the ABL chief Medical Officer, ABL CEO or accordingly with the DHHS, Worksafe or appropriate government authority.</li> <li>• Report any of the above information in relation to COVID-19 symptoms, suspected potential cases, testing and the subsequent result of ANY affiliated MLB player directly to their MLB club. This MUST be communicated within 24 hours.</li> <li>• Ensure all first aid/in-event health staff have completed training to identify and manage potential COVID-19 cases at <a href="https://www.dhhs.vic.gov.au/infection-prevention-control-resources-covid-19">https://www.dhhs.vic.gov.au/infection-prevention-control-resources-covid-19</a></li> </ul>	
<b>During</b>	<p>The Melbourne Aces will:</p> <ul style="list-style-type: none"> <li>• Ensure all staff, contractors including volunteers wear appropriate PPE, including masks, at all times.</li> <li>• Ensure all attendees comply with latest chief health officer directions for face masks.</li> <li>• Ensure all first aid and public health announcements are communicated to all attendees via MBP PA system during the pregame production, first, third and sixth innings, along with postgame exiting instructions.</li> <li>• Prior to entering the venue, all Players, Staff, volunteers and contractors must complete daily health monitoring in the supplied check-in / screening form regarding the presence of any COVID-19 symptoms and/or contact with any COVID-19 confirmed case.</li> <li>• Any Screening that may suggest an increased risk of exposure to COVID-19 such as answering yes to displaying COVID-19 symptoms, will be automatically notified to Biosecurity Officer and in the case of a positive test, accordingly with the DHHS, Worksafe or appropriate government authority.</li> <li>• Team Biosecurity Officers must immediately report to COVID Compliance Manager the person who has triggered the 'alert'.</li> </ul>	Justin Huber – COVID Compliance Manager

	<ul style="list-style-type: none"> <li>• In the event of an emergency: <ul style="list-style-type: none"> <li>○ Ensure public health messaging includes appropriate communication in the event of a medical emergency which prevents attendees from queuing or gathering in evacuation areas.</li> <li>○ Ensure gameday staff and ushers quickly disperse fans and utilize all emergency exits to prevent gathering or queuing at emergency exits.</li> <li>○ Ensure all gameday staff and ushers are wearing PPE.</li> <li>○ Create unobstructed pathway from the designated isolation area to private transport arrangement in the event of a suspected case, preventing any contact with attendees, staff, or any fixed surfaces or objects, including to ambulance meeting points.</li> </ul> </li> </ul>	
<b>After</b>	<ul style="list-style-type: none"> <li>• Ensure a record of each notifiable incident has been kept for a minimum of 28 days.</li> </ul>	Justin Huber – COVID Compliance Manager

### Emergency services access

Timing	Plans / actions	Responsible
--------	-----------------	-------------

## Before

### EVENT DETAILS

Event name	Aces Game Day		
Name of organisation	MBP, Aces, Dome Security		
Contact details (name, email, mobile)	MBP	Justin Huber	0422178059
	Aces	Luke Searle	0439031335
	Dome Security	Mark Jenkins	0433 581 976
Date/s of event	Nov NO Events	Dec 31	Jan 1,2,3,14,15,16,17,21,22,23,24
Location/address of event	MBP	Merton St	Altona
Site/venue capacity	3000		
Expected attendance	200-1500		
Event times	Event	Start: 1pm	Finish: 5pm
	Event	Start: 6:30pm	Finish: 11pm
	Event	Start: 7pm	Finish: 11:30pm
	Event	Start: 7:30pm	Finish: 12am
	Event	Start:	Finish:
	Finish times one hour after game conclusion		
Event description	Australian Baseball League Game		

### COMMUNICATION AND CONSULTATION DETAILS

Authority/Other	Name	Contact	Advice/Information/Comments
MBP	Martin Hiron	0409117786	Chair - Melbourne Ballpark Committee
Aces	Justin Huber	0422178059	GM - Melbourne Aces

### EMERGENCY MANAGEMENT STRUCTURE

Name	Position	Risk, Safety, Emergency role	Mobile (event day)
Justin Huber	GM - Aces	Chief warden – overall event safety, initiate emergency procedures if required, contact emergency services, conduct pre and post event briefings	0422178059
Luke Searle	AGM - Aces	Site safety officer including checking emergency equipment and personnel are in place, act if emergency arises, liaise with Chief Warden and first aiders where required.	0439031335

### FIRST AID/MEDICAL PLAN

Attendance details	Dome Security will be present 30 minutes prior to start time & 30 minutes past game finish and will provide 1 first aiders at all times. They will bring their own equipment and will be located in first aid room on 3 <sup>rd</sup> base side of building	
First aid/medical emergency response	<p><b>If life threatening incident</b> – event marshal to call 000 and request Ambulance. Request immediate attendance by First Aid personnel. Remain with patient, notify Chief Warden/other marshals to meet ambulance and take to incident.</p> <p><b>If non-life threatening</b>, event marshal to determine whether person can get to First Aid station or whether first aid attends the person. Notify First Aid and remain with person until attended. Complete incident report form as soon as possible afterwards.</p>	
Provider/Service	Contact Name	Mobile
Dome Security	Mark Jenkins	0433 581 976

### FIRE PREVENTION AND RESPONSE PLAN

Potential fire sources	Prevention and treatment options	Responsibility
Gas cylinders, flames, BBQs in food vendor stalls	All food vendors required to have safe cooking procedures in place, fire extinguishers or blankets. Site manager to check before and during event.	Site Manager - LS

### CROWD CONTROL/SECURITY PLAN

Crowd control/security plan	Dome Security will provide 2 security personnel from 30 minutes prior to start time & 30 minutes after game completion to monitor crowd behaviour, ensure responsible consumption of alcohol on site and protect infrastructure on site. All event marshals will be responsible for identifying potential crowd control or security issues, and will call the security personnel if required. If potential danger to marshal or crowd, Victoria Police will be called – 000.	
Provider details	Contact name:	Mobile:
Dome Security	Mark Jenkins	0433 581 976

### TRAFFIC MANAGEMENT PLAN

Crowd control/security plan	Dome Security will provide 2 traffic management personnel from 1 hour prior to start time & 30 minutes after game completion to monitor traffic on site and protect infrastructure on site. All event marshals will be responsible for identifying potential traffic control issues.	
Provider details	Contact name:	Mobile:
Dome Security	Mark Jenkins	0433 581 976

Justin Huber –  
COVID Compliance  
Manager

	<b>EMERGENCY EVACUATION PROCEDURES</b>	
	<b>Emergency evacuation procedures</b>	<i>The site may require evacuation if there is an unexpected major incident on the site or if there is a nearby emergency threatening the event. The Event Manager/Chief Warden will authorise an evacuation, where possible in conjunction with emergency services. The evacuation will be communicated by announcements over the PA system and through the use of marshals. Marshals will communicate via radios and mobile phones. People will be evacuated away from the site of the incident/emergency. The designated evacuation routes and sites are.... People will only be allowed back to the event site when authorised by the Event Manager and emergency services.</i>
	<b>WEATHER MONITORING AND RESPONSE PLAN</b>	
	<b>Weather monitoring and response plan</b>	<i>Weather will be monitored using BOM website. If weather conditions are forecast to threaten public safety on event day, The following plan will be action: Move people inside main building &amp; evacuate from site if &amp; when weather permitting</i>
	<b>COMMUNICATIONS PLAN</b>	
	<b>Communications plan</b>	<i>Mobile phones and portable radios will be used (channels/frequencies used...). The backup plan will be... There will be a PA system at the event to communicate with event visitors. All equipment will be checked the day prior to the event and all batteries charged. There will be spare sets of batteries, and charging facilities at the event.</i>
	<b>OTHER EMERGENCIES</b>	
	<b>Event specific plans</b>	
	<b>TESTING, TRAINING, BRIEFING</b>	
	<b>Emergency procedures testing, training and briefing details</b>	Toolbox meeting carried out 30 minutes prior to game start
	<b>POST EVENT EVALUATION</b>	
	<b>Post event evaluation detail</b>	Toolbox meeting carried out 30 minutes after game completion
<b>During</b>	<ul style="list-style-type: none"> <li>Ensure key staff are aware when emergency services have been called to attend the event in the case of an emergency.</li> </ul>	
		Justin Huber – COVID Compliance Manager

## Evacuation

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>The Melbourne Aces will establish additional evacuation sites in the car park and surrounding grounds to preventing close contact in the event of an emergency,</li> <li>Ensure evacuation plans have been shared with venue staff.</li> <li>Ensure appropriate directional signage is in place to manage attendees' evacuation to prevent co-mingling.</li> <li>Provide barriers to encourage attendees to disperse evenly upon evacuation of the venue.</li> </ul>	Justin Huber – COVID Compliance Manager

	<ul style="list-style-type: none"> <li>Use PA and gameday staff to usher crowds through high-traffic areas to avoid overcrowding at exit points in the event of evacuation.</li> </ul>	
<b>During</b>	<ul style="list-style-type: none"> <li>In the event of an unexpected major incident on the site or if there is a nearby emergency threatening the event or its attendees, the Event Manager/Chief Warden will authorise an evacuation, where possible in conjunction with emergency services.</li> <li>The evacuation and need for physical distancing will be communicated by announcements over the PA system and through the use of ushers. Ushers will communicate via radios and mobile phones. Attendees will be evacuated away from the site of the incident/emergency.</li> <li>People will only be allowed back to the event site when authorised by the Event Manager and emergency services.</li> </ul>	Justin Huber – COVID Compliance Manager

## Weather

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Communicate high temperature or potential rainfall events in advance through social media and digital platforms, enabling attendees to adequately dress for extreme weather events, preventing gathering or queuing under minimal covered structures at the venue.</li> </ul>	Justin Huber – COVID Compliance Manager
<b>During</b>	<ul style="list-style-type: none"> <li>Monitor under cover areas to ensure physical distancing during instances of high temperature or rain.</li> </ul>	Justin Huber – COVID Compliance Manager

## Service of Alcohol

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Provide barrier fencing to ensure one-way flow of pedestrian traffic is achieved at all bars and service areas.</li> <li>Place physical distancing markers in all bars and service areas where fans would queue.</li> </ul>	Justin Huber – COVID Compliance Manager
<b>During</b>	<ul style="list-style-type: none"> <li>Ensure gathering does not occur in areas where alcohol is being consumed.</li> </ul>	Justin Huber – COVID Compliance Manager



	<ul style="list-style-type: none"> <li>• Monitor all bars and service areas for crowd density and cease operating if distancing measures cannot be maintained.</li> </ul>	
--	---	--

## Cleaning and Hygiene

A regular and thorough cleaning schedule must be implemented before, during and after the event with high traffic areas such as toilets and frequently touched objects such as door handles, counters and railings regularly disinfected.

- How will you ensure that adequate provisions are made for handwashing and hand sanitation throughout the event?
- How will you ensure that facilities are readily available throughout the event?
- How will you make sure that frequently touched objects are cleaned regularly?
- How will you make sure shared spaces like bathrooms are cleaned regularly?

### Regular and Thorough Cleaning and Disinfection

Timing	Plans / actions	Responsible
<b>Before</b>	<p>The Melbourne Aces will:</p> <ul style="list-style-type: none"> <li>• Ensure all cleaning staff are wearing appropriate PPE including masks, and have been adequately briefed on correct usage.</li> <li>• Instruct all cleaning staff to use 4 step minimum standard cleaning process for pre event cleaning, which is: <ol style="list-style-type: none"> <li>1. Prepare cleaning equipment and ventilate the space before cleaning.</li> <li>2. Clean each area by removing dust and any other material or debris.</li> <li>3. Sanitise all high-touch surfaces, such as door knobs, bench tops, desks, points of sale, keyboards, scanners, box office printers, toilets, bathrooms.</li> <li>4. Check that each space has been thoroughly cleaned and sanitised.</li> </ol> </li> <li>• Ensure adequate provision of bins at all main entry and exit points throughout the stadium and concourse, toilets, canteen and food service areas, grandstand and staff only areas.</li> </ul>	Justin Huber – COVID Compliance Manager
<b>During</b>	<ul style="list-style-type: none"> <li>• Ensure cleaning staff follow DHHS cleaning and disinfecting guidelines.</li> </ul> <p><a href="#">Cleaning and disinfecting to reduce COVID-19 transmission</a></p> <ul style="list-style-type: none"> <li>• Ensure All high touch areas are cleaned a minimum of twice per day.</li> <li>• Ensure any visibly soiled surfaces are cleaned immediately and as required.</li> </ul>	Justin Huber – COVID Compliance Manager

<b>After</b>	<ul style="list-style-type: none"> <li>Ensure final clean of event site is conducted throughout all inhabited areas, including staff only areas, merchandise, box office, grandstand, corporate and food services areas.</li> </ul>	Justin Huber – COVID Compliance Manager
--------------	---	---

## Hand Sanitiser and Hand Washing Facilities

Timing	Plans / actions	Responsible
<b>Before</b>	<p>Melbourne Aces will ensure General Hygiene Practices are communicated via venue signage, PA announcements, and expectations for all attendees including staff, players and volunteers are followed, which are:</p> <ul style="list-style-type: none"> <li>Wash your hands often and before eating with soap and water for at least 20 seconds;</li> <li>If soap and water are not available, use an alcohol-based hand sanitiser;</li> <li>Avoid direct contact with COVID-19 infected people;</li> <li>Avoid touching your face, eyes, nose and mouth;</li> <li>void close contact with people who are sick;</li> <li>Cover your mouth to cough or sneeze (using your elbow);</li> <li>No not share towels, water bottles or food;</li> <li>Do not have communal food access i.e. lolly bowls, team buffet style meals etc.;</li> <li>No not share headsets, computers or laptops, handheld whiteboards, unless they have been wiped with antibacterial wipes or alcohol-based sanitiser prior to and after each use;</li> <li>Minimise the amount of close contact between all players and individuals at the ABL Clubs, avoiding huddles, handshaking, high fives and team meetings in confined spaces;</li> <li>Maintain social distancing;</li> <li>Limit physical contact;</li> <li>No spitting or clearing nasal secretions; and</li> <li>If you are feeling unwell, immediately remove yourself from the proximity of others and notify a Covid Safe Marshall or Biosecurity Officer.</li> </ul>	Justin Huber – COVID Compliance Manager
<b>During</b>	The Melbourne Aces will ensure hand washing and sanitization facilities in the foyer and toilet facilities are maintained with enough stock to ensure staff and attendees can thoroughly wash their hands throughout the course of the entire event.	Justin Huber – COVID Compliance Manager



## Staff, vendors, volunteers and contractors

Staff, vendors, volunteers and contractors are essential in operating a COVIDSafe event. They must understand and be responsible for their personal distancing and hygiene practices, and support attendees to behave in a COVIDSafe manner. To enable this, they must undergo appropriate coronavirus (COVID-19) training and have access to suitable personal protective equipment.

- How will you ensure that staff have access to appropriate personal protective equipment, and they receive appropriate training in its use?
- How will you monitor the wellbeing of staff during the event?
- How will you ensure adequate physical distancing is maintained between staff and attendees?
- How will you make sure staff have undergone suitable training?

## Event organisers and general event staff

Timing	Plans / actions	Responsible
<b>Before</b>	<p>The Melbourne Aces will:</p> <ul style="list-style-type: none"> <li>• Provide MBP OH&amp;S Risk Register to all staff, cleaners, security, first aid and contractors prior to each event: <a href="https://drive.google.com/file/d/1lyVWX9OuZWEELEkbnczc1Zdz-pgj0RFi/view?usp=sharing">https://drive.google.com/file/d/1lyVWX9OuZWEELEkbnczc1Zdz-pgj0RFi/view?usp=sharing</a></li> <li>• Ensure all gameday staff including contractors are provided appropriate PPE, including masks, and briefed thoroughly on correct use ahead of each event.</li> <li>• Share all COVID Safe public event planning documents with gameday staff, including contractors, ahead of each event.</li> <li>• Instruct all staff on correct procedures in the event of a suspected COVID-19 case.</li> </ul>	Justin Huber – COVID Compliance Manager
<b>During</b>	<ul style="list-style-type: none"> <li>• The Melbourne Aces will ensure all staff understand key principles of COVID Safe event plan, enabling a greater level of monitoring to occur outside of COVID Safe Marshalls, Biosecurity Officer and COVID Compliance Manager.</li> </ul>	Justin Huber – COVID Compliance Manager

## Food and catering staff

Timing	Plans / actions	Responsible
<b>Before</b>	<p>The Melbourne Aces will:</p> <ul style="list-style-type: none"> <li>• Ensure all catering and food-handling staff wear appropriate PPE and have been adequately briefed on correct use prior to each event.</li> </ul>	Justin Huber – COVID Compliance Manager

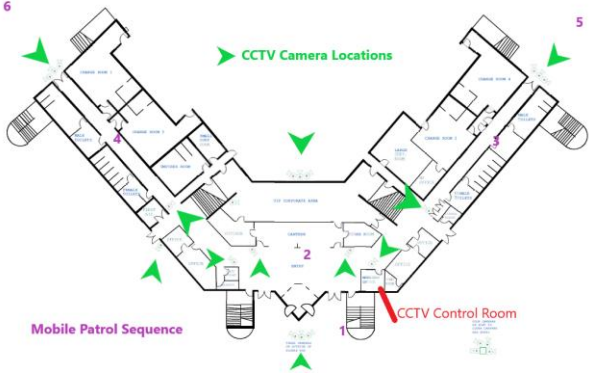
	<ul style="list-style-type: none"> <li>• Ensure all catering and food-handling staff have a central person of contact with radio communication to COVID Safe Marshall.</li> <li>• Ensure all catering and food-handling staff have been trained to prepare and serve food and beverages in compliance with COVID Safe directions: <a href="https://www2.health.vic.gov.au/public-health/food-safety">https://www2.health.vic.gov.au/public-health/food-safety</a></li> </ul>	
<b>During</b>	The Melbourne Aces will ensure all catering and food-handling staff have been briefed to monitor queues and notify COVID Safe Marshalls via radio communication if physical distancing is not being maintained.	Justin Huber – COVID Compliance Manager

## Cleaning staff

Timing	Plans / actions	Responsible
<b>Before</b>	<p>The Melbourne Aces will:</p> <ul style="list-style-type: none"> <li>• Ensure all cleaning staff are provided appropriate PPE, including masks, and have been appropriately trained in their use using DHHS guidance found at <a href="https://www.dhhs.vic.gov.au/personal-protective-equipment-ppe-covid-19">https://www.dhhs.vic.gov.au/personal-protective-equipment-ppe-covid-19</a></li> <li>• Ensure all cleaning staff have a central person of contact with radio communication to COVID Safe Marshall.</li> <li>• Ensure cleaning staff have been briefed, monitoring gathering points and queues in areas such as toilets and will notify COVID Safe Marshalls accordingly if physical distancing is not being maintained in these areas.</li> </ul>	Justin Huber – COVID Compliance Manager
<b>During</b>	Cleaning staff will maintain point of communication with COVID Safe Marshall via radio communication, which includes first aid staff and Biosecurity Officer.	Justin Huber – COVID Compliance Manager

## Security staff

Timing	Plans / actions	Responsible
<b>Before</b>	<p>The Melbourne Aces will:</p> <ul style="list-style-type: none"> <li>• Ensure security staff are provided appropriate PPE, including masks, and have been appropriately trained in their use using DHHS</li> </ul>	Justin Huber – COVID Compliance Manager

	<p>guidance found at <a href="https://www.dhhs.vic.gov.au/personal-protective-equipment-ppe-covid-19">https://www.dhhs.vic.gov.au/personal-protective-equipment-ppe-covid-19</a></p> <ul style="list-style-type: none"> <li>• Ensure security staff have been supplied radio communication with COVID Safe Marshalls, Biosecurity Officer and COVID Compliance Manager</li> <li>• Ensure security staff follow Mobile Patrol Sequence as outlined in MBP security plan, including monitoring CCTV cameras via Control Room to ensure density limits and physical distancing is being maintained at all times:</li> </ul>  <ul style="list-style-type: none"> <li>• Ensure security staff have COVID Safe protocol in place for crowd management and movement of attendees through crowds.</li> </ul>	
<b>During</b>	<p>The Melbourne Aces will:</p> <ul style="list-style-type: none"> <li>• Ensure security plays lead role with COVID Safe Marshalls to collect accurate attendee details for COVID Safe records.</li> <li>• Ensure all security personnel have protective equipment at entry points and for all staff engaging with attendees exhibiting possible COVID-19 symptoms.</li> <li>• Maintain vigilance over crowd density and movement to ensure physical distancing and crowd density limits are maintained throughout the event.</li> </ul>	Justin Huber – COVID Compliance Manager

## Volunteers

Timing	Plans / actions	Responsible
<b>Before</b>	<p>The Melbourne Aces will:</p> <ul style="list-style-type: none"> <li>• Ensure volunteers are provided appropriate PPE, including masks, and have been appropriately trained in their use using DHHS</li> </ul>	Justin Huber – COVID Compliance Manager

	<p>guidance found at <a href="https://www.dhhs.vic.gov.au/personal-protective-equipment-ppe-covid-19">https://www.dhhs.vic.gov.au/personal-protective-equipment-ppe-covid-19</a></p> <ul style="list-style-type: none"> <li>• Ensure volunteers have been supplied radio communication with event manager, COVID Safe Marshalls, Biosecurity Officer and COVID Compliance Manager.</li> <li>• Ensure volunteers have been adequately briefed on responsibilities, roles and designated areas of operation prior to each event.</li> </ul>	
<b>During</b>	The Melbourne Aces will ensure event manager, COVID Safe Marshalls, Biosecurity Officer and COVID Compliance Manager routinely monitor the wellbeing of volunteers throughout each event.	Justin Huber – COVID Compliance Manager
<b>After</b>	The Melbourne Aces will maintain a contact register for all volunteers, detailing their responsibilities and areas of operation within the venue in line with record-keeping procedures.	Justin Huber – COVID Compliance Manager

## Deliveries

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• All non-essential visits to MBP will be cancelled or postponed.</li> <li>• All visiting delivery drivers will check in to MBP using QR code and remain in vehicles and use contactless delivery methods to communicate with Aces staff wherever possible.</li> <li>• The Melbourne Aces will ensure are directed to use hand sanitiser prior to handling products being delivered.</li> </ul>	Justin Huber – COVID Compliance Manager
<b>During</b>	<ul style="list-style-type: none"> <li>• Ensure delivery drivers attending the site are given clear instructions of MBP contactless delivery requirements while they are on site.</li> <li>• All essential maintenance and repair services to provide safe work method statement and public liability insurance prior to performing works.</li> <li>• Ensure essential maintenance and repair services are providing instructions for operating at MBP, such as access to toilets, use of PPE, entry and exit, ect...</li> </ul>	Justin Huber – COVID Compliance Manager



Other staff (if any)

Timing	Plans / actions	Responsible
Before	N/A	
During	N/A	

## Section 4: Event Specific COVIDSafe Controls (if relevant)

### Operational Spaces

Events are often comprised of multiple discrete areas and/or spaces. These spaces may be external (e.g., transport hubs, ticket offices, training/practice facilities), front of house (e.g. toilets, retail outlets, grandstands), back of house (e.g. staff areas), or other spaces (e.g. fields of play, stages).

- How will you demonstrate in your event plan that you can ensure staff, contractors and patrons can access the parts of the venue or event as required? Eg. 'spectator zones' or 'staff only' sections clearly demarcated.

Complete following sections as applicable to your event.

Public Transport: for large scale events, how will you incorporate public transport or engage with the Department of Transport?

Timing	Plans / actions	Responsible
Before	N/A (Majority of attendees arrive via car, affect on public transport minimal)	
After	N/A (Majority of attendees arrive via car, affect on public transport minimal)	

### Car Parks

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> <li>• Traffic management control to ensure vehicles are parked utilizing the entire parking facilities at MBP, minimizing unnecessary contact with crowd members entering the venue.</li> <li>• The Melbourne Aces will ensure physical distancing signage upon entrance and exit of the car parks, reminding attendees of this requirement.</li> <li>• Provide directional signage to increase one way traffic to and from car park, encouraging attendees to move concisely throughout the venue and avoid gathering or unnecessary contact with other patrons.</li> </ul>	Justin Huber – COVID Compliance Manager
During	Traffic control personnel to monitor crowd movement to avoid congestion and notify COVID Safe Marshalls immediately if this occurs via radio communication.	Justin Huber – COVID Compliance Manager

## Ventilation – Indoor Spaces

Timing	Plans / actions	Responsible
<b>Before</b>	Ensure where practicable, all windows and doors are open prior to each event.	Justin Huber – COVID Compliance Manager
<b>During</b>	Ensure where practicable, all windows and doors are open throughout each event.	Justin Huber – COVID Compliance Manager

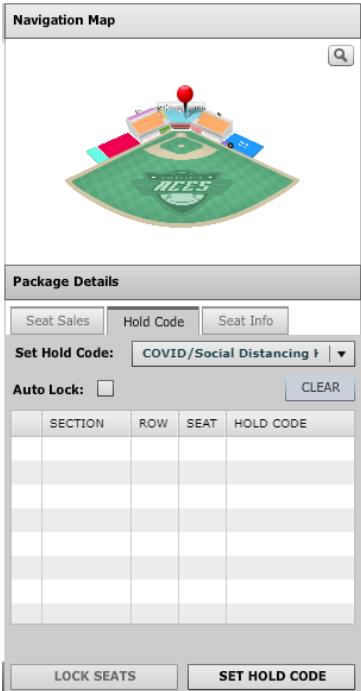
## Food and Beverage Preparation and Service Areas

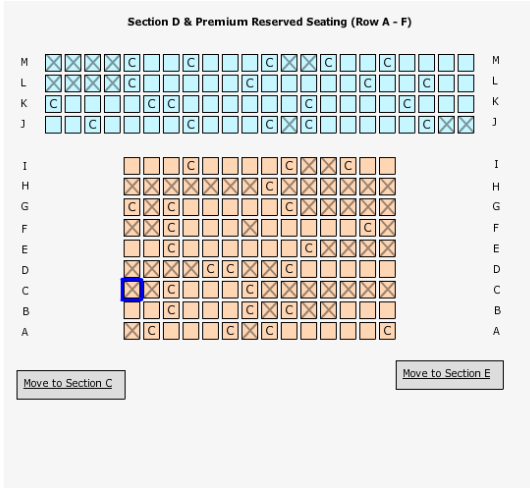
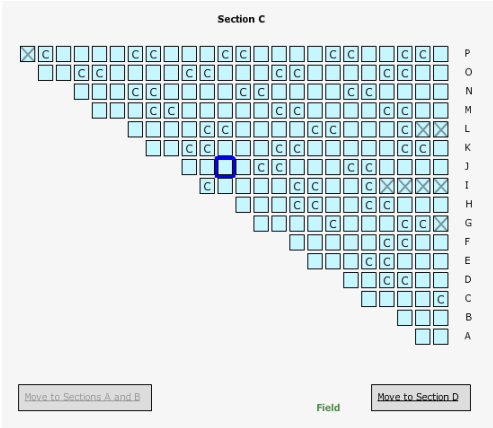

Timing	Plans / actions	Responsible
<b>Before</b>	<p>The Melbourne will:</p> <ul style="list-style-type: none"> <li>• Provide contactless payment options such as tap-and-go or advanced online purchasing where possible (eg: pre-purchased corporate catering).</li> <li>• Ensure all food and beverage staff provide service in alignment with the Victorian Government's COVID-19 Hospitality Guidance: <a href="https://www.coronavirus.vic.gov.au/hospitality-food-and-beverage-services-sector-guidance">https://www.coronavirus.vic.gov.au/hospitality-food-and-beverage-services-sector-guidance</a>.</li> <li>• Provide additional food service areas, such as food trucks to disperse crowds and avoid queueing in main canteen area.</li> <li>• Ensure all communal self-service condiment stations are removed.</li> </ul>	Justin Huber – COVID Compliance Manager
<b>During</b>	<ul style="list-style-type: none"> <li>• COVID Safe Marshalls and security personnel to monitor queues are maintaining physical distancing.</li> <li>• Immediately notify Biosecurity Officer via radio communication if physical distancing is not maintained and cease food and beverage operations immediately.</li> <li>• Ensure take-away food and drinks and consumed in allocated seats and picnic areas, avoiding roaming throughout food and beverage areas, creating unnecessary congestion or gathering points.</li> </ul>	Justin Huber – COVID Compliance Manager

## Other Queuing Areas

Timing	Plans / actions	Responsible
<b>Before</b>	<p>The Melbourne Aces will:</p> <ul style="list-style-type: none"> <li>Ensure physical distancing markers and physical distancing markers are provided in merchandise area.</li> </ul>	Justin Huber – COVID Compliance Manager
<b>During</b>	<ul style="list-style-type: none"> <li>COVID Safe Marshalls and security personnel to monitor all queues to maintain physical distancing.</li> <li>Merchandise staff to notify COVID Safe Marshalls and Biosecurity Officer by radio communication in the event physical distancing cannot be maintain, ceasing operations immediately if measures cannot be maintained.</li> </ul>	Justin Huber – COVID Compliance Manager

## Grandstands and Stadium Seating

Timing	Plans / actions	Responsible
<b>Before</b>	<p>The Melbourne Aces will:</p> <ul style="list-style-type: none"> <li>Create a COVID-19 Social Distancing hold code which will enable seats to be blocked out to allow for adequate physical distancing between attendees.</li> </ul> 	Justin Huber – COVID Compliance Manager

	<ul style="list-style-type: none"> <li>Ensure hold codes are added to seating sections currently on sale, preventing seats to be sold online which would impact physical distancing on gameday.</li> </ul>   <ul style="list-style-type: none"> <li>Ensure all sections outside density limits are on hold and not available to the public for online purchase.</li> </ul> 	
During	<p>The Melbourne Aces will:</p> <ul style="list-style-type: none"> <li>Ensure Ushers and COVID Safe Marshalls monitor all seating sections, preventing attendees from moving between allocated seating sections.</li> <li>Ensure appropriate physical distancing is maintained between players, event staff and spectators at all times.</li> </ul>	Justin Huber – COVID Compliance Manager

## Fields of Play and Competition Areas

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Entry to the playing field, clubhouse and dugouts on a Game day will be limited to essential staff only and will be strictly controlled.</li> <li>Any individual who requires access to restricted areas on Game day, must: <ul style="list-style-type: none"> <li>be an Accredited Person</li> <li>enter the Venue via the Accredited Entry Point</li> <li>successfully completed the electronic Screening via the check-in/screening link</li> <li>have their temperature recorded</li> <li>provide proof email of screening / check-in to enter the Venue.</li> </ul> </li> </ul>	Justin Huber – COVID Compliance Manager
<b>During</b>	<ul style="list-style-type: none"> <li>Ensure appropriate social distance is maintained between all players, event staff and spectators at all times.</li> </ul>	Justin Huber – COVID Compliance Manager

## Stages

Timing	Plans / actions	Responsible
<b>Before</b>	N/A	
<b>During</b>	N/A	

## Market Stalls and Fetes

Timing	Plans / actions	Responsible
<b>Before</b>	N/A	
<b>During</b>	N/A	

## Non-Allocated Seating or Picnic Rug

Timing	Plans / actions	Responsible
<b>Before</b>	<p>The Melbourne Aces will:</p> <ul style="list-style-type: none"> <li>Ensure gridlines and social distancing markers are provided so that patrons can place</li> </ul>	Justin Huber – COVID Compliance Manager

	<p>collapsible chairs, picnic rugs and personal belongings with appropriate physical distance between groups.</p> <ul style="list-style-type: none"> <li>• Ensure dedicated pathways are 2m wide or greater, allowing pedestrian traffic to pass with adequate physical distance from seated groups.</li> </ul>	
<b>During</b>	<ul style="list-style-type: none"> <li>• Designated ushers will ensure adequate directions are given to attendees walking throughout seated areas, to maintain physical distancing, such as one-way directional information.</li> <li>• COVID Safe Marshalls and security personnel to monitor physical distancing in queues and ensure queues do not cross pedestrian paths at all times.</li> </ul>	Justin Huber – COVID Compliance Manager

### Other Operational Space Considerations

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<p>The Melbourne Aces will ensure:</p> <ul style="list-style-type: none"> <li>• All staff-only areas, such as offices, box office, staff toilets and staff change rooms contain adequate signage indicating these areas are off-limits to general public.</li> </ul>	Justin Huber – COVID Compliance Manager
<b>During</b>	<ul style="list-style-type: none"> <li>• Ensure all office space in non-public areas follow Melbourne Aces COVID Safe business plan.  <a href="https://drive.google.com/file/d/1vi41brJr3hGi3Glb89GUuH7uFCEi-nk/view?usp=sharing">https://drive.google.com/file/d/1vi41brJr3hGi3Glb89GUuH7uFCEi-nk/view?usp=sharing</a> </li> </ul>	Justin Huber – COVID Compliance Manager

## Section 5: Supporting information

Please ensure you attach any supporting information that may be helpful to illustrate aspects of your COVIDSafe Plan. This could include, but not be limited to:

- Event Operations Plan
- Floor Plans
- Previous COVIDSafe Event Plans (in Australia or overseas)
- Existing COVIDSafe Plans for other events - currently under review or recently approved
- Cleaning schedule
- Photos



## Section 6: Legal Terms

### **Liability and indemnity**

You control and accept sole responsibility, risk and liability for all aspects of your public event. You must conduct your own investigations, assessments and interpretations and seek independent professional advice on all aspects of your public event.

The State of Victoria does not control and accepts no liability for your public event nor for any loss, damage, injury or death in connection with your public event, including (without limitation), any change to requirements for your public event or the cancellation or postponement of your public event.

You will indemnify the State of Victoria against any liability to or claims by a third party for any loss, damage, injury or death in connection with your public event, including (without limitation), the cancellation or postponement of your public event.

### **Consultation, review, assessment and approval process**

To the extent permitted by law, the State of Victoria excludes liability for any loss, damage, injury or death caused by use of or reliance on any consultation, review, assessment or approval process in connection with your public event.

The State of Victoria may amend or withdraw from the consultation, review, assessment or approval process at any time without notice.

The State of Victoria may amend or withdraw any consultation, review, assessment or approval at any time without notice.

You will not be relieved from compliance with any of your obligations at law as a result of:

- any consultation, review, assessment, or approval (or failure to consult, review, assess, or approve) or any other act or omission by the State of Victoria in connection with your public event (including, without limitation, any failure by the State of Victoria to detect any errors, inaccuracies, mistakes, non-compliances or omissions in connection with your public event)
- your implementation of and compliance with the Plan for your public event.

### **Purpose / use of template**

This template is provided for general information and guidance only. The State of Victoria does not represent or warrant that the content of this document is accurate, authentic or complete or that the information contained in this document is suitable for your needs. You must not rely on this document as a statement of government policy, except where clearly stated. You should assess whether the information is accurate, authentic or complete and where appropriate, seek independent professional advice.

To the extent permitted by law, the State of Victoria excludes liability for any loss, damage, injury or death caused by use or reliance on this document. The State of Victoria may amend or withdraw material in this document at any time without notice.

This document provides links to external websites and other sources. The State of Victoria does not control and accepts no liability for the content of those external websites and other sources or for any loss arising from use or reliance on those external websites and other sources. The State of Victoria does not endorse any external websites and other sources and does not warrant that they are accurate, authentic or complete. Your use of any external websites and other sources is governed by the terms of that external websites and other sources. The provision of links to external websites and other sources does not authorise you to reproduce, adapt, modify, communicate or in any way deal with the material.