## Section 1: COVID Management Plan Information

### Contact Information

<table>
<thead>
<tr>
<th>Registered company/business name</th>
<th>Moyne Shire Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trading company/business name</td>
<td>Moyne Shire Council</td>
</tr>
<tr>
<td>ABN</td>
<td></td>
</tr>
<tr>
<td>Venue Owner / Event Coordinator name</td>
<td>Rebecca Elmes, Community Planning Officer, Moyne Shire Council</td>
</tr>
<tr>
<td>Contact details of Venue Owner/Event Coordinator</td>
<td><a href="mailto:becelmes@moyne.vic.gov.au">becelmes@moyne.vic.gov.au</a></td>
</tr>
<tr>
<td>Liquor license</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Venue /Activity Information

<table>
<thead>
<tr>
<th>Venue / Event/ Activity name:</th>
<th>Drive In Cinema, Port Fairy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of venue/event/activity:</td>
<td>Port Fairy Showgrounds</td>
</tr>
<tr>
<td>Date of event/activity:</td>
<td>Sunday 10th January, 2021</td>
</tr>
<tr>
<td>Duration of the activity:</td>
<td>4pm til 11:30pm</td>
</tr>
<tr>
<td>Total venue/event/activity floor square metres:</td>
<td>12,720sqm</td>
</tr>
<tr>
<td>Total venue/event/activity publicly accessible floor square metres:</td>
<td>Will be using 5,000sqm</td>
</tr>
<tr>
<td>Maximum number of attendees at capacity:</td>
<td>80 cars (4 people per car) = 320</td>
</tr>
<tr>
<td>Requested maximum number of attendees for the venue/activity:</td>
<td>80 cars</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Break down of room/area:</td>
<td>One large area of grassed land</td>
</tr>
</tbody>
</table>
| Detail description of the activity:                           | <Please include information on all activities undertaken on site including dining, dancing, sport, type of entertainment etc. You must also consider the risk factors and describe your activity in this manner. For example, will alcohol be served, will it be indoor, outdoors or both? Will patrons be seated or standing, will the activity include sharing equipment or objects?>
|                                                               | A Drive In Cinema, held at the showgrounds in Port Fairy. The Drive In cinema will be a ticketed event, with a maximum capacity of 80 cars. |
|                                                               | This is a FReeZA funded event so there will be no alcohol allowed. |
|                                                               | Food vendors will be contracted to provide onsite food and drinks. All contractors and vendors will be required to have a COVID safe plan registered with Moyne Shire Council. |
Section 2: Application of Density and Distancing principles to all accessible areas

### 2.1 Publicly accessible areas
- How will you ensure each rooms’ capacity is not exceeded including restroom/toilets?
- How will you monitor the number of patrons at any given time?
- How will distancing be managed in all spaces e.g. Bar, restrooms, public food service areas?
- How will distancing be managed between groups on a dance floor?
- How will you identify and separate social groups?
- How will you manage the number of people using vertical transport e.g. lifts, escalators?
- How will distancing be managed pre-entry and on exit e.g. line-ups, street congregations?

**Density:**
- Implement event ticketing system. Ticket sales will be capped at 80 cars
- Event will be advertised as bookings required – encouraging online bookings and limiting or eliminating the incidence of walk-in patrons.
- Each movie session will require event patrons to book tickets
- Patron counter to be used at event entry/exit point to monitor number of cars entering event site
- There will be one entry and exit point for event patrons. Access will be restricted by the use of barriers, managed by event volunteers.

**Distancing:**
- Use of markings to identify each car allotment
- Use of floor markings to provide minimum physical distancing guides at event entry/queueing area, and around food service areas.
- Onsite security and event volunteers will monitor queuing and seating to maintain physical distancing.
- Use of physical barriers such as rope/tape to manage high traffic areas
- Use of entry and exit system

### 2.2 Staff facilities and service areas
- How will you protect your staff and volunteers from the potential transmission of COVID-19?
- How will you ensure each rooms’ capacity is not exceeded including restroom/toilets?

**Density:**

N/A – no staff facilities at this event site

**Distancing:**
- Use of floor markings to provide minimum physical distancing guides
### 2.3 Shared external facilities, including accessing transportation

- For large events: How will you avoid crowding on transport to and from the events (including car parks)?
- How will you manage distancing in open areas such as lawned areas, lobby areas, designated smoking areas?

<table>
<thead>
<tr>
<th>Density:</th>
<th>N/A – no public/event transport used for this event.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distancing:</td>
<td>Use of floor markings to provide minimum physical distancing guides at event entry/queueing area, and around food service areas, public amenities</td>
</tr>
</tbody>
</table>

### 2.4 Other: <Venue Manager/Event Coordinator to specify>

<table>
<thead>
<tr>
<th>Density:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Distancing:</td>
<td></td>
</tr>
</tbody>
</table>
Section 3: Process for contact tracing

3.1 Contact tracing

- Where will details be recorded?
- How will you ensure security and privacy of data?
- For specific activities, entry and exit times would be helpful for contact tracing. This will enable SA Health to locate people more quickly, rather than contact tracing all activity participants which will take longer.

Process details:

- The event will be ticketed – records for all event attendees will be kept that includes: name of attendee, contact number, email address, home address and postcode
- Patron details will be collected at time of booking using Trybooking event booking service. Patron details will be stored in the ticketing system database for 28 days.
- Event tickets will be scanned upon entry to maintain a record of event attendees.
- A record of all on-site staff including contractors and volunteers will be established including person’s contact details.

Section 4: Application of Operational Control Standards
### 4.1 Staff and patron health and wellbeing
- How will you gain staff and patrons declaration of wellbeing?
- Will each staff member and patron be questioned on arrival?
- How will you provide evidence of the health declaration?
- How will you ensure that sick staff stay home?

Details:
- Ask staff/volunteers/contractors to declare in writing or electronically before commencing work that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate

### 4.2 Hygiene and cleaning
- What strategies will you use to minimise surface contamination? How often will high touch surfaces be cleaned?
- How will you encourage personal hygiene measures (e.g. cough etiquette, hand washing)?
- How will you ensure your cleaning materials/products to include detergent and/or disinfectant?
- Will cleaning be performed during opening hours?
- Please provide a copy of the cleaning schedule.

Details:
- Hand sanitiser stations to be located at the event entry and exit points for use by staff and event patrons.
- Sanitiser to be available in all public locations i.e. toilets, around food service areas
- No event infrastructure such as tables and chairs. Public toilets will be cleaned as per DHHS regulations.

### 4.3 Public health education/information
- Will you display signage to communicate infection control messages to the public?
- What communication will be provided prior to, or upon entry for all patrons?
- How will you communicate the risks around certain behaviours (e.g. intimate personal behaviours, sharing drinks)?

Details:
- Clear COVID-19 safety practices will be displayed on the Movie Screen prior to the movies commencing
- An automated email will be emailed to event attendee upon booking

### 4.4 Food and beverage service
- Are you compliant with the food safety standards?
- What infection control measures will you have in place regarding preparation and serving of food and beverages?
- How will you manage the flow of food and beverage service (e.g. queueing for food service)?
Section 5: Declaration

I have supplied the following information to outline how I will ensure that patrons/attendees, volunteers, and staff safety will be maintained during the course of business. I will implement these measures to ensure my operations are COVID Safe to reduce the risk of transmission of COVID-19.

<table>
<thead>
<tr>
<th>Full name and position title</th>
<th>Rebecca Elmes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>01 December 2020</td>
</tr>
</tbody>
</table>