

COVIDSafe Plan

Business name: Bill Tingate Brain Cancer Foundation Inc – ABN 69 204 522 424

Event name: Bill's Walk for Brain Cancer – annual fundraising event

Event date: Sunday 5 December 2021. 11:00am–1:30pm

Event venue: The Pillars of Wisdom, Kings Domain, The Tan Track, Alexandra Ave, Melbourne.

Plan completed by: Andrew Tingate (President), Peter Tingate (Secretary)

Date reviewed: 10 November 2021

1. Introduction

- The Foundation has a responsibility for the safety and welfare of all persons associated with the event, including volunteers, participants, partners and contractors.
- The Foundation shall do all things reasonable and practicable to maintain a COVID safe event environment.
- This event shall operate in accordance with the COVIDSafe settings and directions issued by the Chief Health Officer and applicable to the event business industry at the time of the event. At the time of the event these are (expected to be):
 - No requirement to register the event with the Department of Health (DH) or prepare a COVIDSafe Event Plan,
 - No attendee capacity limit,
 - No outdoor density limits, and
 - No requirement to wear masks outdoors, except where difficult to social distance;
 - Subject to all persons (volunteer workers, participants and contractors) 16 years and over being fully vaccinated.
- The event shall operate in accordance with an Event Permit as issued by the City of Melbourne.
- The following persons are not permitted to attend the event:
 - Unwell persons with COVID-19 symptoms
 - A person issued with an isolation or quarantine order by DH
 - A person awaiting the outcome of a COVID-19 test result.
- This COVIDSafe Plan shall be reviewed and updated regularly, especially where there are changes to the COVIDSafe settings and directions.

2. Record Keeping

- Discuss and provide record keeping requirements to volunteers at the pre-event briefing
- All event participants shall pre-register attendance at the event via the event online booking service (TryBooking), including providing contact details (name, address, email and contact number/s) of the primary contact person and the number of persons in a group booking.
- Small family groups (2 adults and dependant children) living at the same residential address may register as a family group.

- Maintain a register of volunteer workers at the event.
- On arrival at the venue all pre-registered participants are required to:
 - a. Check in via the event booking service app, and
 - b. Check in using the Service Victoria QR code and present vaccination status to a COVIDSafe Marshall.
- All participants, volunteers, organisers and close contacts shall be notified about a positive case at the event, via the event booking service.
- The Foundation President shall be responsible for notifying DH of any positive cases at the event.

3. Ensure physical distancing

- Discuss and provide physical distancing requirements to volunteers at the pre-event briefing
- Volunteers and participants to maintain 1.5m physical distancing as much as possible
- Event physical distancing signage to be placed at registration desk
- 1.5m markings to be placed on the ground in front of the registration desk.
- The registration desk to provide a 1.5m barrier between volunteers and participants.
- Only 1 volunteer to staff the registration desk at any time.
- Mobile devices shall be used to check in registrants on arrival, reducing the need for persons to gather at the registration desk.
- Late registrations, donations and other event interactions can be done online by the participants on their own device, reducing the need for persons to gather at the registration desk.
- Preferred method of payment for registrations, donations other services shall be by contactless payment.
- Persons presenting unwell during the event shall be asked to leave and seek appropriate medical advice.
- Participants may have their own BYO picnic within the adjacent gardens

3. Wear a face covering

- Discuss and provide face covering requirements to volunteers at the pre-event briefing
- Participants and volunteers should wear a fitted face covering where they are unable to maintain appropriate physical distancing
- Participants shall provide their own face covering.
- The Foundation shall provide face coverings to volunteers and shall have a limited backup supply for participants.
- A Bill's Walk bandana does not meet the requirements of a fitted face covering and should not be worn as a face covering, except if worn in conjunction with an approved fitted face covering.

4. Practise good hygiene

- Discuss and provide good hygiene practise information to volunteers at the pre-event briefing
- High touch surfaces (shared work equipment, POS terminal, mobile devices) shall be cleaned after each use with an alcohol wipe
- Volunteers should wear disposable gloves when handling food and using shared devices
- A hand sanitiser station shall be available at the registration desk

- All rubbish to be placed in the City of Melbourne venue rubbish bins
- Hand washing and sanitise instructions to be posted at the registration desk
- Any food and beverage providers at the event will be required to provide their own resources to meet hygiene requirements
- The event provides complimentary bottled water and pre-packaged snack foods, that do not require preparation.
- A wash station will be provided for hand, utensil and container cleaning associated with the preparation of food for the included BBQ. Disposable cutlery and plates will be used for participant food service.

5. Avoid interactions in enclosed spaces

- The Foundation's 3m x 3m marquee will be erected at the venue. One (1) wall will be placed to provide backdrop for event information and registration desk.
- Event mobile devices shall be used to check in registrants on arrival, reducing the need for persons to gather at the registration desk.
- Late registrations, donations and other event interactions can be done online by the participants on their own device, reducing the need for persons to gather at the registration desk.

Refer to the latest information on restrictions in Victoria, visit www.vic.gov.au/coronavirus

Further event information and conditions of attendance can be found at www.BillsWalk.com