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COVIDSafe Event Plan

Vida Melbourne Latin Festival 2021

30 April to 2 May.

Section 1: Key Event Information

**Contact Information**
Please provide the relevant business details and contact information below:

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| --- | --- |
| **Registered company / business name** | Casablanca Events Pty Ltd |
| **Trading company / business name** | Casablanca Events Pty ltd |
| **Business address**  | 74 Gladesville Blv, 3197 |
| **ABN** | 92 608 631 376 |
| **Event organiser name and title**  | Victor Perez - Director |
| **Event organiser phone number**  | 0427680779 |
| **Event organiser email**  | victorperez@casablancaevents.com.au |
| **COVIDSafe coordinator name and contacts (if any)** | Julian Rodriguez |
| **Liquor license type, number and capacity** | Temporary Limited Licence Capacity 3,000 |

**Event Details**

Please provide the relevant event details below:

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| --- | --- |
| **Event name** | Vida Melbourne Latin Summer Festival 2021 |
| **Event location**  | Tom’s Block, Kings Domain, 3004 |
| **Date (s) of event** | 30 April to 2nd of May |
| **Duration of the event**  | Friday, 2:00 pm to 10:00pmSaturday, 12:00pm to 11:00pmSunday, 12:00pm to 10:00pm  |
| **Event description**  | Authentic Cuisine, Music, Performances, Art, Latin Beer Gardens and much more...A whole weekend full of flavours, aromas and great experiences.Entertainment:\* Four multicultural hubs with the finest selection of local Latin artists and bands.\* Salsa Championship - Freestyle Salsa tournament.\* Local Celebrity Latin Cooking Shows\* More than 30 DJs performing throughout the entire event.\* Outdoor dance classes.Exotic cuisine:\* More than 20 vendors providing a wide range of street foods predominantly focused on Latin cuisines from Peru, Chile, Mexico, Colombia, Argentina and Brazil, just to name a few.Kids and Family HubA specialised area for families!\*Face painting.\*Maraca making workshop using recycling materials.\*Poetry, Puppeteers, Magic shows.\* Exotic kids dancing and more.• Handcrafts and Art Exhibits:Local manufacturers and importers displaying a selection of Latin American art and handcrafted products.Melbourne Latin Summer Festival 2021 |
| **Timing of key event activities** | Four Cultural hubs with performcances every hour. (Bands, Music, Poetry, kids area). |
| **Serving of alcohol** | Yes |
| **Event website** | www.melbournelatinsummerfestival.com.au |
| **Experience arranging a COVIDSafe event** | No |

**Attendance and tiers**

Please provide details of the event attendees and event tier:

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| **Total expected attendees** | 10,000 people every day  |
| **Expected peak attendees**  | 3,000 people at the same given time. |
| **Attendee demographic** | Young families, an local community |
| **Attendance number from previous years if the event has been held previously** | 15,000 every day |
| **Event Tier** **(Tier 1 or Tier 2)** | Tier 1 |

**Venue Details**

Please provide the relevant details of your venue or venues below:

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| --- | --- |
| **Venue name** | Tom’s Block, King Domain, 3004 (park) |
| **Venue contact** | Victor Perez, Ph: 0427 680 779 |
| **Venue site map** | Attached |
| **Venue site size (in square meters)** | 14,000 sqm |
| **Venue** **publicly accessible floor (in square metres)** | 10,000 sqm |
| **Maximum venue capacity:** | 3,000 |
| **Break down of room / area (in square meters) and capacity:** | One open area  |
| **Requested maximum number of attendees at the venue** | 3,000 |
| **Venue workersnumber (excluding vendors, sub-contractors, volunteers)**  | 60 Workers  |
| **Venue vendors, sub-contractors, volunteers number** | 150  |
| **Event / venue workerskey roles and responsibilities** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Company/Role** | **Contact name** | **Contact number** | **Email** |
| Festival Director | Victor Perez | 0427 680 779 | victorerez@casablancaevents.com.au |
| Festival Manager | Julian Rodriguez | 0401 661 461 | julian@casablancaevents.com.au |
| Production Manager  | Mauricio Gomez | 0406 784 929 | mauro@casablancaevents.com.au |
| Safety – safety officerCOVID Marshall\*MAS Security/ Security Manager | Safety in numbersSafety in numbersSam Barbagallo | 0432 719 3710432 719 3710405 780 669 | traceywall@safetyinnumbers.com.autraceywall@safetyinnumbers.com.ausam@masecurityguards.com.au |

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| **Number of entry / exit points** | 2 |
| **Venue access management arrangements** | Two entrys/exit of 15 mts each.Each entry will have security monitoring how many people access and exit the event.Each entry will have staff enforcing “Attendance Register”. (Code scanning) |

# Section 3: Explanation of Event Public Health Risk Controls

## Oversight and administration

### General Governance

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will communicate the intent to hold the event to appropriate authorities, such as land holders and/or local council, and to local health authorities, and obtain relevant approvals and permits.
* We will Identify key times to review plans prior to the event

**September 2020 – Initial planning****January 10th, 2021 – Plan review****February 10th,2021 - Plan review** **April 2th, 2021 – Final Plan review*** Victor Perez will be responsible for regularly reviewing and updating the COVIDSafe Event Plan.
* We will check the Victorian Government’s coronavirus website ([www.coronavirus.vic.gov.au](https://www.coronavirus.vic.gov.au/coronavirus-covid-19-victoria)) for legislative requirements, Chief Health Officer’s Directions and any other specific restrictions that may apply.
* We will consider when scheduling an event, the potential for other events in the same area which may use similar transport options, shared pathways and facilities.
* Key workers who are responsible for implementing the COVIDSafe Event Plan

**1 x COVID Marshal****4 x COVID Compliance staff****31 x Security Guards**They will ensure that public health measures, such as physical distancing and general COVIDSafe behaviours are adhered to Identify the escalation processes in the event of breaches.* We will be monitor the public health directions for Victoria for changing regulations and restrictions will be frequently monitored and the plan will be adapted as necessary
 | Victor Perez – Festival Director |
| **During** | * We will monitor COVIDSafe event strategies during the event at regular intervals as follow:

**The beginning of the event and every hour from the star of the event.** * We will record information on all workers, contractors and attendees to assist in contact tracing should it be required, including where possible the time they arrive and leave.
* We will conduct health screening of all workers, contractors and attendees prior to the event or upon arrival, consistent with privacy and Charter of Human Rights and Responsibility obligations.
 | COVID Marshall – Safety in Numbers1 x COVID Compliance staff. 2 x COVID Compliance staff.  |
| **After** | * Report any potential health concerns to the relevant Government agency.
 | Victor Perez – Festival Director |

### Communicate Expectations to Event Workersand Attendees

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * Before the events will include information of physical distancing measures, on the event website.
* Before the events, we will ensure key health messages are distributed to attendees **trough our social channels and website such as:**
	+ Stay at home if unwell, or identify yourself as a contact of someone who has been unwell and who is being tested for coronavirus (COVID-19) infection.
	+ How to seek assistance if becoming unwell during the event (locate security, cleaners, event officials or first aid / in-event health workers).
	+ Location of first aid posts.
	+ Maintaining physical distancing requirements.
	+ Enhanced public health measures that are in place at the event, including the requirement to wear masks (consistent with Chief Health Officer Directions).
	+ Encourage attendees to download the Commonwealth Government COVIDSafe app prior to attending the event.
	+ Not attending the event if:
		1. You have been in close contact with a person who is diagnosed coronavirus (COVID-19) positive.
		2. You are positive for coronavirus (COVID-19).
		3. You have travelled overseas in the previous 14 days.
* Promote good hygiene practices at key points (e.g., retail outlets, bathrooms).
* Place signs at entry points to the event and discrete areas advising attendees not to enter if they are unwell or have coronavirus (COVID-19) symptoms.
* Place signs at entry points stating that the event organisers have the right to refuse entry and may insist that anyone with coronavirus (COVID-19) symptoms needs to leave the event and obtain coronavirus (COVID-19) testing as per health guidelines.
* Ensure all communication of risk and mitigation strategies are inclusive.**(English and Spanish)**
 | Victor Perez – Festival Director |
| **During** | * We will use loudspeakers and/or a megaphone to disseminate information about the public health measures implemented at the event. **(English and Spanish)**
 | 1 x COVID Compliance staff |

### Record Keeping to Support Contact Tracing of workers, contractors and patrons

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * **We will use the Victorian Government QR service to identify attendees via QR code technology as well as manualy.**
* We will maintain a record of all on-site workers, including contractors and volunteers. This data will capture their name, contact details, affiliation, discrete areas of work. (e.g., security at the front gate, cleaner in retail space), time entered the event, time of leaving the event.
* We will divide the staf in groups of two maxium three workers working at the same time were possibe.
 | Juian Rodriguez – Festival Manager |
| **During** | * We will record the contact information of all attendees at the event. Records must adhere to standards in privacy and health records legislation.
* The registration sytem will capture the time frames in which people arrive and leave the event.
 | Juian Rodriguez – Festival Manager |
| **After** | * Attendee records must be securely stored for 28 days, not used for any other purpose, prior to being appropriately destroyed.
 | Victor Perez – Festival Director |

### Impact on the Local Community

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will share information about the COVIDSafe planning of the event, **trough social media and website**
* We will make sure the host community retailers (e.g., hotels, café, tourism operators) are aware of event planning.
 | Victor Perez – Festival Director |
| **During** | * We will encourage event attendees to be considerate of the crowding impact on local communities.
 | Victor Perez – Festival Director |

## Attendee Management

### Maintain Physical Distancing

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will use floor markings and signs to identify 1.5m distance between persons queuing at all relevant locations (e.g., at all entries, toilets, food areas, etc.).
* We will use fences (physical barriers) in high foot traffic areas to separate crowds.
* We will ensure one-way flow of foot traffic where possible.
* We will develop a process to manage an attendee who develops symptoms.

**We 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.*** We established a system to monitor the number of people entering and exiting the event site.
* We will ensure enough toilets are available to avoid queuing.
* Smoking areas can enable physical distancing of 1.5m.
 | Victor Perez -Festival Director1 x COVID Compliance staff |
| **During** | * We will monitor physical distancing of 1.5m and density requirements, as per government guidelines, in each discrete area.
* We will monitor queues and/or seating arrangements to maintain physical distancing.
 | 1 x COVID Compliance staff1 x Safety OfficerMAS - Security Guards |

### Screening for symptoms of workers, contractors and patrons

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * Frequent event messaging should encourage event workers and attendees to stay home if they have signs or symptoms of coronavirus (COVID-19), such as: cough, fever, sore throat, fatigue or shortness of breath.
* We will implement symptom screening for workers, contractors and volunteers who will be screened prior to arrival/shift commencement.
* This will include verbal/print questionnaire or electronic platforms.
 | Victor Perez Festival Director |
| **During** | * Through pre-event communications or at entry points that have event staff or security personnel, ask screening questions of attendees such as:
	+ **In the last 14 days have you travelled from overseas or a coronavirus (COVID-19) hotspot?**
	+ **Have you been in close contact with a person who is diagnosed as coronavirus (COVID-19) positive?**
	+ **Are you an active coronavirus (COVID-19) case?**
	+ **Are you currently, or have you recently experienced cough, fever, sore throat, fatigue or shortness of breath?**

**If yes to any of the above:*** + **Isolate the attendee in the nearest designated isolation space.**
	+ **Provide the affected person with appropriate PPE.**
	+ **Arrange support from first aid, medical or in-event health services.**
 | MAS- Security Guards2 x COVID Compliance staff |

### Entry Points

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * **Specialised area away from attendees, at each point of entry, for people to wait for assessment by in-event health services if suspected of coronavirus (COVID-19**).
* We will have two wide (15mts ) entry and exit points to avoid queuing and ensure smooth attendee flow into the venue.
 | MAS - Security Guards  |
| **During** | * If practical, ask screening questions of attendees as they enter the event (can be completed concurrently with other security measures, e.g., bag checking, ticket scanning, etc).
* Avoid touching people and items such as bags unless necessary for security enforcement purposes.
* Monitor queues to maintain appropriate social distancing.
 | MAS - Security Guards |

### End of event or patron departure for the event

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will ensure dedicated avenues to exit events are established, and that these exists do not promote co-mingling with attendees arriving at the event.
* Number of patron leaving and arriving to the festival are uaually evenly distributed across the day.
 | Victor Perez |
| **During** | * Monitor crowd density at key exit pathways and points.
* Direct crowds to less-congested exits.
 | COVID Marshall Safety Officer |

### First Aid / In-Event Health Service Plans

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will be cheking and monitoring patrons:

**For fever, dry cough and tiredness.**We willi notify health authorities of suspected coronavirus (COVID-19) cases.* A hotline will be available to report.
* We will ensure all workers and contractors (including volunteers) wear appropriate PPE, including masks, at all times.
* Require all attendees to comply with the latest Chief Health Officer Directions for face masks.
* We established dedicated communication plans between first aid / in-event health services and event organisers, security and cleaning workers.
* Securities, Cleaners, COVID compliance staff will will report the incident to COVID Marshal which will report to Victor Perez or Julian Rodriguez - Directors
* People presenting coronavirus (COVID-19) like symptoms will be separate to other attendees and presented for first aid – St Jhon Ambulance.
* A plan has been develop to transport attendees through an event whilst maintaining distancing from other attendees trought a corridor near St Kilda Rd Side.
* Supected case will be taking to the Isolation room (3m x 3m marquee)
* All first aid / in-event health workers must complete training to identify and manage potential coronavirus (COVID-19) cases. Access [infection and prevention control resources](https://www.dhhs.vic.gov.au/infection-prevention-control-resources-covid-19)**.**
 | COVID Marshall St Jhon Ambulance |
| **During** | * We will adherence to appropriate personal protective equipment for first aid / in-event health workers and the provision of personal protective equipment to persons displaying coronavirus (COVID-19) related symptoms.
* Maintain contact with event workers, security and cleaners throughout the event.
 | COVID Compliance staff |
| **After** | * We will keep a record of each notifiable incident for the relevant legislated time frame.
* We will enagage communication with close contact.
 | Victor Perez – Festival Director |

### Service of Alcohol

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will ensure one-way flow of pedestrian traffic can be achieved using fences.
 | COVID MarshallCOVID Compliance StaffMAS – Security Gurds |
| **During** | * We will ensure co-mingling does not occur in areas where alcohol is being consumed with floor marks.
* Monitor crowd density. Cease operating if distancing measures cannot be maintained.
 | COVID MarshallCOVID Compliance StaffMAS – Security Gurds |

## Cleaning and Hygiene Regular and Thorough Cleaning and Disinfection

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| --- | --- | --- |
| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will ensure appropriate personal protective equipment (including masks) for use by workers.
* We will establish cleaning protocols for discrete areas of high foot traffic (e.g., bathrooms, catering areas).
* We will provide bins for the safe disposal of hygienic materials (e.g. tissues, towels, sanitary products) in washrooms and changing rooms to help reduce transmission of coronavirus (COVID-19).
* Undertake pre-event cleaning of communal facilities and high touch surfaces.
 | Head Cleaning COVID MarshallCOVID Compliance Staff |
| **During** | * We will have frequent cleaning on high traffic areas such as toilets and retail spaces.
* High touch surfaces will be cleaned at least twice per day and between groups in accordance with government [cleaning and disinfection guidelines](https://www.coronavirus.vic.gov.au/preventing-infection-workplace).
* Additional cleaning of visibly soiled surfaces will occur as required.
 | Head Cleaning COVID MarshallCOVID Compliance Staff |
| **After** | * During the bump-out, complete a final clean of the event site, discrete areas and facilities.
 | Head Cleaning COVID Compliance Staff |

### Hand Sanitiser

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * An appropriate alcohol-based hand rub will be made available to attendees as they enter and exit the event site and discrete areas within the site.
 | Head Cleaning COVID Compliance Staff |
| **During** | * An appropriate alcohol-based hand rub will be made available to attendees as they enter and exit the event site and discrete areas within the site.
 | Head Cleaning COVID Compliance Staff |

### Event organisers and general event workers

|  |  |  |
| --- | --- | --- |
| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We make sure appropriate personal protective equipment (including masks) will be available for use by workers.
* Workers will be trained in the appropriate use of personal protective equipment and trained in general safety for an event or venue workplace. Access more [guidance on PPE](https://www.dhhs.vic.gov.au/personal-protective-equipment-ppe-covid-19).
* We will establish communication plans with cleaners, security, and first aid / in-event health providers.
* We will be aware of the required steps if suspected case of coronavirus (COVID-19) is identified before, during or after the event.
* COVIDSafe Event Plans will be share with all workers and contractors.
 | Victor Perez – Festival DirectorCOVID Marshall |
| **During** | * We will monitor crowd behaviour and movements to ensure the key principles of this plan are maintained.
 | Victor Perez – Festival Director |

### Food and catering workers

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| --- | --- | --- |
| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will ensure appropriate personal protective equipment (including masks) is available for use by workers and they receive appropriate training.
* **We will ensure all staff are**[**appropriately trained to prepare and serve food and beverages**](https://www2.health.vic.gov.au/public-health/food-safety)**in compliance with COVIDSafe directions.**
 | Victor Perez – Festival DirectorCOVID Marshall |
| **During** | * Monitor queues to maintain physical distancing. Cease operating if distancing measures cannot be maintained.
 | COVID Compliance Staff |

### Cleaning workers

|  |  |  |
| --- | --- | --- |
| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will ensure appropriate personal protective equipment (including masks) is available for use by workers. Workers must be trained in the [appropriate use of personal protective equipment](https://www.dhhs.vic.gov.au/personal-protective-equipment-ppe-covid-19).
* We will establish communication plans with event organisers, security, and first aid.
 | Julian RodriguezFestival Manager |
| **During** | * We will maintain direct communication with first aid / in-event health services and security personnel.
 | Julian RodriguezFestival Manager |

### Security workers

|  |  |  |
| --- | --- | --- |
| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will ensure appropriate personal protective equipment (including masks) is available for use by workers. Workers must be trained in the appropriate use of [personal protective equipment](https://www.dhhs.vic.gov.au/personal-protective-equipment-ppe-covid-19).
* We established communication plans with first aid / in-event health services and ensure security workers are trained to work at events.
* We determined key areas security can monitor crowd movements and density.
* Monitor crowd behaviour for unwell attendees and contact first aid / in-event health services when appropriate.
* Develop COVIDSafe protocols for the management of aggression from attendees. This should include crowd management, movement of attendees throughout crowds, and liaison with police.
 | Julian RodriguezFestival managerMAS – Security GuardsCOVID MarshallCOVID Compliance Staff |
| **During** | * Ensure people provide accurate details for event records.
* Have adequate personal protective equipment at entry points if engaging with attendees exhibiting possible coronavirus (COVID-19) symptoms.
* Monitor crowd movements and density to implement strategies to maintain crowd density as per the Chief Health Officer Directions.
 | MAS – Security GuardsCOVID MarshallCOVID Compliance Staff |

### Deliveries

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * Non-essential visits to the event site should be cancelled or postponed.
* Direct visiting delivery drivers and contractors to provide details for event organiser to record, and must remain in vehicles and use contactless methods such as mobile phones to communicate with your event workers wherever possible.
* Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered.
 | Victor PerezFestival Director |
| **During** | * Ensure delivery drivers and other contractors who need to attend the event site, to provide maintenance or repair services or perform other essential activities, are given clear instructions of requirements while they are on site.
 | COVID Compliance Staff |

# Section 4: Event Specific COVIDSafe Controls

# Food and Beverage Preparation and Service Areas

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * Any food and beverage service must align with the Victorian Government’s coronavirus (COVID-19) [hospitality sector guidance](https://www.coronavirus.vic.gov.au/hospitality-food-and-beverage-services-sector-guidance) and the [roadmap for reopening](https://www.coronavirus.vic.gov.au/coronavirus-covidsafe-summer).
* We will encourage attendees to make electronic payments for food and beverage purchases.
* We will ensure queues for food and beverage outlets do not cross other foot traffic areas using fences.
* Have additional retails outlets open to disperse crowds.
* We will establish different areas for ordering and collection, and where practical, separate entry and exit paths.
* Close communal self-serve and condiment stations.
 | Victor Perez Festival Director |
| **During** | * Monitor queues to maintain physical distancing. Cease food and beverage operations if distancing measures cannot be maintained.
* Ensure take-away food and drinks are consumed in allocated seats or ‘picnic areas’.
 | MAS – Security GuardsCOVID MarshallCOVID Compliance Staff |

### Other Queuing Areas

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * Ensure queues do not cross other foot traffic areas.
 | MAS – Security GuardsCOVID MarshallCOVID Compliance Staff |
| **During** | * Monitor queues to maintain physical distancing. Cease operating if distancing measures cannot be maintained.
 | MAS – Security GuardsCOVID MarshallCOVID Compliance Staff |

### Stages – Ground floor cultural hub

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will employ strategies to avoid crowding when entertainers are performing (e.g., do not allow people to stand at the front of the stage).
* Program solo performances or small groups only, based on the size of the stage and the performers’ ability to maintain physical distancing.
* Multiple performances will happen simultaneously, spread out the stages to prevent high-density audiences.
 | Victor PerezFestival DirectorCOVID Marshall |
| **During** | * We will monitor crowd density and will cease performances if crowds cannot maintain physical distancing requirements.
* Ensure equipment, such as microphones have disinfectant wipe-down of equipment before and after use
 | COVID MarshallCOVID Compliance Staff |

### Market Stalls and Fetes

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| --- | --- | --- |
| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will provide appropriate amounts of alcohol-based hand sanitiser at each stall.
* We will establish one-way flow of pedestrian traffic at stalls (e.g., encourage people movement from left to right at stalls).
* We will encourage stall owners to take electronic payments.
* We will establish designated entry/exit points to comply with contact tracing regulations.
 | Victor PerezFestival Director |
| **During** | * Wi will ensure stall owners understand that they should stay at their stall to avoid interactions with other stall owners.
* We will monitor physical distancing measures in queues, and ensuring queues do not cross foot traffic
 | Victor PerezFestival DirectorMAS – Security GuardsCOVID MarshallCOVID Compliance Staff |

### Non-Allocated Seating or Picnic Rug

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| **Timing** | **Plans / actions** | **Responsible** |
| **Before** | * We will provide gridlines on the ground where people will place their belongings with adequate physical distance between other groups.
* We will ensure pathways are 2m wide to allow the flow of pedestrian traffic while maintaining physical distance from seated people.
* Ensure one-way flow of pedestrian traffic can be achieved within pathways that divide seated people.
 | Victor PerezFestival Director |
| **During** | * Event staff will be available to provide directions to attendees regarding, the one-way flow of foot traffic and the location of vacant spaces.
* We will monitor physical distancing measures in queues, ensuring queues do not cross foot traffic
 | MAS – Security GuardsCOVID MarshallCOVID Compliance Staff |