



# Venue Safe Plan (COVID-19) for VISITORS & VENUE HIRERS

Lardner Park are working to keep our community safe from Coronavirus (Covid-19)

## What can you do to keep our community safe?

### QR CODE SCANNING ON ENTRY TO LARDNER PARK, FUNCTION ROOMS & EVENT SPACES

\*Government regulations require contact details be collected for the purpose of contact tracing to assist with any future contact that may be necessary in slowing the spread of coronavirus (COVID-19).

**CHECK-IN NOW**

Lardner Park  
155 Burnt Store Rd LARDNER  
Lardner Park

Location code 543NNK

- Use your phone to scan the code
- Enter your first name and phone number
- Look for the Blue "You're now checked-in"

Quick Search  
Download the Service Victoria state or visit: gov.vic.gov.au/check-in  
Open the app and enter 543NNK

Service Victoria is the state government's dedicated customer service agency. We will take care of resolving your phone, in-person or via our online COVID-19 contact tracing. We'll advise you as to what to do next. Your details won't be used for marketing or other purposes. [www.service.vic.gov.au/privacy](https://www.service.vic.gov.au/privacy)

**Acceptable proof of your COVID-19 vaccination status**

- COVID-19 Digital Certificate via the Service Victoria app
- COVID-19 Digital Certificate saved to smart phone
- Printed copy of COVID-19 Digital Certificate together with photo ID
- Printed copy of Immunisation History Statement together with photo ID
- Medical Exemption together with photo ID

**Not acceptable:**

- Vaccine Appointment Card
- Negative COVID-19 test results

For more information go to [CORONAVIRUS.vic.gov.au](https://CORONAVIRUS.vic.gov.au)

Authorised by the Victorian Government, © Service Victoria, Melbourne

Stay at home if you are feeling unwell or test Positive (R.A.T)	Adhere to physical distancing	Wear masks where applicable	Use hand sanitiser on entry / exit	Avoid handshaking	Practice good hygiene & sneeze or cough into a tissue or elbow

# What are we doing to keep the community Safe?

## Health, Sanitisation and Cleaning

- Entry screening points will be located at Lardner Park entry points including hand sanitiser prior to entry for all visitors and contractors.
- Frequency of routine cleaning increased with high frequency touch points a priority.
- Escalation flow chart to respond appropriately to anyone who presents with symptoms of coronavirus (COVID-19)

## Record Keeping

- Collecting contact details for contract tracing through the Service Victoria QR code / vaccination system or manual registration of details

## Contactless Entry & Contactless Payments

- Cashless transactions for purchases.
- No or limited ATM cash facilities.
- Contactless ticketing and entry to an event.

## Physical Distancing Measures

Installation of signs to remind visitors of the 1.5m distancing rule; maximum number of persons within designated space and foot traffic direction (when applicable).



Clear and visible signage to specify maximum occupancy of the space



Foot traffic signage in high flow areas.

Entry Only → // // // // →

← // // // // ← Exit Only

Help us keep everyone safe from COVID-19



Do **NOT** visit if you have:

- fever or symptoms of respiratory infection (cough, sore throat, shortness of breath)
- returned from overseas in the last 14 days
- been in close contact with a confirmed case of COVID-19: (coronavirus) in the last 14 days

Reminder to Not enter the site / event if you are experiencing symptoms or have been in close contact with a positive case.

## Catering

Food and beverage spaces have measures to minimise contact including Plexi barriers (where applicable); Individually wrapped take away; Physically distanced seating, Hand sanitization, Signage; Increased cleaning measures; Wearing of gloves by catering staff & their employees.

## More Information

We can all stay in touch with the latest advice and measures in place in Victoria to help slow the spread of COVID-19 by visiting these websites.

- Victorian Government Updates <https://www.dhhs.vic.gov.au/coronavirus>
- Australian Government Department of Health <https://www.health.gov.au/>



## COVID 19

# Venue Hirer Guide

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The purpose of the plan is to provide all Lardner Park Venue Hirer's the information needed to assist in the management of mitigating the introduction and spread COVID-19 infections and to cooperate in a safe and secure environment under Coronavirus restrictions.

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#### Resources:

- Business Victoria 2020: <https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan>
- Department of Health & Human Services 2020: <https://www.dhhs.vic.gov.au/coronavirus>
- Safe Work Australia 2020: <https://www.safeworkaustralia.gov.au/>

## EVENT COVID MANAGEMENT PLAN

To ensure the compliance with health and safety measures required to reduce the risk of Coronavirus transmission, it is the responsibility of Lardner Park to ensure an event specific COVID-19 Management Plan is provided by the Hirer prior to the commencement of any event.

This document acts as a guide to assist with planning for the implementation of measures as laidout by the Victorian Government Department of Health and Human Services.

We recommended you use the attached covid-safe plan template.

Ref: <https://www.business.vic.gov.au/coronavirus-covid-19/covid-safe-business/covid-safe-plan>

At the completion of your planning a walk through with your LP event coordinator will be undertaken to assess all areas have been covered.

## SCREENING

The Hirer must ensure any person in attendance (incl. staff, contractors, patrons, volunteers, presenters, entertainers, etc.) to the best of their knowledge:

- Have been double vaccinated and have acceptable proof either through their Digital Certificate or hard copy
- Have not been diagnosed with COVID-19 in the last 14 days
- Are not in a period of 14 day quarantine as directed by a health professional
- Have not been overseas in the last 14 days
- Have not been in contact with anyone who has COVID-19
- Do not have anyone in their household who has symptoms consistent with COVID-19

## HYGIENE and COVID CLEANING

It is the responsibility of the Hirer to ensure hygiene measures, as identified in your COVID safe plan are in place. The Hirer must make available face coverings, hand sanitizer, antibacterial wipes, disposable gloves and signage for bump in, the duration and bump out for the event.

See attached product listing should you wish for Lardner Park to source required products.

1. Disposable face coverings are to be made available where individuals do not have their own. These should be worn to meet current guidelines; refer to DHHS for Restriction levels and recommendations.
2. Hand sanitiser should be provided at the recommended level of 60-80% alcohol and should be made available at each entry point to the event.
3. Antibacterial wipes should be available to wipe down frequently touched items such as pens, keys, door handles, lecterns and hand wiping where sanitizer is unavailable.

Lardner Park will provide pre-function cleaning, disinfecting, and monitoring of all high-touch areas such as handrails, door handles where contactless protocols are not possible. Where possible we will also enhance air flow by opening doors and windows while Heating/Cooling unit not in use. In addition to the standard items of toilet paper, paper towel and hand soap, LP will provide hygiene signage for the restrooms. The function organizer must supply hand sanitizer, and a post-event clean and disinfection of toilets and building where applicable.

## CONTACTLESS ENTRY

The hirer should utilize the Lardner Park QR code for contact tracing to ensure contactless ticketing and entry to an event. It is also preferred all on site payments are made by contactless card transactions.

## PHYSICAL DISTANCING MEASURES

The Hirer should plan, document, and implement where possible, measures to ensure physical distancing of at least 1.5 meters.

- Prominent signage to be placed around the venue(s) to remind visitors of 1.5m distancing rule and Max number of persons within designated space (Lardner Park can supply)
- Limited time in common areas
- Staggered meal breaks
- Foot traffic flow plan (separate entry / exit)

Signage examples:



Floor markings to provide minimal physical distancing guides between workstations or areas that are likely to create a congregation of staff and or visitors.



Clear and visible signage to specify maximum occupancy of the space

Entry Only →  →

←  ← Exit Only

Foot traffic signage in high flow areas.

## CATERING

Food and Safety plans need to be in place to provide a safe environment for our visitors including see café guidelines :

- Plexi barriers where necessary
- Take away individually wrapped
- No self-service of food or beverages
- Seating physically distanced
- Hand sanitization
- Signage

## INTERNAL SPACE USAGE - Guide ONLY\*

The hirer in conjunction with their LP Event Coordinator is to ensure any communal meeting areas and publicly accessible spaces must be configured to ensure compliance with current government restriction guidelines.

These can be found at <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

The following table is a guide to the maximum number of patrons allowed within an enclosed space when adhering to a patron cap density limit per person recommendation.

<b>Lardner Park Hire Space</b> <b>COVID Safe</b> <b>Patron Number Recommendations</b> (patron cap where/when applicable)			
Room	Size	Max No. of people * 1:4 sqm	Max No. of people * 1:2 sqm
Boardroom	12m x 8m	24	48
CEO Office	4.5m x 5m	6	12
Open Office	6m x 5m	8	16
Reception	4m x 3.5m	4	8
Meeting Room 1	3.5m x 4.7m	7	14
Meeting Room 2	3.5m x 4.6m	7	14
Exhibition Centre (Foyer)	35m x 7m	6	122
Exhibition Centre (1/3)	14m x 20m	70	140
Exhibition Centre (2/3)	28m x 20m	140	280
Exhibition Centre (whole)	42m x 20m	210	420
Baw Baw Pavilion	60m x 30m	450	900
North Pavilion	75m x 30m	562	1124
Lakeside Pavilion	12m x 9.5m	28	56
Rotunda			

\* Based on current applicable Victorian restrictions

## RECORD KEEPING

Where the Lardner Park QR code is not available or unable to be accessed, the Hirer must ensure compliance with contact tracing requirements for all persons attending or working at the event.

Template attached: <https://www.business.vic.gov.au/coronavirus-covid-19/covid-safe-business/covid-safe-plan>

Ref: <https://www.dhhs.vic.gov.au/record-keeping-contact-tracing-covid-19>

## RESPONSE TO A SUSPECTED OR CONFIRMED COVID-19 CASE

**Should there be a suspected or confirmed case from a patron or staff member working at the event, Lardner Park in conjunction with the hirer will consider the impacts of an outbreak and assess whether the event or part of the event must be closed and action the following**

- support the individual; encourage them to get tested, self-isolate / contact the Coronavirus hotline 1800 675 398
- notify Lardner Park Event Coordinator office: 5626 1373
- identify close contacts
- provide staff and visitor records to support contract tracing
- close the event area if required
- **affected person should contact a GP for advice on testing and drive themselves home or to a testing clinic if previously advised**

Undertake a deep clean of associated buildings of the event. Guidance on routine cleaning and cleaning disinfection following a case or COVID-19 in a non-healthcare workplace can be found at Safe Work Australia.

<https://www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19>

Should a positive case be confirmed in prepare to immediately notify

**Work Safe Victoria on 13 23 60**

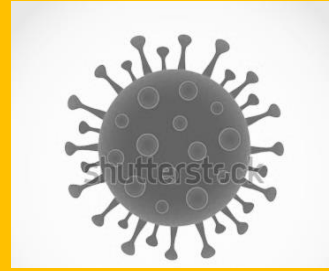
## RE-OPENING THE EVENT FOLLOWING A POSITIVE CASE

Lardner Park will move to re-open once agreed by DHHS.

**Disclaimer:** *The material in this document is a general guide only and should not be regarded as legal advice. You should seek appropriate independent professional advice if required for any important matter. Lardner Park accepts no responsibility or liability for any damage, loss and expense incurred as a result of the reliance on the information contained in this guide.*



# COVID ALERT



Please do not enter if you:

- cannot show proof of vaccination
- have been diagnosed with COVID-19 in the last 14 days
- are in a period of 14-day quarantine as directed by a health professional
- have been overseas in the last 14 days
- have been in contact with anyone who has COVID-19
- have anyone in your household who has symptoms consistent with COVID-19

## SUSPECTED CASE – COVID-19 FLOW CHART

Staff member, visitor, customer, contractor or supplier presents with Coronavirus (COVID-19) symptoms



Advise event COVID officer/marshall/Lardner Park team member (in person or phone 5626-1373)



Escort individual to isolation room (meeting room 2 in Lardner Park admin building if not in use) and notify first aid officer



Ensure immediate use of preventative measures (face masks, gloves, hand sanitizer, social distancing, etc.)



Collect name and phone number



Individual escorted off site by own means of transport, next of kin or arranged transport for medical assessment (*home location or local testing*)

Individual provided information on local testing  
(Warragul Respiratory Clinic – 170 Normanby Street, Warragul – 5642-6666)

OR

Warragul Goods Shed (beside the Warragul Railway Station). Testing is by booking only on Mondays, Wednesdays and Fridays, 8:30am to 4:00pm  
To book your test : [wghg.com.au/coronavirus](http://wghg.com.au/coronavirus)



If confirmed case of Coronavirus, contact tracing information to be provided.  
DHHS leads investigation and notifies all relevant persons required for contact tracing.  
Worksafe to be notified if COVID positive in work situation.



Event COVID officer/marshall/LP staff member notifies key stakeholders

# COVID INFORMATION FOR PROPERTY HIRERS

- COVID regulations will require the following
  - **Masks** are mandatory\* (inside or outside – where/when applicable)
    - (Every patron must wear a mask\* – unless they have a medical certificate exempting them).
      - It is a requirement under the authority of the Victorian Chief Health Officer that every person must wear a mask – if not,
        - Please take a soft approach and enquire quietly
          - *Why (no mask)?*
          - *State the sanctions by the CHO and that you are undertaking this advice under guidelines*
          - *Suggest a face shield may be more appropriate*
          - *Take contact details in case of outbreak*
  - **Social Distancing** standards MUST be maintained and supported by your patrons/group (With clear lines identifying 1.5 metre clear zones in front of every patron)
  - **Covid – Safe Signage** – Reminding patrons of the need to maintain social distancing etc. – Must be supplied and installed across the venue space and at the entry to your location
    - ***Lardner Park has signage in the Events Centre***
  - **Hand Sanitiser** MUST be supplied for all patrons to use on entry and throughout (Supplied by hirer)
  - **Contact Tracing** details MUST be taken (Name and Contact number) before entry to the venue environment (No contact details = No Entry)
    - ***Lardner Park have a QR code for scanning if required and manual registration***
  - **Clearly defined ENTRY and EXIT points** for the activity must be established (You should ensure multiple entries and exits to avoid patron stacking, but maintain one way traffic wherever possible to avoid patrons clashing)
  - **Toilets** – dedicated toilet cleaners to maintain facilities (supplied by organiser where applicable)