

**DRAFT - TO BE UPDATED
FOR FARM WORLD 2022**



COVID-19

Farm World Exhibitor COVID Safe Guide

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

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/>
- www.coronavirus.vic.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 all exhibitors to the organiser prior to the commencement of any event.

This document acts as a guide to assist with planning for the implementation of measures as laid out 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>

EXHIBITOR REQUIREMENTS DURING FARM WORLD

In order to obtain our major event permit from the Victorian government and Department of Health to hold Farm World in 2021, Lardner Park and our Farm World exhibitors have a responsibility for the health and safety of all visitors on the property.

As well as the 50 Lardner Park Covid Marshalls, each exhibitor must provide a dedicated 'COVID marshall' from your company, whether you are a single operator or have a team of 30. This can be one marshall per day or you can nominate a few over the course of the event. Your marshall will be required to:

- wear an 'EVENT COVID MARSHALL' signed hi-vis vest
- be aware of the maximum number of persons on your stand, including staff
- display your business COVID safe plan

We will provide a straightforward document highlighting the COVID protocols which must be monitored during your time at Lardner Park. Our Safety Officer and the Lardner Park COVID marshalls will also monitor exhibitor stands during Farm World to ensure that our compliance to the Department of Health is fully executed. The responsibilities include:

- Ensuring **Capacity limits** (1 person per 4m²) in your site marquee and across your site is adhered to (Lardner Park Safety Officer will register capacity limits pre-event) and act as an escalation point for any patrons choosing to ignore Marshall requirements.
- Administering **hand sanitiser** across your site (minimum one hand sanitiser station per 10 people onsite). Consideration should be given to over cater this requirement.
- Mandating **masks** for all inside (marquee) areas as well as situations where social distancing cannot be maintained (plus a supply of spare masks for those patrons who don't have one – these will also be available at the main entry gates for patrons who forget their masks)
- Ensuring **social distancing** protocols are adhered to at a minimum 1.5metres apart at all times.
- **Disinfecting all contact surfaces** with regard to onsite equipment and all touch surfaces, preferably with multiple scheduled cleans per day as well as individual cleans as required after patrons have visited and engaged onsite.
- Site **COVID Marshalls** should also be prepared to remind patrons of the *Uni-Directional traffic Flow implemented at Farm World 2021* – this is designed to avoid patrons crossing paths or creating bottlenecks.

This process is an uncomplicated control measure which can be managed simply and effectively and will be appreciated by all your customers and staff.

SCREENING

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

- 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, SIGNAGE and COVID CLEANING

It is the responsibility of Lardner Park and the exhibitor to ensure hygiene measures, as identified in our COVID safe plans are in place. Lardner Park and the exhibitor must make available (where applicable) or ensure use of face coverings, hand sanitizer, antibacterial wipes, disposable gloves and signage for bump in, the duration and bump out for the event.

Lardner Park will display COVID protocol signage around the Farm World exhibitor space and upon entry to the event.

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. Face masks must be worn when it is impossible to socially distance.
2. Hand sanitiser should be provided at the recommended level of 60-80% alcohol and should be made available for staff and patrons at your place of business. Lardner Park will ensure hand sanitisation stations are located throughout the event space.
3. Antibacterial wipes should be available to wipe down frequently touched items such as EFTPOS machines, pens, keys, tables/chairs, door handles and hand wiping where sanitizer is unavailable on your stand.

Lardner Park will provide pre, during and post event 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 units not in use. In addition to the standard items of toilet paper, paper towel and hand soap, Lardner Park will provide hygiene signage for the restrooms.

Bathroom facilities will be monitored throughout the event by COVID marshalls to maintain social distancing and avoid queues. Extra toilets and handwashing facilities will be provided throughout the venue, but please remain patient and respectful of other users.

CONTACTLESS ENTRY & CASH

A QR code will be used for contact tracing of all visitors entering the venue each day to ensure contactless ticketing and entry to the event. To comply with Victorian Public Health's COVID-19 contact tracing requirements, all attendees to the field days will be required to purchase tickets online before presenting to the entry gates. This will ensure attendee contact details are available to the event organiser and the Department of Health and Human Services (DHHS) to facilitate contact tracing if required.

Before entering pavilions, COVID marshalls will ensure that the Services Victoria QR system is scanned by all visitors. This will assist with timed entry to pavilions – reducing the risk of contact tracing through our ticketing system only. Where a smart phone is not available, the marshall will record the name and phone number of the patron to allow entry.

It is also preferred all on site payments are made by contactless card transactions where possible. An ATM will be located on site, with a hand sanitizer station nearby.

PHYSICAL DISTANCING MEASURES

Lardner Park and the exhibitor should plan, document, and implement where possible, measures to ensure physical distancing of at least 1.5 metres.

- Prominent signage to be placed around the venue and each exhibitor space including marquees to remind visitors of 1.5m distancing rule and maximum number of persons within a designated space
- Limited time in common areas
- Staggered meal breaks for staff
- Foot traffic flow plan (separate entry / exit)
- Minimise / manage congregation – ensure adequate queuing space whilst socially distancing

INTERNAL SPACE USAGE - Guide ONLY*

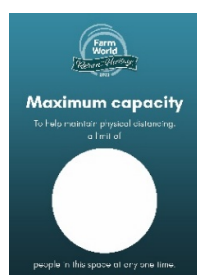
The organiser and exhibitor must ensure any communal meeting areas and publicly accessible spaces must be configured to ensure compliance with current government restriction guidelines.

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 4sqm per person recommendation. Seated functions – 2sqm rule.

Lardner Park COVID Safe Patron Number Recommendations		
Room	Size	Max No. of people * (current at Feb 2021)
Event Centre (Foyer)	35m x 7m	61
Event Centre (Evans Room)	14m x 20m	70
Event Centre (Commonwealth Bank Room)	28m x 20m	140
Baw Baw Pavilion	60m x 30m	450
General Interest Pavilion	75m x 30m	562
Lakeside Pavilion	12m x 30m	90
General Interest Pavilion exhibitor space	3m x 3m	2
General Interest Pavilion exhibitor space	5m corner	6
General Interest Pavilion exhibitor space	6m x 6m	9
Baw Baw Pavilion exhibitor space	4m x 4m	4
Baw Baw Pavilion exhibitor space	5m x 5m	6
Baw Baw Pavilion exhibitor space	10m x 12m	30
Baw Baw Pavilion exhibitor space	12m x 8m	24
Marquee	6m x 6m	9
Marquee	9m x 9m	13
Marquee	9m x 15m	33

* Based on Victorian regulations of 4sqm required per person within an enclosed space



A Farm World template is attached which every exhibitor must complete and display at the entrance of each exhibitor's space based on the event current* criteria.



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

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:

- Plexi barriers (where necessary)
- Take away individually wrapped (where applicable)
- No self-service of food or beverages
- Seating (where possible) physically distanced
- Hand sanitisation
- Signage
- Streatrader required for hospitality provided to visitors (where applicable)
- Increased cleaning measures and the wearing of gloves by catering staff & their employees

RESPONSE TO A SUSPECTED OR CONFIRMED COVID-19 CASE

Should there be a suspected or confirmed case from a visitor to Lardner Park, the organizer 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
- present to the First Aid station behind the Lardner Park administration office for assessment and transport to patient's motor vehicle in a safe manner
- notify Lardner Park Event administration 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.

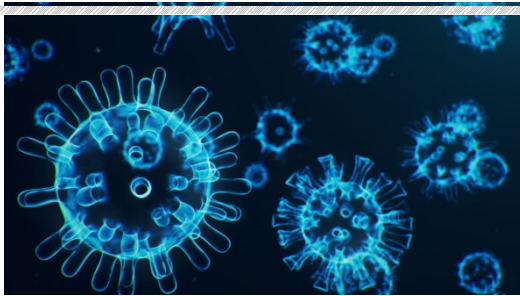
<https://www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19>

Should a positive case be confirmed Lardner Park will immediately notify **Work Safe Victoria on 13 23 60 and DHHS**

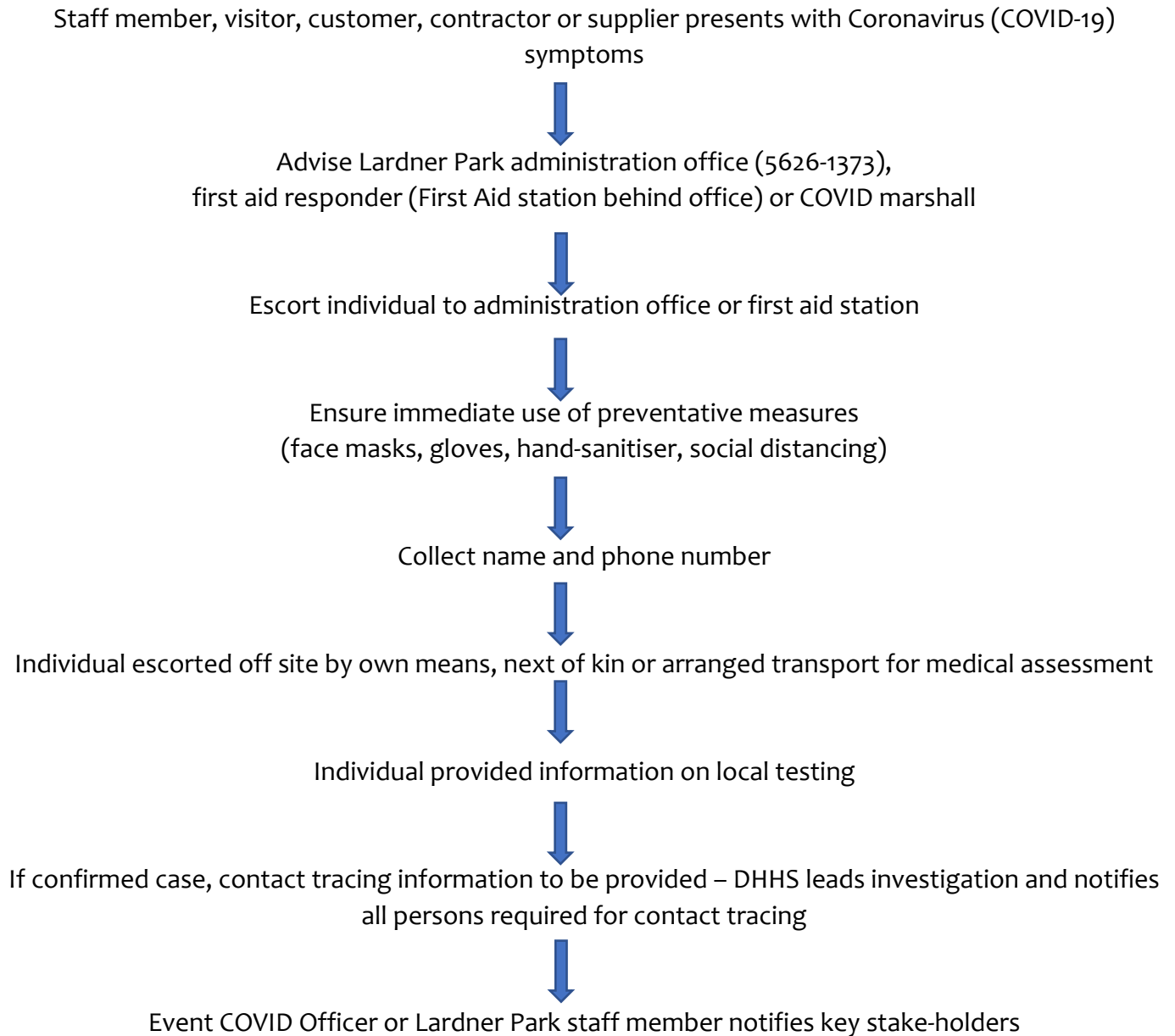
RE-OPENING THE EVENT FOLLOWING A POSITIVE CASE

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.



SUSPECTED CASE – COVID-19 FLOW CHART





Maximum capacity

To help maintain physical distancing,
a limit of



people in this space at any one time.



COVID MARSHALL – YOUR EXHIBITOR REQUIREMENTS DURING FARM WORLD

As the designated Covid Marshall for your company, you are obliged to :

- wear an ‘EVENT COVID MARSHALL’ signed hi-vis vest
- be aware of the maximum number of persons on your stand, including staff
- display your business COVID safe plan

This document is provided to you to highlight the COVID protocols which must be adhered to during your time at Lardner Park. Our Safety Officer and the Lardner Park COVID marshalls will monitor exhibitor stands during Farm World to ensure that our compliance to the Department of Health is fully executed.

Could you please read the following:

- Ensure **Capacity limits** (1 person per 4m²) in your site marquee and across your site are adhered to (Lardner Park Safety Officer will register capacity limits pre-event) and act as an escalation point for any patrons choosing to ignore Marshall requirements.
- Supply of **hand sanitiser** across your site (minimum one hand sanitiser station per 10 people onsite). Consideration should be given to over cater this requirement.
- Mandate **masks** for all inside (marquee) areas as well as situations where social distancing cannot be maintained (plus a supply of spare masks for those patrons who don't have one – these will also be available at the main entry gates for patrons who forget their masks)
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Please complete and sign below for collection by our Safety Officer or Lardner Park representative

EXHIBITOR

SITE

COMPANY COVID MARSHALL/S

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SIGNED DATE