



COVIDSafe Event Plan

'Pop-up VineHop'

All the best bits of Peninsula VineHop festival, in one location.



Section 1: Key Event Information

Contact Information

Please provide the relevant business details and contact information below:

Registered company / business name	Scarlett Mac Events Pty Ltd
Trading company / business name	As above
Business address	18-20 Claremont Street Mount Eliza 3930
ABN	17 617 146 148
Event organiser name and title	Lisa MacGregor – Director
Event organiser phone number	+61 409 745 808
Event organiser email	lisa@scarlettmacevents.com
COVIDSafe coordinator name and contacts (if any)	As above
Liquor license type, number and capacity	Producers Licence – approx. 15 Vendors each with their own Producers Licence (all are beer, wine, cider or sprit producers)

Event Details

Please provide the relevant event details below:

Event name	'Pop-up VineHop' A mini Peninsula VineHop Festival
Event location	The Briars – 450 Nepean Highway Mount Martha
Date (s) of event	Saturday 13 March 2021, alternate date 20 March (venue TBC)

Duration of the event	11:00 – 18:00
Event description	<p>**Peninsula VineHop Festival is boutique beer, wine, cider and spirit festival which has previously been held at 10 locations (wineries/breweries/distilleries etc) across the Mornington Peninsula, patrons travel from one location to the next by bus. **</p> <p>This season VineHop will be reformat to be in one location (The Briars), split into four 'spaces'/precincts. Each space will have unique beer/wine/cider/sprit vendors (all from the Mornington Peninsula), live music and food trucks.</p> <p>Patrons will walk from space to space, there is a short walk from space to space.</p> <p>All patrons rotate at the same time (when the chime goes) this enables patrons to only mix with one group of people (max 600 in each group/space)</p> <p>Patrons will have 1.5hrs in each space, were they can sit and relax on a picnic rug whist enjoying a variety of drinks, food an entertainment. They are then required to stay with their group and move on to the next space. They will have 15 minutes to move between spaces. During this time the space will be cleared, cleaned and sanitised.</p> <p>Patrons will have 8 vouchers for tastings to enjoy in whichever bar they wish. In addition to this they can purchase drinks and food throughout the day.</p>
Timing of key event activities	<p>Friday and Saturday AM – Bump-in</p> <p>10:30 - Security, first aid, cleaners and entertainment on site</p> <p>11:00 - Event commences, patrons wait at entry for their 'starting quadrant' to be scanned in. (Space open 11:00 – 12:30)</p> <p>12:30 – Space closes. All patrons rotate from starting quadrant to next space (15 mins to clear space, sanitise and for patrons to travel on foot to next space)</p> <p>12:45 – 2nd Space opens (12:45 – 14:15)</p> <p>14:15 – Space closes. All patrons rotate (15 mins to clear space, sanitise and for patrons to travel on foot to next space)</p> <p>14:30 – 3rd Space opens (14:30 – 16:00)</p> <p>16:00 – Space closes. All patrons rotate (15 mins to clear space, sanitise and for patrons to travel on foot to next space)</p> <p>16:15 - 4th Space opens (16:15 – 17:30)</p> <p>17:30 – Last drinks</p>

	<p>17:45 – Entertainment concludes, patrons depart</p> <p>18:30 – Site clear of Patrons, bump-out to commence once site is clear.</p> <p>19:30 – Traffic Management plan to end.</p> <p>23:00 – Bump-out complete</p>
Serving of alcohol	<p>There will be approx. 15 beverage vendors, each serving items they produce (beer, wine, cider, sprits). Each vendor will have two bars, one for tastings and one for purchase.</p> <p>In each ‘Space’ there will be approx. 3-5 vendors each with two bar service areas.</p>
Event website	<p>https://www.vinehopfestival.com.au/</p> <p>Website still to be updated for this Pop-up version of VineHop.</p>
Experience arranging a COVIDSafe event	<p>I am a qualified event public safety officer, so managing risks in an event setting and writing risk management documentation is something I am proficient at. This is my first COVIDSafe Event Plan/COVIDSafe event.</p>

Attendance and tiers

Please provide details of the event attendees and event tier:

Total expected attendees	600 pax in each Space, total 2400 pax
Expected peak attendees	2400 pax max tickets sold, max 600 pax mixing together.
Attendee demographic	Patrons are aged 30-45, based in Metro Melbourne or Local to the Mornington Peninsula. Patrons are generally affluent. Many are parents of young children and are looking for a day out to spend with friends with out their children.
Attendance number from previous years if the event has been held previously	Generally, patron numbers are approx. 7000, across 10 venues. Numbers will be significantly capped for this mini event.
Event Tier (Tier 1 or Tier 2)	Event falls into Tier 2

Venue Details

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

Venue name	The Briars – The Bull Paddock
Venue contact	JOANNE FYFE Team Leader Briars Visitor Experience Email: joanne.fyfe@mornpen.vic.gov.au Phone: 03 5974 3686 / 0466 462 001
Venue site map	Site map attached
Venue site size (in square meters)	33,000 sqm (for the hire of the Bull Paddock) The total venue size is The Briars Park is 2.28kmq
Venue publicly accessible floor (in square metres)	33,000 sqm, which will be broken into four spaces of approx. 1700sqm-2900sqm per space The remainder of the hired area will be used as walking path from space to space as well as back of house areas for event control/waste compound etc
Maximum venue capacity:	The Bull Paddock is sold as a space to cater for 7000 pax.
Break down of room / area (in square meters) and capacity:	Approx. 1700 - 2900sqm per space, 600 pax per Space. Total of four Spaces, total capacity 2400
Requested maximum number of attendees at the venue	600 pax in each 'Space'/Area Total of four spaces – 2400 pax total
Venue staff number (excluding vendors, sub-contractors, volunteers)	2 Venue staff (from The Briars) 3 event crew per space, total 12 5 event personnel in Event Control Total 18 Staff
Venue vendors, sub-contractors, volunteers number	Each Bar to have approx. 3 staff x 30 bars = 90 bar staff Each Food vendor to have approx. 3 staff x 16 foodies = 48 food staff Each space to have 4 cleaners x 4 spaces = 16 cleaners

	<p>Each space to have 7 security x 4 spaces = 28 security</p> <p>Each space to have entertainment 8 talent x 4 spaces = 28 entertainment</p> <p>Traffic and car park = 10 TCs</p> <p>First Aid = 4x first aiders</p> <p>Electrician and Audio = 5 AV/ sparky</p> <p>Volunteers = Approx. 5 volunteers</p> <p>TOTAL = 234</p>
<p>Event / venue staff key roles and responsibilities</p>	<p>1x Event Director</p> <p>1x Chief Warden</p> <p>1x Deputy Warden</p> <p>1x Comms Officer</p> <p>1x Marketing and Communications Manager</p> <p>1x Safety Officer/COVIDSafe Marshal</p> <p>4x Space/Area Wardens</p> <p>4x Deputy Space warden/COVIDSafe Marshal</p> <p>4 x General event crew</p>
<p>Number of entry / exit points</p>	<p>Each space (4 spaces) will have their own entry and exit point. Patrons can only enter the space from the allocated entry point, and must exit from the allocated exit point.</p> <p>In the nature of an emergency additional egress/exit points can be created by removing crowd control barriers.</p>
<p>Venue access management arrangements</p>	<p>The venue (The Briars) has been hired from Friday until Saturday night. Vendors, contractors and crew will have provision to bump-in on Friday the day prior to the festival. They are also permitted to setup on the day of the event between 7am and 10am. Crew will assist in directing vendors and contractors to the specific 'Space' that they have been allocated to. Bump-out will occur on the evening the event takes place.</p> <p>Patrons can access the event from 11:00, there will be four access points for them to arrive, they will be required to enter the 'Space' that they have purchased a ticket for. Each space will have its own dedicated entry point. There will be a max of 600 pax entering from each gate into each space. Patrons at the wrong entry gate will be redirected to the correct gate/space. Patrons will then exit that space at the same time (when the chime sounds) via the exit gate, from there they will move into a large holding bay/path (same size as the space) and move to the next Space. They will enter the next space via the entry gate and remain in that space for 1.5hrs. They move from space to space four times before they leave the last space at the conclusion of the event. Each time the enter and exit from</p>

	the allocated entry and exit gates. Security and Area Wardens will assist in ensuring the flow remains the same each time.
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Section 2: Event Site Map

Please see attached documentation for further information



Section 3: Explanation of Event Public Health Risk Controls

Oversight and administration

General Governance

The following general administration strategies will be implemented for VineHop

Timing	Plans / actions	Responsible
Before	Local Council have been contacted to regarding the intent to hold the event, the local council permit process is underway, the venue is also managed by council and a deposit for the venue hire has been made. Other permits such as Vic Roads MOA and VCGLR will be applied for withing a suitable time frame for approvals.	Event Producer
	Event Project plan has been written and key times lines to review plans have been identified	Event Producer
	Key staff Identified regarding who will be responsible for regularly reviewing and updating the COVIDSafe Event Plan	Event Producer
	Victorian Government's coronavirus website (www.coronavirus.vic.gov.au) reviewed and checked for legislative requirements, Chief Health Officer's Directions and any other specific restrictions that may apply	Event Producer
	Checked with local council and local Regional Tourism Board for other events that my fall in the same region to avoid patrons using similar transport options, shared pathways and facilities. To date there are no other events scheduled in the region for the proposed dates.	Event Producer
	Event day run sheet developed to ensure event is held for the shortest duration possible.	Event Producer
	<p>Key staff identified who are responsible for implementing the COVIDSafe Event Plan, including compliance officers.</p> <ul style="list-style-type: none"> - Event Producer responsible for witting of plans and entire pre festival coordination management. There may be assistance of administration team (under guidance of Event Producer) to manage some of these tasks - Marketing and Communications Manager responsible for website comms, social media comms, ticketing comms and e-news - Chief Warden (on day) responsible for implementing the plan for the entire event including site plan development and setup, contractors, crew briefings, and managing Event Control Centre ECC 	<p>Event Producer</p> <p>Marketing and Communications Manager</p> <p>Chief Warden</p> <p>Safety Officer</p> <p>Comms Officer</p> <p>Area Warden</p> <p>Security</p> <p>First Aid</p>

	<ul style="list-style-type: none"> - Safety Officer responsible for all aspects public safety including COVIDSafe and compliance (both pre-event and during event) - Comms officer responsible to documenting and logging any concerns to ensure they are followed up on and appropriate personnel appointed to rectify issues (Guidance of how to rectify issues provided by Chief Warden) - Space/Area Wardens responsible for compliance of each area/space including setup of each space with appropriate line management, hand sanitisation at entry, management of cleaning and security in their area. Wardens briefed on how to escalate issues to Event Control - Security responsible for implementing the compliance of physical distancing in each space and other security tasks such as RSA, crowd management etc - Cleaners responsible for cleaning and sanitation of surfaces and restrooms - First aid responsible for management of suspected coronavirus patrons and other first aid matters 	Cleaners
	Public health directions regularly followed for Victoria for changing regulations and restrictions, plan updated as necessary	Event Producer
	Contingency plans written regarding communication if the event needs to be cancelled. Information regarding the possibility of cancellation will be available to patrons on the FAQ page of website prior to tickets going on sale	Event Producer Marketing and Communications Manger
During	COVIDSafe event strategies monitored during the event at regular intervals – as each space opens (every 1.5hrs)	Chief Warden Area Wardens Security
	All staff, contractors to report into ECC to sign In and sign out for the purpose of contract tracing. Patrons to ‘check in’ when their tickets are scanned. Personal information to be held in ticketing platform	All crew, contractors and volunteers
	Health screening of all staff, contractors and attendees upon arrival, consistent with privacy and Charter of Human Rights and Responsibility obligations.	Marketing and Communications Manger
After	Report any potential health concerns to the relevant Government agency	Event Producer

Communicate Expectations to Event Staff and Attendees

Timing	Plans / actions	Responsible
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Before	Information such as location of first aid posts, entry and exit of each space and physical distancing measures, on the event website	Event Producer Marketing and Communications Manger
	Refund policies are identified on social media and the event website. - Patrons will be refunded in full if unable to attend due to illness for feeling unwell. Patrons will be encouraged to stay at home and not attend the event.	Event Producer Marketing and Communications Manger
	The following key health messages will be distributed to patrons via email when tickets are purchased. These messages will also be reiterated to patrons on the week of the festival via email. - Stay at home if unwell, or identify yourself as a contact of someone who has been unwell and who is being tested for coronavirus (COVID-19) infection - How to seek assistance if becoming unwell during the event (locate security, cleaners, event officials or first aid / in-event health staff) - Location of first aid posts - Location of entry and exit posts - Maintaining physical distancing requirements - Enhanced public health measures that are in place at the event, including the requirement to wear masks (consistent with Chief Health Officer Directions) - Encourage attendees to download the Commonwealth Government COVIDSafe app prior to attending the event - Do Not attend the event if: i. You have been in close contact with a person who is diagnosed coronavirus (COVID-19) positive ii. You are positive for coronavirus (COVID-19) iii. You have travelled overseas in the previous 14 days	Event Producer Marketing and Communications Manger
	Good hygiene practice posters at key points, these include: - Entry gates - Toilets - At bars - At food vendors - The posters will be downloaded from the below link - https://www.dhhs.vic.gov.au/promotional-material-coronavirus-covid-19	Event Producer
	Information provided to patrons on signage, booking confirmation, social media and event website to prevent	Event Producer

	crowding at entry points. This will be aided by only 600 patrons in each space, therefore a max of 600 pax at each entry point at any given time.	Marketing and Communications Manger
	Signs displayed at entry points with the following information <ul style="list-style-type: none"> - Do not to enter if you are unwell or have coronavirus (COVID-19) symptoms - Organisers have the right to refuse entry - Good hygiene practice posters - How to locate first aid if feeling unwell during event 	Event Producer
During	Ensure signs supporting COVIDSafe behaviours are maintained and visible	Area Wardens

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

Timing	Plans / actions	Responsible
Before	Eventbrite ticketing platform will: <ul style="list-style-type: none"> – Record the name and phone number for each attendee – Make attendee contact details available to the event organiser and the Department of Health and Human Services (DHHS) to facilitate contact tracing if required – link ticket information with group of 600 pax by ticket type. 	Event Producer Marketing and Communications Manger
	Record of all on-site staff, including contractors and volunteers, information to be captured when crew 'sign-in' to start shift; the following will be captured <ul style="list-style-type: none"> - Name - Contact information - Company they work for - Role - Space/Area they are located at - Confirm they are not feeling unwell, have symptoms of coronavirus, have been in contact with a confirmed or suspected case 	Event Producer Comms Assistant
	All crew, contractors and vendors to be allocated to a specific Space/Area. Crew, contractors and vendors will remain in their space for the duration of the event. All Patrons to remain with their group of 600 pax and move from space to space with their group throughout the festival	Event Producer

	period. Tickets to be purchased by group of 600 to enable contact tracing per group. Patrons can not mix from group to group.	
	<p>Ticket records will adhere to standards in privacy and health records legislation.</p> <p>Patron details will be captured by the ticketing platform for all patrons.</p> <p>Tickets will be scanned on arrival to the first initial space.</p> <p>Ticket records will be kept for a min 28 days.</p>	Event Producer

Impact on the Local Community

Timing	Plans / actions	Responsible
Before	<p>COVIDSafe planning of the event available on the website.</p> <p>Regional Tourism board made aware of the event to share and promote as per their discretion</p> <p>Venue to promote the event to their local network (via posters at the venue/ enews etc)</p> <p>Social media to promote the event to those residing in local region</p> <p>Posters may be erected in local community if time permits</p>	<p>Event Producer</p> <p>Marketing and Communications Manger</p>
During	<p>Patrons will be reminded to be considerate of the crowding impact on local communities by crew when departing the event</p>	Event Producer

Spectator Management

Maintain Physical Distancing

Physical distancing will be maintained across the site as a whole, and in individual areas within the site.

The maximum number of patrons in each space/area will not exceed 600 pax, which equates to more than 2msquared per person.

More bars, more food vendors and more restroom facilities provided at each site to ensure reduced wait time standing in queue.

Timing	Plans / actions	Responsible
Before	Signs displayed to identify 1.5 metre distance between persons queuing at all relevant locations (e.g., at all entries, toilets, food areas, etc.)	Event Producer Area Wardens Safety Officer
	Physical barriers (bunting and pigtail fencing) used in bar areas and entry points to separate crowds	Area Wardens Safety Officer
	Patrons to flow from Space to Space in one direction, one entry in one exit out of each space. Site maps displayed on website to identify this flow.	Marketing and Communications Manger Area Wardens Safety Officer
	Evacuation plans include four smaller evacuation zones (one for each space) with a min of 2sqm per person. A further large assembly (secondary option) is also available and can be implemented depending on the nature of the emergency situation	Safety Officer
	Crew briefed on how to manage a patron who develops symptoms. <ul style="list-style-type: none"> - Patron identified - Patron removed from space - First aid notified via radio - First aid to determine if patron should seek their medical assistance (in first aid tent) or if patron should be simply sent home to self isolate. - Patron to arrange own transport home either via friend/private car 	Chief Warden
	Patrons will be monitored for entering site via ticket scanning system	Area Warden

	16 toilets in each space will be provided for 600 pax, 3 times more than the POPE requirement	Event Producer
	Large smoking areas in each space to ensure physical distancing of 1.5m can be maintained	
During	Physical distancing of 1.5m monitored throughout each space as per government guidelines	Area Wardens Security
After	Signage and structural changes removed post even return the site to usual	Area Wardens

Screening for symptoms of staff, contractors and patrons

Screening of staff and attendees for symptoms of coronavirus (COVID-19) will be undertaken when they sign in for their shift

Timing	Plans / actions	Responsible
Before	Frequent event messaging to encourage event staff and attendees to stay home if they have signs or symptoms of coronavirus (COVID-19), such as: cough, fever, sore throat, fatigue or shortness of breath.	Event Producer Marketing and Communications Manger
	Screening questionnaire developed for crew /contractors etc to be ticked when signing in to start their shift.	Event Producer
During	<p>Signage will be displayed at entry points (prior to the tickets beings scanned) with the following information;</p> <p>By having your ticket scanned here you confirm that you have answered NO TO ALL OF THE BELOW QUESTIONS:</p> <ul style="list-style-type: none"> - In the last 14 days have you travelled from overseas or a coronavirus (COVID-19) hotspot? - Have you been in close contact with a person who is diagnosed as coronavirus (COVID-19) positive? - Are you an active coronavirus (COVID-19) case? - Are you currently, or have you recently experienced cough, fever, sore throat, fatigue or shortness of breath? <p>If you answer YES to the above then please notify the closest staff member immediately.</p> <p>If the patrons answer yes;</p> <ul style="list-style-type: none"> - The staff member will report to ECC over radio regarding patron with positive response to screening question - Patron moved immediately to isolation space (escorted by Security – remaining socially distanced) 	Area Warden Security First Aid

	<ul style="list-style-type: none"> - Affected person to self-apply PPE - ECC to contact first aid, who will meet patron in appropriate PPE - Patron details captured by first aid officer - First aid officer to determine if patron should be sent home to isolate or to seek further medical support - Patron to leave site in isolated vehicle (such as driving themselves, or having a friend driving them home) 	
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Entry Points

The festival will have four designated entry points, once for each Space/area.

Timing	Plans / actions	Responsible
Before	<p>Tickets must be pre-purchased online; tickets will not be available on the gate. If event has not sold out by the day of the event patrons can continue to purchase via the website and show an e-ticket on arrival.</p> <p>E-tickets are encouraged although paper tickets will be accepted</p>	Event Producer
	Event will have an 'isolation area' for first aid officer to conduct an assessment if suspected of coronavirus	Event Producer
	Bags will not be searched on arrival to reduce wait times at the gate and to prevent unnecessary touch of patron items	Event Producer
	Festival will have four entry (and exit) points with a max of 600 tickets sold for each area, this will reduce queuing and ensure smooth attendee flow into each space.	Event Producer
During	<p>Screening questions to be asked using a sign at the gate (and in the line leading up to the gate. The warden scanning ticket will the patron to confirm that they answer 'NO' to all of the questions in the sign before scanning a ticket.</p> <p>By presenting this in a sign rather than asking the questions 600 times this will ensure speedy arrival into the event site,</p>	Area Warden
	<p>Tickets will be shown on phone and scanned without touching phone, this process should be contactless.</p> <p>Patrons to put on their own wristband</p>	Area Warden
	Queues will be monitored during the arrival time to ensure maintain appropriate social distancing	Area Warden

Egress

Each Space to have its own exit point, patrons will only be able to exit from the allocated exit.

Timing	Plans / actions	Responsible
Before	Site plans developed so that the entry points are different to the exit points, patron can only enter an exit from the allocated gate.	Event Producer
	The festival will have four exit points, max 600 pax per exit	Event Producer
During	Crowd density monitored at entry points, exits and in pathways leading into the next space.	Area Warden

First Aid / In-Event Health Service Plans

Event Aid have been contracted to manage all aspects of first aid. They will have a representative in ECC as well as a designated first aid area. There will be four first aid officers at the event.

Timing	Plans / actions	Responsible
Before	Log developed to capture information about a patron who is a suspected coronavirus (COVID-19) case. Log to be presented to health authorities by health authorities by the Chief Warden on the day of the event.	Event Producer
	All staff and contractors will be required to comply with the latest Chief Health Officer Directions regarding PPE and face masks	Chief Warden
	All patrons will be required to comply with the latest Chief Health Officer Directions for wearing of face masks	Chief Warden
	All communication between Emergency Control Organisation, event crew, security, first aid and cleaning staff to be channelled through the two-way radios to comms officer in ECC. The comms officer will log and respond to the call, the Chief warden will manage the response/requirement.	Chief Warden Comms Officer
	First aid to manage the screening of patrons who present with coronavirus like symptoms. These patrons will be logged with ECC by first aid and will be sent (escorted by security) to the isolation area.	First Aid
	First aid will be equipped with site plans to that they can ensure they are attending medical emergencies in a 'quick response' way, whilst being mindful to reduce areas of high traffic. If required security to 'break' crowd control fencing for first aiders to entry and exit the event space/area to ensure quick	First Aid

	response to patron, avoid high density area or to assist with adhering to ensure social distancing.	
	All first aiders must have complete training to identify and manage potential coronavirus cases.	Event Aid
	Facilities provided for isolation of symptomatic attendees	Chief Warden
During	First aid will ensure adherence to appropriate PPE for both themselves and patrons displaying symptoms	Event Aid
	Radio contact maintained with event staff, security, first aid and cleaners throughout the event	ECC
After	Log kept of each incident	Comms Officer

Emergency services access

Emergency services including Victoria Police, Ambulance Victoria, CFA and SES will be notified of the festival a minimum of two weeks prior to the event. Notification will include a brief overview of the event as well as traffic management plans, site plans and relevant ECC details.

Timing	Plans / actions	Responsible
Before	Event management plan, TMPs and site plans to be distributed to all relevant local emergency services a minimum of two weeks prior to the event	Event Producer
	Safety officer to review site plans and provide input regarding site layout, entry, egress, emergency evacuation, assembly areas, ambulance points etc. Plans to be amended if required	Safety Officer
During	ECC to notify relevant event crew over two-way radio if emergency service has been called to attend the event	ECC

Evacuation

Physical distancing and public health controls is a **secondary consideration** in the case of imminent danger requiring an emergency evacuation.

Timing	Plans / actions	Responsible
Before	Event evacuation plans consider coronavirus, as such there will be four designated exits, 600 pax per exit	Event Producer
	4 assembly area allocated, one for each space which can still ensure physical distancing can be maintained. An additional large assembly area further from the event site can also be	Event Producer Safety Officer

	implanted depending on the nature of the emergency situation.	
	Site plans share with staff that show evacuation routes and assembly area	Event Producer
During	If an evacuation is ordered, security and event staff direct patrons to allocated exit for their space	Area/Space Warden Security
	If an evacuation is ordered, once patrons are safe in assembly area, encourage physical distancing if practically possible	Area/Space Warden Security

Weather

VineHop is an 'all weather' event, patrons are advised that there will be minimal shelter and to dress appropriately.

Timing	Plans / actions	Responsible
Before	If weather forecast is for high temperatures, high wind and/or rainfall, hire of facilities may change to enable safe operation of facilities as well as adequate room for physical distancing.	Event Producer
During	Shelters areas to be monitored to ensure physical distancing is maintained	Area Warden Security

Service of Alcohol

The service of alcohol will be in line with VCGLR requirements

Timing	Plans / actions	Responsible
Before	Designated bar areas determined on site plans. Each vendor to have two bars in each Space to reduce wait times. Each Space to have approx. four vendors with eight bars	Event Producer
	Additional crew to work at each bar to ensure prompt service at each bar to reduce wait times	Bar Vendors
	Adequate space at each bar to ensure easy flow in and out of bar area	Event Producer
During	Ensure co-mingling and crowd density is limited throughout the event. This is managed by only allowing a max of 600	Event Producer Security

	<p>patrons to mix together, the footprint for each space is at least 1700m, allowing more than 2m squared per person.</p> <p>Security to monitor density and manage spacing out/separation of patrons if required</p>	
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Cleaning and Hygiene

Total Commercial Cleaning have been appointed to manage general event site cleaning and sanitation. They will be responsible for having a regular and thorough cleaning schedule in place for before, during and after the event ensuring surfaces are disinfected, paying extra attention to high contact areas such as toilets, tables, taps and fence railings.

The bar vendors are responsible for cleaning each of their bar tops

The food vendors are responsible for cleaning each of their food areas

Each Space must be thoroughly cleaned before each group arrives, this will occur every 1.5hrs, they will have 15 mins to clean while the group departs. Spaces will be continually cleaned during the 1.5hrs while the group is present in the space.

Appropriate cleaning supplies (TGA approved products) and hand sanitation will be provided by Total Commercial Cleaning.

Regular and Thorough Cleaning and Disinfection

Timing	Plans / actions	Responsible
Before	Arrange for appropriate PPE to be available for staff in ECC	Event Producer
	Allocate cleaning areas and protocols to contracted cleaning company	Event Producer Total Commercial Cleaning
	Pre-event cleaning of communal facilities and high touch surfaces to be conducted before each space opens	Total Commercial Cleaning
During	Each Space to be thoroughly cleaned before each group arrives, this will occur every 1.5hrs. Cleaners will have 15 mins to clean while the group departs/moves onto the next space. Spaces will be continually cleaned during the 1.5hrs while the group is present in the space. Patrons should only be permitted to enter the space once its hygienically ready. The Space/Area Warden to ensure the space is ready before its opened.	Total Commercial Cleaning Bar Vendors Food Vendors Area Warden
After	During the bump-out, complete a final clean of the event site and facilities.	Total Commercial Cleaning

Hand Sanitiser and Hand Washing Facilities

Timing	Plans / actions	Responsible
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Before	Sanitising stations (with an appropriate alcohol-based hand rub) to be set up and ready at the entry and exit into each space. be made available established and practices for staff and attendees as they enter and exit each space	Area Warden
	Sanitisation stations (with an appropriate alcohol-based hand rub) to be setup in ECC for all crew as they sign in for their shift	Safety Officer
During	Hand sanitiser and handwashing facilities are maintained throughout the event site for staff and attendees.	Total Commercial Cleaning Area Warden

Staff, vendors, volunteers and contractors

For the purpose of this document, 'event staff' include contracted crew, contractors and volunteers. These event 'staff' have responsibilities to ensure colleagues and event patrons can practice physical distancing and public health controls.

The Event Producer has the primary responsibility for ensuring COVIDSafe measures are implemented, monitored and maintained.

Event organisers, general event crew and Volunteers

Timing	Plans / actions	Responsible
Before	Appropriate PPE (including masks) will be available for use by staff.	Event Producer
	Staff will be trained in PPE and general safety for an event during the 'pre-event' briefing session. The below guidelines will be used as a reference point for the briefing https://www.dhhs.vic.gov.au/personal-protective-equipment-ppe-covid-19	Event Producer
	Pre-event 'final details' documents sent to contracted crew and contractors (including cleaners, security, and first aid providers) this information will include <ul style="list-style-type: none"> - Event Management Plan - Site plans - 'check-in' process on the day of the event - COVIDSafe Event Plans - How to manage suspected cases of coronavirus (including the importance of shift cancellation for anyone who is unwell) 	Event Producer
During	Monitor crowd behaviour and movements to ensure the key principles of this plan are maintained	Chief Warden Safety Officer Area Wardens All Contractors (every crew person plays a part)

Food and beverage staff

VineHop will have approx. 15 bar vendors and approx. 15 food vendors. These vendors hold the primary responsibility for managing COVIDSafety in their area.

Timing	Plans / actions	Responsible
Before	Advise all food vendors and bar vendors that they must provide appropriate PPE (including masks) along with appropriate training for their staff. PPE to be in line with current government guidelines and advice at the time of the event.	Event Producer
	Pre-event 'final details' documents sent to food vendors and bar vendors this information will include; <ul style="list-style-type: none"> - site plans - 'check-in' process on the day of the event - COVIDSafe Event Plans - Training documents regarding how to prepare and serve food and beverage in a COVIDSafe way – document to be sent as follows https://www2.health.vic.gov.au/public-health/food-safety	Event Producer
	Food vendors and bar vendors ensure staff are trained and have access to appropriate PPE. (additional face masks will be in ECC if required). Safety officer to ensure that they are compliance checked regarding training on COVIDSafety and PPE prior during their safety audit.	Food and Bar Vendors Safety Officer
	Aware and will take responsibility for the part they play in the events 'COVIDSafe Plan'	Food and Bar Vendors
During	Queues monitored to ensure physical distancing maintained. Cease operating if distancing measures cannot be maintained.	Area Warden Chief Warden

Cleaning staff

Cleaning staff will provide suitable supplies to adequately undertake cleaning activities as outlined in this document.

Timing	Plans / actions	Responsible
Before	Appropriate PPE (including masks) will available for use by staff and they receive appropriate training. For more information and guidelines on this matter please visit: https://www.dhhs.vic.gov.au/personal-protective-equipment-ppe-covid-19	Total Commercial Cleaning Solutions
	Received and have read the pre-event 'Final Details' documents	Total Commercial Cleaning Solutions

	Aware and will take responsibility for the part they play in the events 'COVIDSafe Plan'	Total Commercial Cleaning Solutions
	Understand the chain of command and communication process through ECC	Total Commercial Cleaning Solutions
During	Maintain direct communication with ECC at all times	Total Commercial Cleaning Solutions

Security staff

Security staff will have the resources and capacity to adequately undertake security and monitoring activities.

Timing	Plans / actions	Responsible
Before	Appropriate PPE (including masks) will available for use by staff and they receive appropriate training. PPE to be in line with current government guidelines and advice at the time of the event.	Security
	Received and have read the pre-event 'Final Details' documents	Security
	Aware and will take responsibility for the part they play in the events 'COVIDSafe Plan'	Security
	Understand the chain of command and communication process through ECC	Security
	Security briefing prior to the event to determine positioning of guards to ensure crowd density can be managed at all times	Security
	COVIDSafe protocols developed for the management of aggression from attendees. This should include crowd management, movement of attendees throughout crowds, and liaison with police.	Security
During	Spare PPE provided at entry gates to provide to patrons who are detected as unwell	Safety Officer
	Crowd behaviour monitored for unwell attendees, follow chain of command communication through ECC if patron is detected	Security
	Crowd movements and density of patrons monitored throughout the event, report to the ECC for any concerns	Security

Deliveries

VineHop will not allow any deliveries to the site during the event, unless in the event of an incident (such as equipment fault). All deliveries will occur prior to the commencement of the event. In the unlikely situation where a delivery is required the following procedure will be followed

Timing	Plans / actions	Responsible
Before	Food vendors, Bar vendors and all contractors to be made aware that deliveries can not occur during event hours	Event Producer
During	<p>ECC to log any unexpected deliveries, log include delivery driver (and any additional staff) details including name, contact number and organisation they work for.</p> <p>Once logged they will be provided alcohol-based hand sanitiser before handling products being delivered.</p> <p>Security to escort deliveries onto site (on foot). No vehicles permitted on site.</p>	<p>ECC</p> <p>Security</p>

Section 4: Event Specific COVIDSafe Controls

Car Parks

The VineHop car park is a reasonable walk from the event site, there is plenty of space for 'social distancing' between the car park and the event site. Patrons to arrive in individual vehicles rather than large bus groups.

Timing	Plans / actions	Responsible
Before	Car par mapped out prior to festival, ensuring flow of traffic of Nepean Highway	Event Producer Car Park Manager
	Clearly marked pathways (using spray chalk and bunting) along with signage for flow from car park into the entry of event site	Car Park Manager
	Physical distancing signage to be setup in car park and along pathway into event	Car Park Manager
During	Crowd movement monitored for points of congestion	Car Park Manager

Toilets and Amenities

Timing	Plans / actions	Responsible
Before	Adequate number of toilets ordered (16 per Space, 3 times more than required as per POPE guidelines)	Event Producer
	Spray chalk markings on ground for social distancing while waiting in the toilet queues	Area Warden
	Toilets to be checked in 'pre-event safety inspection' to ensure working condition with running water for hand basins, soap and disposable hand towels. Additional Hand sanitising stations to be setup outside of toilets	Area Warden
During	Toilets to be toughly cleaned prior to the festival opening to patrons and in between each group arriving to the space. One dedicated cleaning person to the toilet facilities to ensure they are cleaned and well stocked,	Total Commercial Cleaning Solutions

Food and Beverage

There has been additional beverage and food providers booked to ensure that each vendor is managing fewer patrons, therefore reducing wait times for patrons. There will be approx. 30 bars (approx. 15 beverage vendors, each vendor to have two bars) and 16 food trucks/vendors. This equates to a total of 46 service areas for 2600 pax.

Timing	Plans / actions	Responsible
Before	All booked vendors (food and beverage) will be sent the Victorian Government's coronavirus (COVID-19) hospitality guidance and the Restricted Activity Directions. They will be advised that they must abide by these guidelines when they commit to the event.	Event Producer
	Event patrons will be advised electronic payments for food and beverage purchases is recommended/preferred. This information will be on the e-ticket	Event Producer
	Site planning will map out food and beverage vendors to ensure queues for food and beverage outlets do not cross other foot traffic areas	Event Producer
	A total of at approx. 30 bars (15 beverage vendors) and 16 food vendors will be booked. This equates to approx. 6-8 bars and 4 food retails outlets per space. This will aid in dispersing of crowds	Event Producer
	Where practical use separate entry and exit paths for vendors	Event Producer
	No communal self-serve and condiment stations.	Food Vendors Safety Officer
During	Queues monitored to maintain physical distancing. Cease food and beverage operations if distancing measures cannot be maintained.	Security ECC

Stages

Entertainment at VineHop is to only add atmosphere to the event, rather than to attract patrons. Stages will be informal spaces such as marquees, or mini stages with small PA's. Each 'stage' will have some sort of music, such as a small band, DJ or soloist. Stage areas are to have suitable size footprint to ensure band members can physically distance.

Timing	Plans / actions	Responsible
Before	Site planning to ensure that entertainment areas have a large space in front of them to accommodate patrons watching the entertainment can remain physically distanced.	Event Producer
	Program of entertainment to include either solo performances or small bands (based on the size of the stage) to ensure performers can maintain physical distancing	Event Producer

	Consider more 'open are' stages rather than in a marquee (weather dependant)	Event Producer
During	Crowd density monitored in front of stages. Cease performances if crowds cannot maintain physical distancing requirements.	Security ECC
	Equipment such as microphones have disinfectant wipe-down of equipment before and after use	Audio Tech

Non-Allocated Seating or Picnic Rug

Whilst Attendees are not encouraged to bring a picnic rug this may occur. This may make physical distancing more challenging. Area wardens will be briefed to manage this and encourage patrons to spread out. The physical footprint of each Space has allowed for a minimum of 2msq per patron which allows enough space for patrons to bring picnic rugs and remain physically distanced.

Timing	Plans / actions	Responsible
Before	Patrons will be provided information on their ticket and via enews prior to the event regarding remaining socially distanced at all times whilst at the event (including while seated on the grass)	Event Producer Communications Manager
During	Event staff are available to provide directions to patrons regarding suitable spaces for picnic rugs. Patrons will be asked to pack up their rugs or stand if they are impacting the ability for patrons to social distance.	Area Warden Security

Section 5: Supporting information

Please ensure you attach for the following supporting information:

- Event Management Plan
- Site Plans
- Aerial Photos with measurements

