



COVID Safe Event Checklist – The Great Illawarra Walk v1.1	
Event Date: 01 March 2021	
Contact: Michael Wells	Ph: 0412 264 358
Loc: Shellharbour Village to Headlands Hotel – Austinmer (40-kilometre walk)	
Anticipated attendance: 800	Volunteers: 40
<p>Description of event: The Great Illawarra Walk is an annual charity event held between Shellharbour and Austinmer. Now in its 14th year, The Great Illawarra Walk's main objective is to raise funds to support Illawarra-based children with illness and disabilities. The 2021 Great Illawarra Walk will be raising funds for the Saving Chloe Saxby Foundation and funding vital research being conducted at the Illawarra Health and Medical Research Institute (IHMRI).</p> <p>Chloe Saxby was diagnosed with Vanishing White Matter (VWM) disease at the age of three and lost her battle to the illness in 2020. South Coast-based Holly Burns was also diagnosed with VWM at a similar age and currently lives with her parents in Mollymook.</p> <p>IHMRI commenced research into VWM in recent years and is the first Australian-based organisation to commence research into this illness. For the past three years, the Great Illawarra Walk has been one of the main contributors to funding that research.</p> <p>The Great Illawarra Walk is proudly a zero-administration charity, meaning that all organisation and funding is donated and 100 percent of money raised is provided to the cause. This year, despite the loss of Chloe Saxby, the event will support the research posthumously as a mark of support for the family and to continue this vital research.</p> <p>The Great Illawarra Walk Committee is comprised of specialists in the risk, health and law enforcement fields, who are working to ensure the event is COVID-safe and does not present any risk to the community. The entire committee are community-focussed and have a deep understanding of the importance of this being the case. Volunteers will receive training prior to the day to ensure they are aware of the current health advice, including COVID-19 symptoms, and the necessary safety precautions they need to take to ensure this remains COVID-safe. A communication and public information campaign that reinforces messaging and health advice will be implemented in the lead up to the event, with information shared via social media and electronic mail.</p> <p>This form outlines what the Great Illawarra Walk Committee will do to prior to and during the Great Illawarra Walk to protect the volunteers, participants and the wider community.</p> <p>On 1 March 2021 this plan was altered as per changes to NSW Health restrictions, the Great Illawarra Committee continue to monitor the evolving situation and will update this plan accordingly.</p>	

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1. Governance Arrangements

a. Prior to the event

- Monitor the NSW Health Website <https://www.health.nsw.gov.au/> to be aware of current COVID situations and restrictions.
- Obtain the necessary approvals to operate the event from appropriate authorities
- Identify key volunteers who are responsible for implementing and reviewing the strategies in the COVID-safe event checklist
- Ensure that any business operating as part of the event complies with their respective COVID safe plans.
- Ensure volunteers of the event are adequately trained to manage COVID-19 requirements.
- Adopt procedure to manage psychological risks (including patron aggression), in accordance with appropriate standards and Safe Work Australia.
- Areas being utilised as part of the event must be in line with health advice and current restrictions (for example adhering to square metre rule)
- All participants will be required to register and as a component of that registration they will be required to complete a COVID declaration.
- The event will be arranged with staggered start times to allow for reduced numbers and physical distancing.

b. During the event

- Monitor strategies during the event at the beginning and on an hourly basis throughout the event.
- Ensure you have a copy of this signed checklist which must be produced if requested by a relevant enforcement officer. This may include an electronic copy.
- Provide evidence to the approving authority that volunteers have undertaken COVID-19 training.
- Volunteers with a general work-related complaint can contact [safe work NSW](#).

2. Communicate Expectations to Event Volunteers and Participants

a. Before the event

- Notify participants that in the event of cancellation or if COVID-19 symptoms arise, a refund may be provided on request.

Include messaging prominently displayed on event website that people must not attend the event if they have COVID-19 symptoms or have been a close contact of someone with COVID-19.

A communication and public information campaign that reinforces messaging and health advice will be implemented in the lead up to the event, with information shared via social media and electronic mail.

Ensure key health messages are scheduled via social media and are displayed on the event website:

- Stay at home if unwell or have a cough, fever, sore throat, fatigue or shortness of breath.
- How to seek assistance if a participant becomes unwell during the event (locate volunteers or first aid)
- Maintaining physical distancing requirements is the responsibility of the individual.

Communicate security requirements via social media and event website to prevent crowding at entry points.

Place signs at entry points to instruct participants not to enter the venue if they are unwell, have COVID-19 symptoms, have been overseas in the last 14-days, or have been in close contact with a confirmed or suspected case.

Prominently display hygiene placards (e.g. hand washing and sanitising practices). Electronic copies of hygiene placards can be accessed from the [Safe work Australia](#) website.

b. During the event

Disseminate information about public health measures implemented at the event.

Ensure signs about enhanced public health measures are maintained and visible.

Participants will be requested to walk in small, household groups and family groups where possible.

3. Maintaining Physical Distancing

a. Before the event

Determine the total number of participants.

Ensure all participants are aware of their requirement to maintain physical distance in accordance with health guidelines

Develop and implement practices to manage the number of people inside discrete areas of the event (e.g. toilet facilities, shirt collection tables).

Place floor markings, wall markings or signs to identify 2 metre distance between persons queuing at all relevant congregating locations (e.g. starting area, finish areas, water stations).

Use physical barriers in high foot traffic areas to separate crowds.

Ensure one-way flow of foot traffic is established where practical.

- Use separate entry and exit routes from all water stations and similar areas.
- Limit the use of cash donations by encouraging donations through the website or with QR codes sent to registered participants.
- Participants will be requested to walk in small groups and family groups where possible.

b. During the event

- Monitor physical distancing as per government guidelines.
- Monitor queuing arrangements to maintain physical distancing.
- Participants will be requested to walk in small groups and family groups where possible.
- Participants will be encouraged to start upon arrival to avoid a mass gathering

4. Screening

a. Before the event

- Implement symptom screening for participants and volunteers upon commencement of the event. This may include verbal/print/electronic questionnaire and temperature checking.
- Establish system where volunteers and participants who become unwell during the event can be isolated from other attendees.
- Illawarra Security Guards will be in attendance to monitor and screen participants.

b. During the event

- At the commencement and at water stations have a QR Code COVID questionnaire through the Service NSW App.
- Throughout the event a COVID Marshall will be tasked with the role of asking participants the following questions:
 - In the past 14 days have you travelled from overseas or a COVID-19 hotspot?
 - Have you been in close contact with a person who is positive for COVID-19?
 - Are you an active COVID-19 case?
 - Are you currently, or have you recently experienced cough, fever, sore throat, fatigue, loss of smell or taste, vomiting, diarrhoea or shortness of breath?

Up to date information, including symptoms, can be found in the [Communicable Diseases Network Australia's Series of National Guidelines \(SoNGs\) for Coronavirus Disease 2019 \(COVID-19\)](#).

If yes to any of the above:

- Isolate the attendee and remove them from the event
 - Provide the affected person with the appropriate personal protective equipment.
 - Refuse entry to the event and refer the person to first aid, medical or in-event health services if available.
- Screening questions can be undertaken concurrently with other entry activities, (e.g. during shirt collection and at water stations).
 - Illawarra Security Guards will be in attendance to monitor and screen participants.

5. Facilitate Contact Tracing

a. Before the event

- A record of all volunteers must be established to identify the person's name, phone number, email address, home address, organisation affiliation, areas of work, time of entry, and time of leaving the event.
- Records of all participants must be collected. Persons under the age of 18 years must also record a parent or guardian and their contact information.

b. During the event

- Records must adhere to standards in the *Privacy Act*. Records must be securely stored for 56 days after the event for contact tracing purposes.
- Records of contact information for staff and attendees to be provided immediately upon request by public health officials for NSW Health.

6. Regular and Thorough Cleaning

a. Before the event

- Ensure appropriate personal protective equipment is available for use of all volunteers.
- Establish cleaning protocols for discrete areas of high foot traffic (e.g. portable toilets, shirt collection table, water stations).
- Ensure adequate supplies of cleaning products, such as sanitiser and detergents.

b. During the event

- Adopt and implement practices to ensure that frequently touched areas and surfaces are cleaned regularly with detergent or disinfectant.
- Gloves will be used for cleaning heavily touched areas such as toilets, door handles etc.
- Clean and disinfect after any suspected COVID-19 infection: Adopt and implement practices to ensure that areas that have been used by a person with suspected or confirmed COVID-19 infection are cleaned and disinfected, and that appropriate personal protective equipment is worn by the cleaner.

7. Hand sanitiser and Hand Washing Facilities

a. Before the event

- Establish hand washing / sanitising stations and practices for volunteers and attendees as they enter and exit the event and discrete areas within the site.
- Hand washing / sanitising stations will include clean running water, liquid soap and paper towel where possible and where this is not possible, an appropriate alcohol-based hand rub will be available.
- Each participant will be provided a personal bottle of hand sanitiser donated by Illawarra Health and Medical Research Institute (IHMRI).

Hand washing facilities are required for food services areas.

b. During the event

Ensure hand sanitiser and hand washing facilities are maintained throughout the event site for volunteers and attendees.

Encourage volunteers to practice good personal hygiene.

Each participant and volunteer will be encouraged to regularly use their individual bottle of hand sanitiser that they have been issued.

Endorsement



Michael Wells
Monday 01 March 202
Committee member
Great Illawarra Walk