



Summer Activations Program

COVIDSAFE PLAN

OVERVIEW

The Summer Activations Program will see a roving program of music, movies and health & wellbeing events across Central Park (Hoppers Crossing), Baden Powell Reserve (Tarneit) and Presidents Park (Wyndham Vale), helping to support the community by providing free family friendly events to the community and promote social connection.

- Saturday 9th & Sunday 10th January 2021
- Saturday 16th & Sunday 17th January 2021
- Saturday 30th January 2021
- Saturday 6th & Sunday 7th February 2021

The **Summer Activations Program COVIDSafe Plan** seeks to identify the actions required to ensure the safety of all staff and members of the public in attendance.

The plan is to be read in conjunction with the following documents:

- Summer Activations Program – Conditions of Entry (Appendix 1)
- Summer Activations Program – Job Safety Analysis (JSA) (Appendix 2)
- West End Experience – Kel & Co Contractor COVIDSafe Plan (Appendix 3)
- Wyndham COVID Safe Framework (Appendix 4)
- Staying Safe in a COVID-19 Environment – PPE Protocols (Appendix 5)

In developing this plan, we have identified that there will need to be ongoing assessment and flexibility as restrictions may continue to either ease or change. Any changes to this plan will be triggered by the following:

- Federal and Victoria State Government advice
- Site capacity and physical distancing requirements
- Assessment of current processes and procedures

DETAILS

NAME: Summer Activations Program

DESCRIPTION: The Summer Activations Program will see a roving program of music, movies and health & wellbeing events across Central Park (Hoppers Crossing), Baden Powell Reserve (Tarneit) and Presidents Park (Wyndham Vale), helping to support the community by providing free family friendly events to the community and promote social connection.

VENUE:

- Baden Powell Reserve, Tarneit
- Presidents Park, Wyndham Vale
- Central Park, Tarneit

DATE:

The Summer Activations Program will occur over 4 weekends from 9th January to 7th February 2021. .

Dates:

- Saturday 9th & Sunday 10th January 2021
- Saturday 16th & Sunday 17th January 2021
- Saturday 30th January 2021
- Saturday 6th & Sunday 7th February 2021

Times:

- Family Movie Nights 5pm-7pm
- Music Events 3pm – 6pm
- Health & Wellbeing Sessions 10am-11am

The activations are free however, we encourage attendees to register for the events as they will be capped. Our marketing will include messaging around encouraging to pre-book, although we will still allow and manage walk-ups within the allowed venue capacity under current Victoria State Government restrictions.

COVID-19 SAFETY PLAN

Safety of our staff and residents is always our primary focus in planning the **Summer Activations Program**. In development of this plan, we have produced two key documents which outline in further detail the performance-specific public health measures and controls that we have considered and will implement. These documents should be read in conjunction with this COVIDSafe Plan for a detailed outline of the safety considerations of this experience:






- **Summer Activations Program – JSA (Appendix 2)**
- **Summer Activations Program – Conditions of Entry (Appendix 1)**
- **Summer Activations Program – Kel & Co Contractor COVIDSafe Plan (Appendix 3)**

The following actions will be implemented to mitigate the introduction and spread of COVID-19 at the **Summer Activations Program** and are applied across the six COVIDSafe principles as set out by the Victoria State Government ([link](#)). The Climate Futures Office, will continually review this plan and update accordingly including assessing our procedures, reviewing any feedback and making any necessary amendments for the remaining installation dates.

Requirement	Actions		
	Pre	During	After
1. Ensure physical distancing			
Provide staff with information & training on COVID-19, including when to get tested, physical distancing and cleaning practices. Contractor delivering this activation for us and has their own COVIDSafe Plan. Attached appendix 3	Appendix 4	Appendix 4	Appendix 4
Ensure employees work from home wherever possible.	The unit responsible for planning the Summer Activations Program will largely work from home and use virtual meetings to coordinate planning. Where face-to-face meetings need to occur (such as site visits or meeting with contractors onsite) – the duration of the contact will be limited, and face coverings and physical distancing will be adhered to.	Contractor delivering this activation for us and has their own COVIDSafe Plan. Attached appendix 3	De-brief to discuss and document any learnings for future events and contact tracing information retained for 90 days post event.
Ensure workers are 1.5 metres apart as much as possible. Contractor delivering this activation for us and has their own COVIDSafe Plan. Attached appendix 3	Appendix 5	Appendix 5	Appendix 5
Ensure patrons are 1.5 metres apart as much as possible.	A Conditions of Entry document will be displayed at entry and available on our website ahead of the event which states that all patrons must comply with all current Victorian State Government restrictions.	Patrons will be reminded of physical distancing requirements while attending via signage around the site. Contractor delivering this activation for us and has their own COVIDSafe Plan. Attached appendix 3	De-brief to discuss and document any learnings for future events and contact tracing information retained for 90 days post event.

Requirement	Actions		
	Pre	During	After
Apply the two-square metre rule to configure shared work areas and publicly accessible spaces.	<p>We have based capacity at each site around the 1 person per 2sqm based on guidelines outlined by DHHS at this time.</p> <p>We are encouraging for attendees to pre-register. The purpose of this is to help manage attendees to site capacity. Our marketing will include messaging around encouraging to pre-register, although we will still allow and manage walk-ups within the allowed venue capacity under current Victoria State Government restrictions.</p>	Contractor delivering this activation for us and has their own COVIDSafe Plan. Attached appendix 3	N/A
2. Wear a face covering			
Provide adequate face masks and PPE to workers who do not have their own. Contractor delivering this activation for us and has their own COVIDSafe Plan. Attached appendix 3	Appendix 5	Appendix 5	Appendix 5
Ensure all workers and visitors entering the worksite wear a face mask as per public health advice.	As face masks are no longer mandatory outdoors, we have encouraged patrons through marketing and condition of entry to bring a face mask with them in case they are unable to 1.5 social distancing.	<p>A Conditions of Entry document will be displayed at entry and available on our website ahead of the event which states that all patrons must comply with all current Victorian State Government restrictions.</p> <p>Face masks are not required outdoors except where physical distancing cannot be maintained.</p>	De-brief to discuss and document any learnings for future events and contact tracing information retained for 90 days post event.
3. Practice good hygiene			
Schedule regular cleaning and disinfecting of high-touch surfaces (including all surfaces and handrails) and make gloves available for this purpose.	<p>Consultation with WCC Litter Crew and WCC IMT to ensure appropriate cleaning practices are scheduled and planned for.</p> <p>Depot Cleaning team have been scheduled to ensure regular cleaning of high-touch spaces.</p>	Depot cleaning staff have been scheduled to continuously clean the site during and immediately after the experience.	De-brief to discuss and document any learnings for future events and contact tracing information retained for 90 days post event.
Encourage regular handwashing by staff and patrons and make soap and hand sanitiser available for all staff and patrons throughout the site.	N/A	Hand sanitising stations will be provided within the activation site.	De-brief to discuss and document any learnings for future events and contact tracing information retained for 90 days post event.
Adopt good hygiene practices.	Contractor delivering this activation for us and has their own COVIDSafe Plan. Attached appendix 3	Signage displayed around the site to remind staff and patrons of good hygiene practices.	De-brief to discuss and document any learnings for future events and contact tracing information retained for 90 days post event.

Requirement	Actions		
	Pre	During	After
Ensure toilets are well stocked with soap and paper towels.	Communication with amenities supplier in advance.	A cleaner will be provided to specifically manage stock levels and cleanliness of the amenities.	De-brief to discuss and document any learnings for future events and contact tracing information retained for 90 days post event. Debrief with supplier to gauge stock levels required for any future planning.
4. Keep records and act quickly if staff become unwell			
Support staff to stay home and get tested even if they only have mild symptoms. Contractor delivering this activation for us and has their own COVIDSafe Plan. Attached appendix 3	Appendix 4	Appendix 4	Appendix 4
Record keeping of staff and contractors onsite. Contractor delivering this activation for us and has their own COVIDSafe Plan. Attached appendix 3	All staff and contractor details will be recorded in an electronic check in and out list which will be used for all site visits, bump in/out and event day. An induction will be sent to contractors ahead of their arrival onsite which will include a screening declaration and requirement for digital signatures. Supplier's COVIDSafe plans will be requested to be sent to the Climate Futures Office and the Contractor ahead of arrival onsite.	A site induction will have been sent to contractors ahead of their arrival to site. A short socially distanced verbal induction for contractors will also take place.	Keep records in WCC Objective filing system. De-brief to discuss and document any learnings for future events and contract tracing information retained for 90 days post event.
Record keeping of patrons attending.	Marketing will strongly encourage patrons to scan the QR code when entering the activation space	Walk-ups will be able to scan a QR code and register their contact details for contact trace purposes. Staff and signage will assist with this.	De-brief to discuss and document any learnings for future events and contact tracing information retained for 90 days post event.
Exclude patrons who are unwell from the site.	A Conditions of Entry document will be displayed at entry and available on our website. It states that anyone who is feeling unwell or has symptoms of Covid-19 should not attend.	Upon arrival to the site, signage will remind patrons that they should not attend if they are feeling unwell or displaying any symptoms of Covid-19. If an attendee develops symptoms whilst at the event, WCC will make arrangements to send the person home in suitable and safe private transport so the risk of potential coronavirus (COVID-19) transmission is reduced. Conditions of entry will be displayed at entry.	Details of any patrons who identified as unwell while onsite will be notified to WCC IMT and DHHS. De-brief to discuss and document any learnings for future events and contact tracing information retained for 90 days post event.

Requirement	Actions		
	Pre	During	After
Have a plan to immediately close down for cleaning and contact tracing if there is a confirmed COVID-19 case.	Pre-prepare marketing messages for website, social media for the purpose of a cancellation notification.	Should we be notified of any positive COVID-19 case, we will notify WCC IMT and DHHS immediately and follow directions as required.	Should we be notified of any positive COVID-19 case, we will notify WCC IMT and DHHS immediately and follow directions as required. De-brief to discuss and document any learnings for future events and contact tracing information retained for 90 days post event.
5. Avoid interactions in enclosed spaces			
Move as much activity outside as possible, including meetings, tearooms, lunch breaks, locker rooms and interactions with patrons. Enhance airflow by opening windows and doors.	Site is planned for an outdoor venue. There will be a few temporary structures which will be used for audio.	Site is planned for an outdoor venue. There will be a few temporary structures which will be used for audio.	De-brief to discuss and document any learnings for future events and contact tracing information retained for 90 days post event.
6. Create workforce bubbles			
Keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes. Contractor delivering this activation for us and has their own COVIDSafe Plan. Attached appendix 3	Appendix 5	Appendix 5	Appendix 5 De-brief to discuss and document any learnings for future events and contract tracing information retained for 90 days post event.
7. Appendix			
Appendix 1: Summer Activations Program – Conditions of Entry	 SummerFun-conditionsofentry-600x900		
Appendix 2: Summer Activations Program – Job Safety Analysis (JSA)	 JSA%20-%20Summer%20Activations%20		
Appendix 3: West End Experience – Kel & Co Contractor COVIDSafe Plan	 Kel and Co COVID Safety Plan V2.0 - W		
Appendix 4: Wyndham COVID Safe Framework	 Wyndham%20COVIDSafe%20Framework		
Appendix 5: Staying Safe in a COVID-19 Environment – PPE Protocols	 WYNI%20-%20Staying%20Safe%20in%20		