

Hallora Marathon Festival – COVID Safe Plan



2020-2021

Our COVID Safe Plan

Business name:	Hallora Marathon Festival
Site location:	Hallora Recreation Reserve, Drouin, Western Park Warragul
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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<ul style="list-style-type: none"> ▪ Adequate Cleaning/Hygiene Supplies. 	<ul style="list-style-type: none"> ▪ Provide and promote hand sanitiser stations for use on entering Hallora and Western Park Rec Reserves, as well as at each water station. ▪ Ensure adequate supplies of hand soap and paper towels are available for all participants and volunteers ▪ Promote good hygiene practices in line with Government advice including: <ul style="list-style-type: none"> - Cleaning standards: <ul style="list-style-type: none"> (a) Ensure spaces at each facility are regularly cleaned with disinfectant in accordance with the manufacturer's instructions; (b) Surfaces should be frequently wiped down with appropriate disinfectant wipes or soap, particularly those frequently touched. This includes door handles, light switches, kitchen surfaces, bathroom surface, phones, remote controls, dugout benches, gates, scoreboard control panels and any other high touch areas; and (c) Adequately clean and disinfect participant facilities before use (prior to participant arrival). (d) For more information on cleaning guidelines visit the Safe Work Australia website https://www.safeworkaustralia.gov.au/ ▪ Make sure all water stations and checkpoints (Hallora Rec Reserve and Western Park) have adequate refilling supplies of hand soap in the toilets and other public areas i.e. around food and hand sanitiser. ▪ Encourage all participants and volunteers to bring their own personal hygiene products. ▪ Regularly check the toilet facilities throughout the event for cleaning and restocking purposes

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	<ul style="list-style-type: none"> ▪ Other: <ul style="list-style-type: none"> (a) No sharing of personal equipment (b) No sharing of bibs or any clothing (c) Personal hygiene encouraged prior to and on the event day (e.g. wash hands prior to training, no spitting or clearing of nasal passage) – promote this on social media and via email to all participants.
<ul style="list-style-type: none"> ▪ Masks 	<ul style="list-style-type: none"> ▪ In areas where it is required, ensure all volunteers wear a face covering, unless a lawful exception applies i.e. running/exercise. ▪ Ensure adequate face coverings and PPE are available to volunteers that do not have their own.
<ul style="list-style-type: none"> ▪ Training 	<ul style="list-style-type: none"> ▪ Provide training to volunteers on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). Provide training to volunteers on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). ▪ Highly encourage all volunteers to complete... (Victorian COVID safety/infection control online webinar) ???
<ul style="list-style-type: none"> ▪ Payments 	<ul style="list-style-type: none"> ▪ Participants will sign up prior to the event on the online registration portal and pay for their event place via EFT. ▪ Strongly encourage payments online or via pay wave technology. If cash is taken ensure employees/volunteers observe good personal hygiene practices and wash their hands regularly. ▪ Encourage volunteers to wear gloves when using payment machines and taking cash payments.
<ul style="list-style-type: none"> ▪ Food and Drink Facilities 	<ul style="list-style-type: none"> ▪ Ensure all food and drink providers comply with government legislation/covid plan eg. Safe distancing, hygiene practices

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Cleaning	
<ul style="list-style-type: none"> ▪ Increase environmental cleaning (including between changes of volunteers, water station protocols) 	<ul style="list-style-type: none"> ▪ Ensure high touch surfaces are cleaned and disinfected regularly – i.e drink stations, finish line tables, merchandise table etc. ▪ Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser, is readily available for all participants after physically handling participant bag drop items.
<ul style="list-style-type: none"> ▪ Water Stations 	<ul style="list-style-type: none"> ▪ Ensure that all cups are disposable and correct bins are provided. ▪ ▪ No more than two volunteers at each water station – make sure all social distancing rules are enforced and being adhered to. ▪ Encourage all participants to bring their own water in a water pack (e.g. Camelback pack) or their own disposable cup. ▪ Ensure volunteers wipe over the water taps each time a participant refills their reusable cup/water pack.

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	<ul style="list-style-type: none"> ▪ Ensure tables are wiped down regularly with disinfectant. ▪ Jelly beans etc will be available at some water stations but will all be contained in zip lock bags ▪ A designated volunteer will dispense where necessary, so that competitors do not handle multiple items and we minimise contact points
<ul style="list-style-type: none"> ▪ Ensure adequate supplies of cleaning products, including detergent and disinfectant. 	<ul style="list-style-type: none"> - Cleaning product available at every water station, start and finish lines

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Competition/Festival Processes	
<ul style="list-style-type: none"> ▪ Organisation to detail specifics of training processes ▪ Running Event Risk Management to ensure all appropriate safety measures are in place. 	<ul style="list-style-type: none"> ▪ Organisation to emphasise AIS Framework principle of “Get in, train, get out” – arrive ready to train. ▪ Adjust scheduling of event starting times to reduce overlap. ▪ Adjust scheduling of event presentations and award ceremony times to reduce large crowd gatherings. ▪ Standard activity permitted to occur for up to 500 people outdoors. ▪ No more than 50 people gathering in groups anywhere along the event course and at the finish line at Western Park, Warragul. ▪ Clearly outline nature of the events permitted e.g.; Non-contact, 1.5m social distancing and 50 people per event wave ▪ Running event waves are designed with social distancing measures in place – There must be a minimum distance of 1.5m between participants at all times. ▪ Encourage no standing around at the finish line or along the course, close to other participants during or in between events ▪ Guidance for travel arrangements to the event is provided (e.g. physical distancing on public transport, limit car pool/taxi) <p style="text-align: center;">FINISH LINE</p> <ul style="list-style-type: none"> - There will be several people at the finish line. One volunteer to marshal people through. Our timing man. First aid will be distanced but within 50m. - A maximum of one support person per participant can attend the finish line at time of finishing but must arrive shortly before they finish and leave the finish line “zone” soon after. - Upon finishing, participants will be directed to a medallion table. Another volunteer will direct them to retrieve a medal. They can then enter the oval area or leave the venue.

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	<p style="text-align: center;">Ceremonies</p> <ul style="list-style-type: none"> - The post race briefing and thankyou's will be completed following the event as normal. We will video it on Facebook Live but also allow an appropriately distanced crowd to congregate within the oval of western park. <p style="text-align: center;">Race Entries and Registrations</p> <ul style="list-style-type: none"> - All registrations are done online. They must be done prior to the event. And all participants must advise of an expected finish time (so where we need to create waves of runners, they are appropriately timed) - Bib collection will occur with 2 x designated volunteers. One at Hallora and one at western park. We will create collection times to save congregations and may do this the day before (Saturday 13th Feb)

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Physical distancing and limiting event facility attendance	
<ul style="list-style-type: none"> ▪ Event host and committee cannot require volunteers to work when unwell. 	<ul style="list-style-type: none"> ▪ Inform all volunteers and participants of COVID Safe Plan and Government Rules – requiring them to stay home and get tested if they are unwell. This will result in them not being able to attend the event.
<ul style="list-style-type: none"> ▪ Configure event layout, to ensure social distancing rules are enforced. 	<ul style="list-style-type: none"> ▪ Maintaining base density requirement of 4 square metres per person and physical distancing (>1.5 metres) ▪ On-field/on the running course protocols to maintain a distance of at least 1.5 metres ▪ Avoid participant interactions including team huddles, handshakes and high fives ▪ Defined training areas for each event wave, maintaining base density requirement of 4 square metres per person and physical distancing (>1.5 metres) ▪ Competitive activities requiring participants to be in close proximity is permitted on field/event course and during the activity only ▪ Defined areas for each group during competition, e.g. dugouts, sideline, marshalling, start and finish line. ▪ Limit unnecessary social gatherings (particularly adults) ▪ Guidance for travel arrangements (e.g. physical distancing on public transport, limit car pool/taxi/Uber use). ▪ Use floor/ground markings to provide minimum physical distancing guides between market stalls, food vendors' start and finishing line gatherings or any other areas that are likely to create a congregation participants/volunteers. ▪ Modify the alignment of market stalls and food vendors' so that workers/volunteers do not face one another. ▪ Provide expectations to all volunteers and participants on physical distancing expectations while attending and socialising at The Hallora Marathon Festival (e.g. before and after their scheduled event) ▪ Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 'four square metre' rule..
<ul style="list-style-type: none"> ▪ Minimise the build-up of participants waiting to enter and exit the finishing line facility – Western Park 	<ul style="list-style-type: none"> ▪ Have the main gate open for participants to walk in and out of – an entry and exit. ▪ Lock the back gate to western park drive, to prevent too many entry points. ▪ Have a marshal/volunteer keeping track of people at the 'entry' point. ▪ Have no more than (200) people within the Western park facility gates at one given time.

Record Keeping

- **Establish a process to record the attendance of participants and volunteers. This information will assist the identification of close contacts.**

Online registrations

A sign in at the entry point to Hallora Recreation Reserve (Start Line) and Western Park (Finish Line)

All contacts must leave name and contact details.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<ul style="list-style-type: none"> ▪ Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the event. 	<p>Update our events management plan with our COVID safe plan.</p> <p>If there are active cases present or any fear of spreading COVID actively at our event, we will shut it down as soon as possible. We will promptly notify appropriate authorities. We will be working closely with council and will have community first aid present.</p>
<ul style="list-style-type: none"> ▪ Prepare to assist DHHS with contact tracing and providing volunteer and visitor/participant records to support contact tracing. 	<p>Yes, as above. With our online registrations lists and our gate lists, we will have records of everyone who attends The Hallora Marathon (participants and supporters).</p>
<ul style="list-style-type: none"> ▪ Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed. 	<p>Yes, as above. All areas occupied by volunteers and densely populated areas (start and finish line) will be regularly cleaned throughout the event.</p> <p>The start line will be pre-cleaned and post cleaned, as once the runners leave Hallora, there will be nobody there again,</p> <p>As for Western Park, we will have volunteers there to regularly clean.</p>
<ul style="list-style-type: none"> ▪ Prepare for how you will manage a suspected or confirmed case of a volunteer or participant during event scheduled hours. 	<p>Notify authorities. Quarantine the individual and ensure nobody else comes into contact with them.</p> <p>If there is a suspected or confirmed case, the event will cease. Every water station and all volunteers attending will be notified via facebook and phone calls to stop runners. Depending upon where the case is, send runners back to Western Park when safe to do so.</p>
<ul style="list-style-type: none"> ▪ Prepare to notify workforce and site visitors of a confirmed or suspected case. 	<p>Yes, if there is a case the event will be shut down as above. All people wanting to enter Western Park (except runners) will be notified.</p>
<ul style="list-style-type: none"> ▪ Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at The Hallora Marathon Festival. 	<p>Yes, our volunteers and all members of the Hallora Marathon will be notified to contact WorkSafe Victoria in the case of a COVID case.</p>
<ul style="list-style-type: none"> ▪ Confirm that your workplace can safely re-open and workers can return to work. 	<p>Unnecessary, once off event. But in the event of a case, we will liaise with council and the local cricket teams to ensure they can safely return to Western Park.</p>