

# COVIDSafe Plan

Fetching Events & Communications

## EVENT PROTOCOL CHECKLIST



**Event Name:** The OTIS Foundation Golf Day

**Event Format:** Fundraising event – Golf Day (team competition)

**Pax:** 136 players (max 34 teams of 4) + approx. 20 staff/volunteers etc

**Event Date:** Sunday 28 March

**Venue:** Bendigo Golf Club, Golf Course Road, Ascot

**City:** Bendigo

**State:** Victoria

**Venue contact:** Liam Carney (0409 191 856) - COVID

**Plan prepared by:** Georgie Stayches – Fetching Events & Communications

**Date prepared:** 15 March 2021 – Draft vFINAL

**COVIDSafe Officer:** Melanie Stayches, Fetching Events & Communications

**Contact no:** 0407 543 041

**Plan to be distributed to:** Staff – organizing  
Volunteers  
Venue

**Local Health Authority:** DHHS

**Contact details:** 1800 675 398

| Activity – Event Access and Requirements                  | Y | N | Details<br>(eg how, when, where etc)           | Responsible     | Additional notes |
|---|---|---|--|-----------------|------------------|
| Pre communication to guests regarding COVIDSafe protocols | Y |   | 1 x pre event email sent 7 days prior to event | Fetching Events |                  |

| State Regulations  | Y | N | Details<br>(eg how, when, where etc)   | Responsible                      | Additional notes  |
|--|---|---|--|----------------------------------|---|
| <b>Event permits and/or submission of COVIDSafe Plan</b>                 |   |   |  |                                  |   |
| 1. Is an event permit required for the event based on state regulations? | ✓ |   | Classed as Tier 3 event (ad hoc outdoor event) – as per confirmation by Business Victoria (Renee - #360016)<br><br>Plan to be submitted online at <b>least 7 days prior to event.</b><br><br><a href="https://www.coronavirus.vic.gov.au/register-your-public-event">https://www.coronavirus.vic.gov.au/register-your-public-event</a> | Fetching Events & Communications | Registration submitted on 18 March.<br><br>The receipt number is 5634 |
| 2. Does the COVIDSafe plan abide by state regulations?                   | ✓ |   | Will abide by current restrictions as per the RAD:<br><br>Outdoor sport – groups of 100 – venue capacity of up to 1000.<br><br>Golf Day will consist of teams of four (outdoors) with max total of 160 attendees including staff/volunteers.   | Otis Foundation                  |   |

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| 3. Does the COVIDSafe plan require approval and submission to local authorities?   |   | ✓ | Local permission not required as running under the RAD guidelines.       | N/A                                  |  |
| 4. Consider potential for other events in the same local area/venue which may use similar transport options, shared pathways and facilities. | ✓ |   | No other events that day. Otis has full and exclusive use of the course. | Bendigo Golf Club<br>Otis Foundation |  |

| Reducing the spread   | Y | N | Details<br>(eg how, when, where etc)   | Responsible     | Additional notes |
|---|---|---|--|-----------------|------------------|
| <b>Reducing the Spread - Pre Event Communication/Arrangements</b>   |   |   |  |                 |                  |
| 5. Staff to be briefed and undertake relevant COVID training<br><br>Develop processes and materials to ensure that workers and volunteers attending the event are provided education and guidance on physical distancing, good personal hygiene and staying home from work if feeling unwell. | ✓ |   | <b>Pre event briefing</b> pack to be sent to all staff/volunteers and COVIDSafe Officer – pre event.<br><br>At least 1 week prior to be sent<br><br>Briefing to include:<br>- OTIS' commitment to stopping the spread and providing a safe environment<br>- Registration process<br>- Reminder re 6 x COVIDSafe Protocols<br>- What is planned for 2021<br>- Differences to previous years (eg Flag protocols)<br>- Event protocols, procedures & COVIDSafe Plan (eg no handshakes)<br>- What to do before, during and after event | OTIS Foundation |                  |

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|   |   |  | <p>- Not to attend if unwell</p> <p><b>At the event briefing</b><br/> At venue briefing per shift<br/> (2 shifts)<br/> Time:<br/> 7.30am – staff &amp; volunteers<br/> 11.30am – volunteers (BBQ)</p> <p>Briefing to include:</p> <ul style="list-style-type: none"> <li>- COVIDSafe protocols</li> <li>- COVIDSafe registration arrangements</li> <li>- COVIDSafe flag arrangements</li> <li>- wearing of masks &amp; gloves for set up, pack up</li> <li>- no sharing of equipment</li> <li>- masks and gloves to be disposed of safely</li> <li>- no taking photos on others cameras</li> <li>- can take pics on own and email/text/air drop</li> <li>- if see players bunching up, encourage them to spread out</li> </ul> <p><b>COVIDSafe Officer</b> to undertake necessary Australian &amp; Victorian Government COVIDSafe courses</p> | Fetching Events & Communications |  |
| 6. Notification to all attendees (players, talents, volunteers and staff) to cover: | ✓ |  | <p>To be advised in:</p> <ul style="list-style-type: none"> <li>- Event invitation &amp; registration form</li> </ul>   | OTIS Foundation                  |  |
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| <ul style="list-style-type: none"> <li>- persons from restricted areas not able to attend</li> <li>- persons feeling unwell, displaying symptoms, a close contact or COVID positive are not permitted to attend</li> <li>- Health questionnaire/QR code in place to collect records of those on site</li> <li>- personal behaviours eg no handshake</li> <li>- physical distancing of 1.5m</li> <li>- cough etiquette</li> <li>- flag protocols</li> <li>- staggered registration times</li> </ul> |   |   | <ul style="list-style-type: none"> <li>- Event confirmation correspondence</li> <li>- 1 x Event reminder emails – 1 week prior to event (include staggered times)</li> </ul> <p>Otis Foundation to detail</p>  |                 |  |
| <p>7. Alternative arrangements and planned contingency to move event online</p>  |   | ✓ | Event format not transferrable to online   | N/A             |  |
| <p>8. Pre event meetings to be held online to minimize mixing of event staff and create work bubbles within 14 days of event</p> <p>Onsite event briefings to be held outside or in open indoor spaces</p>   | ✓ |   | To be held virtually   | Otis Foundation |  |
| Reducing the spread – registration   |   |   |  |                 |  |
| <p>9. Contactless registration in place</p>  | ✓ |   | <p>Pre event registration via email or via website.</p> <p>All entries to be pre loaded into venue scoring database</p> <p>Onsite registration process:</p> <ol style="list-style-type: none"> <li>1. Players arrive and enter via Pro Shop entrance</li> <li>2. Otis Foundation staff to mark players name down and ask them to scan venue QR code</li> </ol> <p><i>*Bendigo Golf Club to provide A3 posters and A5</i></p> | Otis Foundation |  |

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|  |   |  | <p><i>table talkers for the QR code for registration</i></p> <ol style="list-style-type: none"> <li>3. Players to pick up scorecard off table <br/><i>*score cards to have COVIDSafe protocols and reminder attached</i></li> <li>4. Players to exit via Breeze way</li> <li>5. Head to Brunch BBQ</li> <li>6. Assemble at outdoor tables (for official welcome and commencement)</li> </ol> <p><u>Wet weather contingency</u><br/>To be spread across upstairs (52 capacity) and downstairs (42 capacity) and deck (22 capacity) to welcome and presentations.</p> |                        |  |
| <p>10. A reminder of public health measures must be included in the ticketing sales process, visible on the ticket or as an email reminder.</p> <ul style="list-style-type: none"> <li>- download and actively use the COVIDSafe app</li> <li>- event COVIDSafe protocols</li> <li>- relevant arrival times (not able to arrive early)</li> <li>- use of masks (dependent on Public Health Orders)</li> <li>- persons from restricted areas not able to attend</li> <li>- persons feeling unwell, displaying symptoms, a close contact or COVID positive are not permitted to attend</li> <li>- Health questionnaire/QR code in place to collect records of those on site</li> <li>- personal behaviours eg no handshake</li> <li>- physical distancing of 1.5m</li> </ul> | ✓ |  | <p>As per above – to be included in:</p> <ul style="list-style-type: none"> <li>- Event invitation &amp; registration form</li> <li>- Event confirmation correspondence</li> <li>- 1 x Event reminder emails</li> </ul>   | <p>Otis Foundation</p> |  |

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| - cough etiquette  |  |   |   |  |  |
| 11. Where an event could attract attendees, who do not have a ticket, the organiser must use a gated venue with designated points of entry and exit.   |  | ✓ | <p>N/A – Ticketed event only.</p> <p>No walk ups permitted.</p> <p>Entry only to be permitted through prior registration.</p> <p>Minimal (approx. 15) 'Spectators' may arrive throughout the day – to be managed by the registration staff. Spectators only permitted within clubhouse outdoor area (not to go out on course).</p> <p>Mainly arrive at conclusion of golf round.</p> <p>Registration staff to have an indication of when/times groups return – to advise spectators</p> | Otis Foundation  |  |
| <b>Reducing the spread - Event time signage</b>  |  |   |   |  |  |
| <p>12. Sufficient information/signage displayed:</p> <ul style="list-style-type: none"> <li>- how to reduce the spread of COVID-19</li> <li>- download COVIDSafe app</li> <li>- handwashing</li> <li>- physical distancing</li> <li>- at each public entry to each indoor and/or outdoor space, indicating maximum capacity and COVIDSafe hygiene and physical distancing requirements</li> <li>- notification of relevant hygiene and distancing protocols</li> </ul> <p>Detail where signage will be erected</p> |  | ✓ | <p>Signage posters placed on entry to building showing social distancing requirements and capacity numbers per space.</p> <p>Venue (Bendigo Golf Club) has stockpile of COVIDSafe government signage that can be erected around the venue.</p> <p>Ensure the following signs</p>  | <p>Bendigo Golf Club</p> <p>Otis Foundation</p> <p>Otis Foundation</p> |  |

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|   |   |  | are in place:<br>- Capacity for spaces<br>- Toilets > Hand washing<br>- Entrance > Reduce the spread<br>- Communal areas > Reduce the spread<br>- Communal areas > physical distancing<br>- BBQ Areas > physical distancing  |                                      |  |
| <b>Reducing the spread - General site</b>   |   |  |  |                                      |  |
| 13. During the event, regularly to reinforce public health messages – use broadcast messages, signage, and workers/volunteers to communicate this information with attendees. | ✓ |  | Event briefing to players as part of welcome – held outside (Tables & chairs set up outside and spread out).<br><br>Reminders included on event/golf cards.<br><br>Signage to be on course BBQs  | Otis Foundation                      |  |
| 14. Compliance with capacity restrictions<br>Event organizer<br>Venue<br><br>Detail for indoor and/or outdoor   | ✓ |  | Upstairs capacity: 52<br>Downstairs capacity: 42<br>Deck: 22<br><br>Registration to be split/staggered to reduce numbers in rooms at any one time.<br><br>In the case of wet weather, the meal, presentations etc to be split over the two levels (PA system links both) | Bendigo Golf Club<br>Otis Foundation |  |
| 15. Ensuring that persons from restricted areas are not attending or participating  | ✓ |  | Have clear registration list, including addresses to   | OTIS Foundation                      |  |



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|  |   |   | determine place of residence and identify if from hotspots.<br><br>To be reviewed 1 week prior to event.   |                 |  |
| 16. Temperature checking in place at point of entry (not mandatory).<br>How will these be recorded?<br><br>How will the thermometer be managed?<br><br>How will you manage re-test requests? Do you have a holding area? |   | ✓ | N/A – No temperature testing required.   | N/A             |  |
| 17. Process in place to refuse entry for any persons who are sick or unwell or displaying any sign of sickness must not attend   | ✓ |   | If sick person arrives, registration staff to hold them outside clubhouse in designated area.<br><br>Claire to discreetly advise that due to the COVIDSafe protocols, we are not permitted to allow unwell guests at the event.<br><br>Claire also to ascertain which areas of the Clubhouse (if relevant) they had visited and who they had come in contact with.<br><br>Kindly ask them to depart and encourage them to be tested and self isolate until they receive their results. (To notify Claire once results received).<br><br>Claire to take note of name, arrival time, areas visited and advise Clubhouse staff. | Otis Foundation |  |

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|  |   |  | <p>Bendigo Club to follow their procedures (as per their COVIDSafe plan)</p> <p>Registration staff/Clubhouse staff to clean any areas visited/touched.</p>   |                        |
| <p>18. Process in place to evacuate any persons who start displaying symptoms while on site. And make the necessary procedures.</p> <p>Plan and process in place to respond if a participant, volunteer or organizer is notified by health authorities that they are a positive case and attended the facility whilst infectious.</p> <p>Do you have a plan in place to:</p> <ul style="list-style-type: none"> <li>- identify and notify close contacts in the event of a positive case attending the venue/facility during their infectious period. You are also required to notify relevant state authority of the positive case.</li> <li>- to clean the venue/facility (or part) in the event of a positive case.</li> <li>- to contact relevant state authority and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts.</li> <li>- to immediately notify relevant state authority if you have identified a person with coronavirus (COVID-19) at your venue/facility.</li> </ul> <p>Do you have a plan in place:</p> <ul style="list-style-type: none"> <li>- if the event that you have been instructed to close by relevant state authority</li> <li>- to re-open your venue/facility once agreed by relevant state authority and notify participants, volunteers and organisers they can return to the venue/facility .</li> </ul> | ✓ |  | <p>As above</p> <p>Otis/Bendigo Golf Club will have a live list of who attended the event (names, phone numbers addresses) as well as which groups they were playing in.</p> <p>Provide relevant information to DHHS.</p> <p>Advise Bendigo Golf Club to follow their procedures for a deep clean.</p> <p>Release statement and also email attendees to advise regarding situation and provide official and up to date information and instructions.</p> <p>One day event only</p> <p>All guests to be notified via email.</p> | <p>Otis Foundation</p> |

| Physical Distancing   | Y | N | Details<br>(eg how, when, where etc)   | Responsible                          | Additional notes |
|---|---|---|--|--------------------------------------|------------------|
| <b>Physical Distancing - General venue</b>  |   |   |  |                                      |                  |
| 19. Implement strategies to avoid crowding on public transport and at stops/stations. Where feasible, ensure there are adequate parking options for car-based travel. | ✓ |   | Ample parking to be provided to ensure all players drive.<br><br>Parking details to be provided and encouraged in all pre event information.   | Otis Foundation                      |                  |
| 20. Restrict venue access to one entry and one exit point for guests<br><br>If not, document how you propose to manage it?  | ✓ |   | Block front door – see site plan.<br><br>Venue has rope and bollards to create in out and in system.<br><br>Entry from Pro Shop door (double door – bollards and rope) (downstairs level). Leave doors open.<br><br>They then move to Lounge (downstairs) for registration.<br><br>Exit via breeze way (already marked on the floor for traffic flow). Leave doors open. | Bendigo Golf Club<br>Otis Foundation |                  |
| 21. Establish multiple entry and exit points to avoid queuing and ensure smooth   | ✓ |   | Registration times to be   | Otis Foundation                      |                  |

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| attendee flow into the venue. Where multiple entry and exit points cannot be established, encourage staggered entry/ exit to avoid queuing; this could be done as part of pre-event communication. |   |  | staggered to avoid queuing or congestion at the start of the event.   |                   |  |
| 22. Ensure physical distancing of 1.5m is maintained where possible<br><br>Detail how  | ✓ |  | <p>Groups of players to be separated in playing groups of 4 players per group.</p> <p>Registration to be staggered to reduce congestion.</p> <p>Spread out tables and chairs for welcome/presentation area (12 tables/120 chairs)</p> <p>Display prizes etc on table outside to avoid congestion inside – ensure ample room around prize table/s to allow easy access.</p> <p>Floor markers to be implemented where required to remind players to maintain physical distancing.</p> <p>Designated entry and exit points to avoid cross over.</p> <p>Relevant physical distancing signage at venue.</p> <p>Media wall to be placed in front of deck to avoid congestion or cross over of players/pedestrian paths.</p> | Otis Foundation   |  |
| 23. Provide physical barriers, floor markings or adapted floor plans to ensure physical distancing   | ✓ |  | Bendigo Golf Club has rope and bollards on site to use.   | Bendigo Golf Club |  |

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| Detail where  |   | <p>Consider ground markers for Brunch BBQ.</p> <p>Course bbqs are only playing teams of 4 at a time, markings not required.</p>  | Otis Foundation |  |
| 24. Where possible establish multiple zones within your event area to limit interaction between groups of attendees. You may consider assigning dedicated facilities e.g. allocated bathrooms to a specific zone. | ✓ | <p><b>OTIS x 2 staff</b></p> <ul style="list-style-type: none"> <li>• Registration</li> <li>• Wipe down tables – prepare for return</li> <li>• Scores – outdoor drop off point. Contactless drop off of cards. COVIDSafe Officer to then direct on to tables.</li> </ul> <p><b>Volunteers – Group 1</b><br/>Brunch BBQ</p> <p><b>Volunteers group 2</b><br/>1 x course BBQ (6<sup>th</sup> hole)</p> <p><b>Volunteers group 3</b><br/>1 x course BBQ (13<sup>th</sup> hole)</p> <p><b>Volunteers group 4</b><br/>Raffle ticket sales &amp; Merchandise (to be outside)</p> <p><b>Volunteers group 5</b><br/>Drink distributors (on course – left hand side)</p> <p><b>Volunteers group 6</b><br/>Drink distributions (on course – right hand side)</p> <p><b>Volunteer group 7 (potential)</b><br/>Drink distributions</p> | Otis Foundation |  |

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| 25. Ensured that the venue will be compliant with the relevant density quotient   | ✓ |   | As per above  | Bendigo Golf Club<br>Otis Foundation |  |
| 26. Spread out break times to reduce the number of people using communal facilities at the same time  | ✓ |   | Staggered arrival times.<br><br>Playing groups all starting at different holes.<br><br>Only groups of four per hole, therefore reducing congestion.<br><br>If players finish early, they sit at outdoor tables.<br><br>Drink distribution to cover different sides of the course. | Otis Foundation                      |  |
| 27. Remove excess chairs and tables from communal break areas to encourage personnel to stay a minimum 1.5 metres from one another                                    | ✓ |   | Reduce number of chairs at outdoor tables (Eg 6 per table)<br><br>Stand alone chairs scattered around area and distanced.   | Otis Foundation                      |  |
| 28. Arrange for any meetings and/or training to be held virtually or in outdoor areas that allow for appropriate physical distancing between workers?                 | ✓ |   | Staff and player briefings to be held outside.  | Otis Foundation                      |  |
| 29. Implement strategies to limit the potential for gathering near the venue or at entrances/exits. Encourage attendees to disperse from the event at its conclusion. | ✓ |   | Directional signage to encourage move players along.<br><br>Brunch BBQ to draw/encourage people away from registration area.  | Otis Foundation                      |  |
| 30. Designated smoking areas must enable physical distancing of 1.5 meters  |   | ✓ | N/A smoking not permitted inside.   | Otis Foundation                      |  |

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|   |   |   | Historically the event doesn't have smokers onsite   |  |  |
| <b>Physical Distancing – Fixed Seating</b>  |   |   |  |  |  |
| 31. Ensure seating is clearly labelled to enable seating allocation.  |   | ✓ | N/A – no fixed seating being utilized  | N/A                                      |  |
| 32. Where seating is not numbered, clearly mark rows and seats that are to be left vacant.  |   | ✓ | N/A – no fixed seating being utilized  | N/A                                      |  |
| <b>Physical Distancing – Non Fixed Seating (eg grass areas)</b>   |   |   |  |  |  |
| 33. There must be visual cues to facilitate physical distancing, this includes:<br>Ground marking or barriers allocating space to groups (i.e. their allocated 'picnic' area) – with at least 1.5m between areas allocated to separate groups<br>Signage requirements as set out in the Restricted Activity Directions<br>Dedicated wide walkways at least 2m wide<br>Ground/wall marking of 1.5m spacing where queuing may occur | ✓ |   | Outdoor tables and chairs to be spaced out.<br><br>Ground markings where required (Bendigo Golf Club have spare supply of stars and relevant ground markers)<br><br>Directional signage to encourage movement of groups (to ease congestion).<br><br>COVIDSafe Officer can work as a marshal too | Otis Foundation<br><br>Bendigo Golf Club |  |
| <b>Physical Distancing – Back of House</b>  |   |   |  |  |  |
| 34. Ensure all shared spaces in the event Back of Houses areas (eg Green Room) sufficient size to enable one person per 4 square metres and persons are 1.5 meters apart  | ✓ |   | Store room off Pro Shop area – monitor how many in there at any one time to avoid congested closed space.<br><br>Always leave the door open.   | Otis Foundation                          |  |
| 35. Consider pedestrian flow throughout venue and identified any bottle necks   | ✓ |   | FOH - As outlined on site map – dedicated entrances and exits to avoid crossovers.   | Otis Foundation                          |  |

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|  |  |  | <p>Groups to all commence at different course holes to avoid congestion.</p> <p>Kitchen – only used by caterers</p> <p>Other BOH do not apply</p> |  |  |
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| PPE  | Y | N | Details<br>(eg how, when, where etc)   | Responsible     | Additional notes |
|--|---|---|--|-----------------|------------------|
| PPE - General site   |   |   |  |                 |                  |
| 36. Arrangements in place for staff to wear masks and gloves during set up and pack up     | ✓ |   | <p>All staff to wear masks and gloves for bump in.</p> <p>To be handed out in briefing session.</p> <p>Directions on how to correctly wear/and dispose of to be included in pre event briefing.</p>  | Otis Foundation |                  |
| 37. Arrangements in place for staff to wear masks and gloves in high traffic/contact areas | ✓ |   | <p>All registration, catering and support staff to wear masks.</p> <p>Catering staff to wear masks and gloves where relevant.</p> <p>Directions to be included in pre event briefings.</p> <p>Drinks carts staff to wear masks if more than one person in the car (eg carshare).</p> | Otis Foundation |                  |



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|   |   |  | Process in place to ensure minimal touchpoints in drink distribution. Eg gloves to hand in contactless way. No cross over of touch points.   |                 |  |
| 38. Plans in place for guests to wear masks if required<br><br>Have spares for distribution for anyone who forgets a mask | ✓ |  | As per current guidelines, players are required to carry a mask on them at all times. Masks must be worn when they are unable to physical distance.<br><br>*to be communicated in pre event email and briefing<br>*Otis Foundation to have spare masks on site | Otis Foundation |  |
| <b>PPE – Workforce</b>  |   |  |  |                 |  |
| 39. Provision for additional supplies for workforce   | ✓ |  | Spare masks and gloves to be in COVIDSafe Kit  | Otis Foundation |  |
| 40. Clear communication to your workforce how to correctly wear & dispose of mask and gloves                              | ✓ |  | In briefing – pre event housekeeping to staff and volunteers (7.30am & 11.30am)  | Otis Foundation |  |

| <b>Hygiene</b>  | <b>Y</b> | <b>N</b> | <b>Details<br/>(eg how, when, where etc)</b>  | <b>Responsible</b> | <b>Additional notes</b> |
|---|----------|----------|---|--------------------|-------------------------|
| <b>Hygiene - General venue</b>  |          |          |   |                    |                         |
| 41. Venue to undertake initial pre-opening deep cleaning and implement an environmental cleaning schedule to ensure frequent cleaning and disinfection of high touch surfaces and bathrooms<br><br>Further advice about cleaning can be found at relevant state authority cleaning and disinfecting information | ✓        |          | Full time cleaners – Monday, Wednesday, Friday<br><br>Carts are regularly cleaned with sanitizer.<br><br>Otis to wipe down all tables | Bendigo Golf Club  |                         |

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|  |   |  | on arrival   |  |  |
| 42. Venue to ensure that surfaces are cleaned regularly, and high-touch surfaces cleaned at least twice on each given day  | ✓ |  | <p>Soap in toilets (hand sanitizer in pro shop areas and entrance areas)</p> <p>Toilets monitored for general tidiness during the day. Otis team to sanitize and wipe down toilets/basin.</p> <p>Regular table cleaning – wipe down while golfers on course</p>  | <p>Bendigo Golf Club</p> <p>Otis Foundation</p> <p>Otis Foundation</p> |  |
| 43. Ensure that outside doors and windows are opened to increase air circulation before commencing cleaning and disinfection   | ✓ |  | Doors to indoor areas (entry/exit from downstairs lounge) to remain open.  | Otis Foundation<br>Bendigo Golf Club                                   |  |
| 44. Cleaning products to be readily available near commonly used surfaces where possible (for example, placing hand sanitiser near the register, on tables and chairs, and in bathrooms) | ✓ |  | To be in event kit   | Otis Foundation  |  |
| 45. Hand sanitizer to be readily available throughout the venue at easily accessible points  | ✓ |  | <p>Hand sanitizer available at:</p> <ul style="list-style-type: none"> <li>- each BBQ (Brunch, 6<sup>th</sup> hole, 13<sup>th</sup> hole)</li> <li>- Registration desks</li> <li>- drinks carts</li> <li>- nearest to the pin packs</li> <li>- round tables and chairs</li> </ul> <p>Recommend 1 person per group handles scorecard &amp; pencil (to avoid high traffic touchpoints of other players)</p> <p>Hand sanitizer is in place in</p> | <p>Otis Foundation</p> <p>Otis Foundation</p> <p>Bendigo Golf Club</p> |  |

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|   |   |  | all entrance points and places with high surface contact (supply levels regularly checked by Bendigo Golf Club)<br><br>Hand sanitizer and spray bottle placed on all golf carts and ground staff work vehicles  | Bendigo Golf Club                        |  |
| 46. Ensure that all other areas being utilized will be cleaned with sanitizer prior use   | ✓ |  | As part of event bump in  | Otis Foundation                          |  |
| 47. Ensure that shared spaces and spaces open to members of the public at facilities are going to be cleaned regularly, including at least twice a day for frequently touched surfaces (for example, gates) | ✓ |  | As per above  | Otis Foundation<br>Bendigo Golf Club     |  |
| 48. Ensure that toilets and common use surfaces will be disinfected regularly   |   |  | Initial clean by Bendigo Golf Club<br><br>Checks throughout the day including wipe downs of surfaces to be conducted by Otis Event staff  | Bendigo Golf Club<br><br>Otis Foundation |  |
| 49. Ensure that equipment will be thoroughly cleaned after use<br><br>No sharing of equipment such as microphones   | ✓ |  | Flags not to be touched or moved, as per Bendigo Golf Club guidelines (therefore not multi touching of flags).<br>*to be communicated to players in pre event email and onsite briefing.<br><br>Closest to the pin markers can be used and are handed out by Bendigo Golf Club along with hand sanitizer. |  |  |

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|---|---|--|---|---|--|
|   |   |  | Scorecard & pencil to be handled by one person per group.   |   |  |
| 50. Ensure bins are provided around the venue for disposal of tissues and gloves  | ✓ |  | One skip brought on site – located behind brunch BBQ.<br><br>All staff to safely dispose of gloves and masks into provided skip.<br><br>Venue bins at:<br>Entry (x 2)<br>Lounge areas<br>BOH staff areas<br><br>Bin liners replaced daily | Otis Foundation<br><br>Bendigo Golf Club<br><br>Bendigo Golf Club |  |
| 51. Ensure that one person should be designated to open/close doors   | ✓ |  | Doors to be kept open to avoid opening/closing and communal touchpoints   | Otis Foundation<br>Bendigo Golf Club                              |  |
| 52. Reduce touch points where possible, such as using contact-less payments, registration, touching of shared microphones, sharing of phones, ipads, etc        | ✓ |  | Raffle ticket sales to be facilitated with sellers to complete all details in raffle ticket books – ie. ticket buyers not to touch communal pens and complete themselves.   | Otis Foundation   |  |
| <b>Hygiene – Back of House areas</b>  |   |  |   |   |  |
| 53. Ensure thorough cleaning including door handles, light switches, kitchen surfaces, bathroom surface, phones, remote controls and any other high touch areas | ✓ |  | Regular cleaning of all building surfaces<br><br>Regular and ongoing cleaning throughout event (with sanitizes wipes) of high touch surfaces including tables and chairs  | Bendigo Golf Club<br><br>Otis Foundation                          |  |

| Record keeping   | Y | N | Details<br>(eg how, when, where etc)   | Responsible                          | Additional notes |
|--|---|---|--|--------------------------------------|------------------|
| <b>Record Keeping</b>  |   |   |  |                                      |                  |
| 54. Collection of relevant information as a register of all guests, staff, volunteers and stakeholders are entering the venue to ensure all contact details are available<br>(Including name, mobile phone number, attendance date, attendance time)<br><br>Recommended to be captured online (eg online entries and/or QR codes)<br><br>Attendee contact details must be retained for 28 days after the event, after which, information should be destroyed, unless there is another statutory requirement for retention. | ✓ |   | All attendees to check in via Bendigo Golf Club QR code.<br><br>Bendigo Golf Club to provide signs and QR code | Bendigo Golf Club<br>Otis Foundation |                  |
| 55. Ensure that all guests and stakeholders have confirmed they are not ill or have not been in contact with anyone with COVID-19  | ✓ |   | To form part of the registration and sign in   | Otis Foundation                      |                  |
| 56. Relevant COVID Hotline phone numbers readily available   | ✓ |   | DHHS number to be on COVIDSafe Plan  | Otis Foundation                      |                  |

| Interactions in Enclosed Spaces  | Y | N | Details<br>(eg how, when, where etc)   | Responsible       | Additional notes |
|--|---|---|--|-------------------|------------------|
| <b>Interaction in Enclosed Spaces – General</b>  |   |   |  |                   |                  |
| 57. Use visual cues to facilitate physical distancing:<br>Ground/wall marking of 1.5m spacing where queuing may occur (e.g. outside bathrooms, in service lines)<br>Signage requirements as set out in the Restricted Activity Directions<br>Indicate direction of travel on walkways with a preference for one-way flow, where practical. | ✓ |   | Directional signage to be provided by venue.<br><br>Spare floor markers to be provided by venue. | Bendigo Golf Club |                  |
| 58. Common areas to be closed if the congregation of areas cannot be managed   | ✓ |   | To be managed on the day.  | Otis Foundation   |                  |

|   |   |     |   |                   |  |
|---|---|-----|---|-------------------|--|
| Document how you will communicate scores to participants.   |   |     | Rope and bollards available from Bendigo Golf Club if needed to close off areas or re-direct foot traffic.                            |                   |  |
| 59. Ensure that you are complying with the current capacity restrictions<br><br>The space available at the outdoor sport or recreation facility must be suitable to ensure members of the public are reasonably capable of maintaining a distance of 1.5 meters from each other | ✓ |     | Confirmed by Bendigo Golf Club (1 per 2sqm)   | Bendigo Golf Club |  |
| 60. Bunt off high contamination risk areas such as seating, canteen and other areas attractive to people congregating   | ✓ |     | These areas will not be utilized by players during the event. Access to limited event staff only.                                     | Otis Foundation   |  |
| 61. Modify the program to expedite participation and avoid excessive participants or guests numbers on site<br><br>Detail   | ✓ |     | Registration (and arrival times) to be staggered.   | Otis Foundation   |  |
| 62. Ensured that staff, volunteers and officials do not work across multiple work workplaces/facilities   |   | N/A | Event only taking place at one site   | Otis Foundation   |  |
| 63. Process in place to ensure staff, volunteers and officials declare to their employers if they are working across multiple worksites   |   | N/A | Event only taking place at one site   | Otis Foundation   |  |
| 64. Ensure guests are to leave the venue immediately once their session has concluded   | ✓ |     | Once presentation etc has occurred – players naturally start to leave the venue.<br><br>Some players will depart before hand as well. | Otis Foundation   |  |
| 65. Where workers and participants are required to be indoors (for example, in bathrooms), open windows and outside doors where possible to maximise  | ✓ |     | Doors in and out of registration (downstairs lounge) to remain open, creating airflow and reducing                                    | Otis Foundation   |  |

|   |   |  |   |                   |  |
|---|---|--|---|-------------------|--|
| ventilation. Use air conditioning to enhance the flow of air, however ensure that you are not using the 'recirculate' mode. |   |  | touchpoints<br><br>Air conditioner use decreased to an absolute minimum | Bendigo Golf Club |  |
| 66. Encourage staff to take their lunch breaks and any other breaks outdoors as well  | ✓ |  | All breaks to be taken outdoors as part of event                        | Otis Foundation   |  |
| <b>Interaction in Enclosed Spaces – Back of House</b>   |   |  |   |                   |  |
| 67. Open doors and windows to increase air circulation  | ✓ |  | Door to storage room to be kept open whilst being used                  | Otis Foundation   |  |

| <b>Hospitality</b>   | <b>Y</b> | <b>N</b> | <b>Details<br/>(eg how, when, where etc)</b>  | <b>Responsible</b> | <b>Additional notes</b> |
|--|----------|----------|---|--------------------|-------------------------|
| <b>Food &amp; Beverage</b>   |          |          |   |                    |                         |
| 68. Any food and beverage service must align with the Victorian Government's coronavirus (COVID-19) <a href="#">hospitality guidance</a> and the Restricted Activity Directions. |          |          | BBQ -<br><br>Canapes – Bendigo Club and Otis staff to serve<br><br>Catering staff distributing the canapes will be wearing gloves and will hand them out on serviettes rather than people taking from the plate.  | Bendigo Club       |                         |
| 69. Reduction of high traffic touch points in serving of F&B<br><br>Consider of menu and serving options   | ✓        |          | BBQs (Brunch, 6 <sup>th</sup> hole, 13 <sup>th</sup> hole) to individually serve each player (food to be placed on food stand for collection).<br><br>Catering staff distributing the canapes will be wearing gloves and will hand them out on serviettes rather than | Otis Foundation    |                         |

|  |   |     |  |                 |  |
|--|---|-----|--|-----------------|--|
|  |   |     | people taking from the plate.<br><br>Drinks at end of day to be handed out by event staff - not for players to self serve.   |                 |  |
| 70. Queues at food and beverage vendors should facilitate physical distancing and not cross over with other queues.  | ✓ |     | Course BBQs (6 <sup>th</sup> hole, 13 <sup>th</sup> hole) to serve playing groups of four at a time, therefore no queuing.<br><br>Staggered registration therefore traffic to Brunch BBQ will be staggered.    | Otis Foundation |  |
| 71. Reduce touch points during food and beverage service, such as using contactless payment methods and ensure service is occurring in well ventilated areas.                                |   | N/A | All food included as part of event   | Otis Foundation |  |
| 72. Close communal self-serve and condiment stations.  | ✓ |     | Condiments (sauce etc) to be dispensed by BBQ staff and not handled by players, therefore reducing high traffic touchpoints on bottles   | Otis Foundation |  |
| 73. Where possible, food and beverages should be sold in packaging to avoid double handling.   | ✓ |     | Drink distribution from course cars – PPE to be worn as part of distribution.<br><br>BBQ food to be placed on sanitized counter (food stand) for players to collect directly – therefore reducing touchpoints. | Otis Foundation |  |
| 74. Take-away food and drinks must be consumed in allocated seats or 'picnic areas'. Food court-style seating is permitted if consistent with the Restricted Activity Directions guidelines. | ✓ |     | Tables and chairs to be provided next to brunch BBQ for sitting.   | Otis Foundation |  |



|  |  |  |   |  |  |
|--|--|--|---|--|--|
|  |  |  | BBQs (6 <sup>th</sup> hole, 13 <sup>th</sup> hole) on course to only be attended by four players at a time. |  |  |
|--|--|--|---|--|--|

| Contingency & Scenario Planning   | Y | N | Details<br>(eg how, when, where etc) | Responsible | Additional notes |
|---|---|---|--------------------------------------|-------------|------------------|
| <b>Cancellation</b>   |   |   |                                      |             |                  |
| 75. Contingency planning must be documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons. |   |   | Cancelled                            |             |                  |
| <b>Ticketing</b>  |   |   |                                      |             |                  |
| 76. Tickets should be refundable if a ticketholder is unwell.   |   |   | Yes                                  |             |                  |

| Additional information   | Y | N | Details<br>(eg how, when, where etc)   | Responsible     | Additional notes |
|--|---|---|--|-----------------|------------------|
| Reduce touchpoints with presentations  | ✓ |   | Prizes/presentations to be set up on outdoor table with ample room surrounding it.<br><br>Players to collected prize/presentation directly off table – ie not handing out of prizes from one person to another | Otis Foundation |                  |
| Plan prepared in conjunction with Bendigo Golf Club COVID Safe plan (prepared 20/9/2020) | ✓ |   |  |                 |                  |
|  |   |   |  |                 |                  |

# Site Map

**Zones:** Downstairs Lounge (registration), Outdoor area (Welcome, Brunch BQ & Presentations), Course BBQ (6th Hole), Course BBQ (13th Hole)

