



Midsumma Festival Incorporated

COVIDSafe Plan

Current as of 8 February 2022

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This document may only be used by the person/organisation which it is addressed for the stated purpose for which it is provided. If this plan is implemented to facilitate other events or circumstances, the risk controls in place cannot be guaranteed.



TABLE OF CONTENTS

1.	SCOPE OF COVIDSAFE PLAN	3
1.1.	What is a COVIDSafe Plan?	3
1.2.	Objectives of the Midsumma COVIDSafe Plan	3
1.3.	Organisation Overview	3
1.4.	Roles and Responsibilities	3
1.5.	Process of Reviewing COVIDSafe Guidelines	7
1.6.	Definitions	7
2.	VACCINATION REQUIREMENTS	9
2.1.	Criteria to be considered fully vaccinated	9
2.2.	Valid medical exemption	9
2.3.	COVID Check-in Marshals	9
3.	COVIDSAFE PRINCIPLES	10
3.1.	Physical distancing	10
3.2.	Face masks	10
3.3.	Hygiene	10
3.4.	Record keeping	11
3.5.	Enclosed spaces and ventilation	12
3.6.	Create workforce bubbles	12
4.	COVIDSAFE OPERATIONAL POLICIES & PROCEDURES	13
4.1.	Access Control and Accreditation	13
4.1.1.	Registration and Induction	13
4.1.2.	Distribution	13
4.1.3.	Accreditation Checks	13
4.1.4.	Revocation of Accreditation	13
4.1.5.	Access to Accreditation Register	13
4.2.	Artist Management	14
4.3.	Box Office and Ticketing Protocols	14
4.4.	Capacity – Venue and Event Space	14
4.5.	Communications	15
4.1.	COVID-19 Incident Management – Workplace	16
4.2.	COVID-19 Incident Management – Events	16
4.3.	Deliveries	16
4.4.	Disability Access, Inclusion and Vulnerable People Protocol	17
4.5.	Food and Beverage Service	18
4.5.1.	Bars	18
4.5.2.	Free Water Stations	18
4.5.3.	Food Trucks	18
4.6.	Health Screening Protocols – Personnel	18
4.7.	Ingress, Egress and Circulation	19
4.8.	Signage	19
4.9.	Sign-In Process	20
4.10.	Terms and Conditions of Sale and Entry	20
4.11.	Training and Awareness	20
4.12.	Waste Management	21
4.13.	Workforce Management	21

1. Scope of COVIDSafe Plan

1.1. What is a COVIDSafe Plan?

A COVIDSafe Plan is a document that each organisation must have to document and detail the process put in place to create a COVID-Safe work environment, which minimizes the risk of transmission of COVID-19.

The key principles of operating a COVIDSafe workplace are:

- Practise physical distancing
- Wear a mask or face covering
- Practise good hygiene
- Keep electronic records and act quickly
- Avoid interactions in enclosed spaces
- Create workforce bubbles

1.2. Objectives of the Midsumma COVIDSafe Plan

The objectives of the Midsumma COVIDSafe Plan are to document how Midsumma Festival will operate in a COVIDSafe way, and document the various requirements and procedures put in place for running a COVIDSafe event.

As the situation changes, this document will remain live, updated as new evidence-based information is disseminated from state and federal government, which may affect the protocols and procedures listed. Each time this document is updated, all inducted staff will receive a new briefing from senior Midsumma staff to ensure compliance with any updated or reviewed procedures.

This document does not replace the Principal Risk Assessment undertaken by Public Safety Australia (ABN 597 148 166 87) for general event operations, or the Emergency Management Response Plan for each participating venue or event.

1.3. Organisation Overview

Midsumma Festival Inc
77 Southbank Boulevard, Southbank VIC 3006
www.midsumma.org.au
admin@midsumma.org.au

Midsumma Festival Inc (ABN: 50 783 159 198) is Australia's premier LGBTQIA+ arts cultural festival held annually in Melbourne, Victoria, made for and by communities who live with shared experiences around diverse gender and sexuality.

Midsumma champions queer cultures, conversations and artists. We create powerful events that inspire, share unique stories and build meaningful connections spanning across cultures, generations, gender and security identities, and abilities and disabilities.

For the purpose of this document, Midsumma Festival Inc is considered a non-essential organisation and event, with its office based at the above address.

1.4. Roles and Responsibilities

While it is the responsibility of everyone to follow the guidelines set by Victorian Chief Health Officer and both Federal Government and State Government, the following roles and responsibilities have been developed to ensure that Midsumma Festival Inc operates in a COVID-Safe way.



ROLE	COVIDSAFE POSITION	RESPONSIBLE	KEY DEPENDENCIES
Midsumma CEO	Chief Warden	Key contact for company board, responsible for reputational risk mitigation, and final sign-off of COVIDSafe Plan.	Filter risk management position of company board to on-site team. Member of COVID-19 Emergency Response Group.
Midsumma Production and Operations Manager	COVIDSafe Compliance Coordinator / Deputy Warden	Key person on site for COVIDSafe compliance and induction, training and awareness of procedures.	Work directly with Site Manager to ensure COVIDSafe Plan is followed. Member of COVID-19 Emergency Response Group.
Midsumma Marketing & Communications Manager	Point of contact for execution of Midsumma Communications Plan.	Media and communications management, including COVIDSafe procedures such as contact tracing, physical distancing, cleaning and hygiene, and PPE for artists.	Work directly with Site Manager on event management. Member of COVID-19 Emergency Response Group. Responsible for external and social media actions in Communications Plan.
Ticketing & Producer Services Manager	Point of contact for ticketing and producers of the open access events.	Ticketing and Producer Services Management including COVIDSafe procedures such as contact tracing and physical distancing.	Work directly with Site Manager on event management. Member of COVID-19 Emergency Response Group.
Midsumma Acting Program Manager	Main point of contact with artists.	Artist management, including COVIDSafe procedures such as contact tracing, physical distancing, cleaning and hygiene, and PPE for artists.	Work directly with Site Manager on event management. Member of COVID-19 Emergency Response Group.
Midsumma Festival Site/Venue Manager	COVIDSafe Compliance Officer (unless a separate COVIDSafe Compliance Officer is in place as per large events) & main point of contact with venue	Staff and venue management, including COVIDSafe procedures such as contact tracing, physical distancing, cleaning and hygiene, and PPE for staff,	Work directly with Production Manager to ensure COVIDSafe Plan is followed. Member of COVID-19 Emergency Response Group.



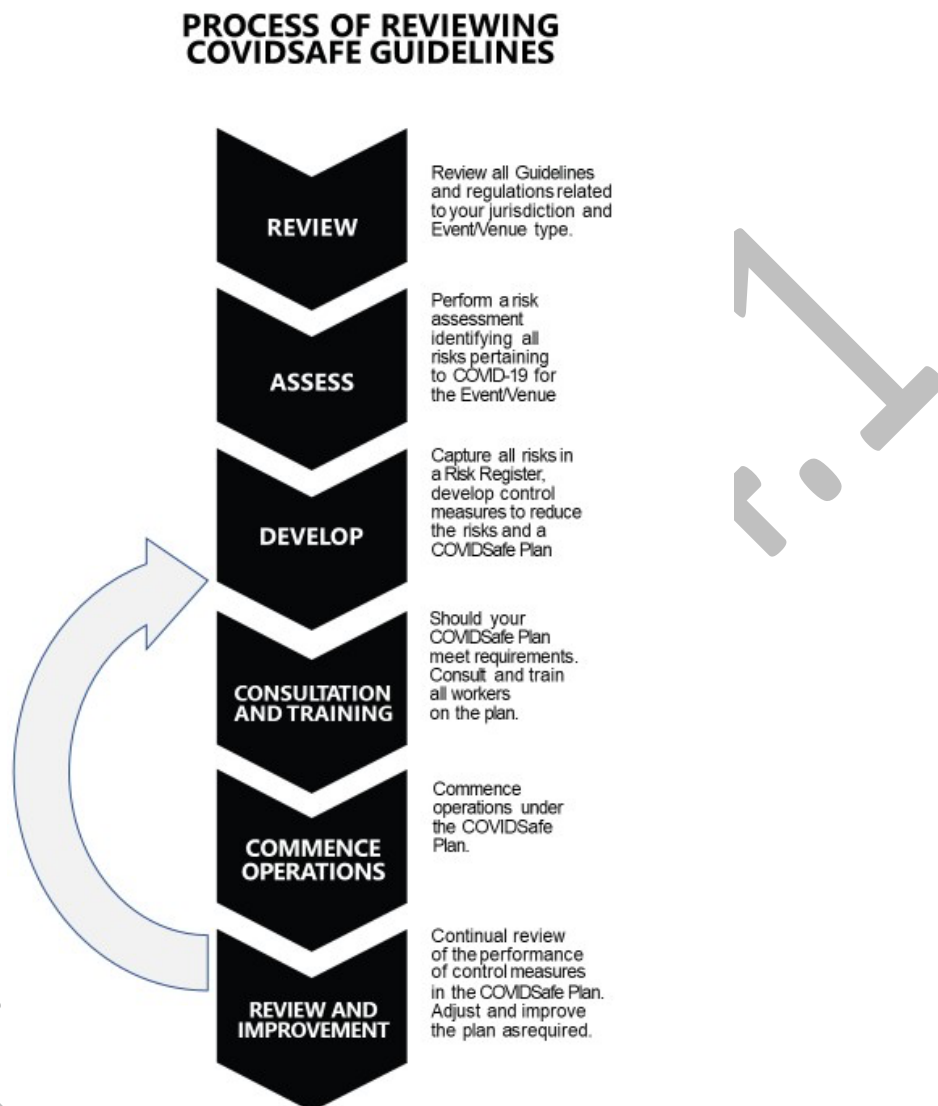
	staff, volunteers, suppliers and contractors	suppliers, contractors and patrons.	
Public Safety Australia	Event Risk Consultant	Ensure OHS compliance is practised concurrently with COVIDSafe protocols. Responsible for provision of dedicated of COVIDSafe Compliance Officer for Pride March or any other larger events.	Work directly with Production Manager to ensure Risk Management Plan is followed. Member of COVID-19 Emergency Response Group.
Melbourne Pride Project and Program Manager	Main point of contact with artists and management of event project.	Artist management, including COVIDSafe procedures such as contact tracing, physical distancing, cleaning and hygiene, and PPE for artists.	Work directly with Site Manager on event management. Member of COVID-19 Emergency Response Group.
Melbourne Pride Community Engagement Manager	Main point of contact with artists.	Artist management, including COVIDSafe procedures such as contact tracing, physical distancing, cleaning and hygiene, and PPE for artists.	Work directly with Site Manager on event management. Member of COVID-19 Emergency Response Group.
Melbourne Pride Production Manager	COVIDSafe Compliance Coordinator	Key person on site for COVIDSafe compliance and induction, training and awareness of procedures.	Work directly with Site Manager to ensure COVIDSafe Plan is followed. Member of COVID-19 Emergency Response Group.
Midsumma Suppliers	All Suppliers	Ensure their staff comply with Midsumma COVIDSafe Plan as well as their own company plan and delivery procedure.	Work directly with Production Manager on COVIDSafe protocol. Provide company COVIDSafe plan for own staff.
City of Melbourne	Landowner – Midsumma Carnival	Permit events to take place on their land. Review COVIDSafe Plan in line with own organisation plan.	N/A



City of Port Phillip Representative – Event specific – Pride March	Landowner – Pride March route and Catani Gardens	Permit events to take place on their land. Review COVIDSafe Plan in line with own organisation plan.	Member of COVID-19 Emergency Response Group (venue specific).
Parks Victoria Representative	Landowner – Ian Johnson Oval	Permit events to take place on their land. Review COVIDSafe Plan in line with own organisation plan.	N/A
Yarra City Council Representative – Event specific – Melbourne Pride	Landowner – Melbourne Pride	Permit events to take place on their land. Review COVIDSafe Plan in line with own organisation plan.	N/A



1.5. Process of Reviewing COVIDSafe Guidelines



The above graphic was published by the Live Entertainment Industry Forum in the *Live Entertainment Industry Forum COVID-Safe Guidelines – (October 2020) by Live Entertainment Industry Forum (LEIF)*

1.6. Definitions

Attendee – A person who attends a Midsumma Festival event.

Close Contact – Under the current Victorian Coronavirus guidelines household or household-like contacts are considered or rereferred to as close contacts. The definition of this is having spent more than four hours with someone who has COVID-19 inside a house, accommodation, or care facility



COVIDSafe Plan – intends to protect Midsumma, all personnel, and attendees, and support in preparing for a suspected or confirmed case of COVID-19. A COVIDSafe Plan considers actions to help prevent the introduction of COVID-19, the level of PPE required, and the demonstration of how requirements will be met set out by the Victorian Government.

COVIDSafe event – An event that has a COVIDSafe plan or COVID Management Plan in place and can adhere to relevant requirements set out by the Victorian Government.

Event Operations Centre – the Event Operations Centre or EOC is an operations centre that manages the event. Within the EOC the Chief Warden, event owner, risk and safety management, security, and first aid as well as a member of the local council oversee the event and log incidents and make decisions regarding the operation of the event in consultation with each other.

Midsumma Festival Inc – the organisation who owns this COVIDSafe plan. Also known as Midsumma Festival or Midsumma.

Personnel – a term used to describe Midsumma staff, Midsumma volunteers, Contractors and their staff who are involved in putting an event on.

Workers – a term to describe paid Midsumma staff.



2. Vaccination requirements

All festival personnel must show proof of their fully vaccinated status (or valid medical exemption). All attendees are required to be fully vaccinated if attending Midsumma events/venues where the festival has exclusive use of the space and providing this requirement is still in place from the State Government of Victoria.

At Midsumma events that take place in shared, public space (where access cannot be effectively restricted), the vaccination status of attendees will not be checked. However, anyone requiring access to areas where the festival can implement access control such as Back of House or a licenced bar area will need to show evidence of being fully vaccinated.

2.1. Criteria to be considered fully vaccinated

People are considered fully vaccinated against COVID-19 for the purposes of attending an event or venue if:

- they have received both doses of the COVID-19 vaccine, or
- they have a valid medical exemption to COVID-19 vaccination issued by an authorised medical practitioner, or
- they are under the age of 12 and 2 months

Anyone who cannot show evidence of any of the above will not be considered fully vaccinated and therefore not permitted access.

2.2. Valid medical exemption

People may receive a temporary or permanent medical exemption if they are unable to be vaccinated because they:

- have a serious medical contraindication to all available COVID-19 vaccines, or
- have an acute medical illness, including COVID-19 infection

A medical certificate cannot be used as evidence of a COVID-19 vaccination exemption.

A valid medical exemption must be updated by a doctor on an individual's record on the Australian Immunisation Register. Once an exemption has been processed, it can be downloaded as a COVID-19 digital certificate. It can then be added to the Service Victoria app or downloaded from myGov on a smartphone. Individuals can also print their COVID-19 digital certificate from myGov if they do not have access to a smartphone.

Travellers from overseas should visit [Information for overseas travellers](#) for information on international medical exemptions.

2.3. COVID Check-in Marshals

COVID Check-in Marshals (or security fulfilling this role) will be stationed at access control points to any event area restricted to vaccinated personnel only.

The COVID Check-in Marshal asks each patron who attends the premises to use the Service Victoria QR code to check-in on arrival (or an alternative record-keeping method, where relevant). They will also ask all patrons over the age of 12 years and two months, to show evidence of their COVID-19 vaccination status.

If anyone refuses to check-in or show the requested evidence, the COVID Check-in Marshal will ask that person not to enter. If the person does not comply the issue should be escalated to senior Midsumma Festival management, security, or the police if additional enforcement support is required.



3. COVIDSafe Principles

3.1. Physical distancing

Physical distancing is encouraged to reduce the risk of transmission of COVID-19. While the responsibility to adhere to physical distancing guidelines is ultimately up to individuals, all operational areas will be designed in a way that facilitates physical distancing (this includes layout, signage, barriers, and staffing).

Physical barriers (such as crowd control barriers or tensile barriers) and visual aids (such as floor/wall markings, signage, or bollards) will be deployed in areas with high foot traffic, such as entries, bathrooms, and food and beverage outlets. Where possible, these areas will be designed to facilitate one-way flow through use of separate entries and exits to reduce contraflow.

In instances where physical distancing is not possible due to work related duties (i.e. fitting microphones, working in close confines) appropriate PPE will be provided to be worn by workers, and additional sanitisation practices will be administered to mitigate the risks of transmission. Event personnel will monitor adherence to physical distancing requirements in all operational areas.

3.2. Face masks

Face masks are mandatory for everyone aged 8 and above in all indoor settings in Victoria, unless an exemption applies such as when consuming food or drink.

Facemasks are also required while attending an event that has 30,000 or more patrons present unless you are seated outdoors at the event. The Melbourne Pride event is an open street-party style event, unfenced and un-ticketed. Within the public event precinct, we anticipate a maximum attendance of approximately 20,000 people at any one time.

Midsumma recommends all staff, volunteers, and event personnel wear a facemask to protect themselves and others whilst working outdoors at Melbourne Pride. Masks will remain mandated for staff, volunteers and contractors when working indoors as per the current Victorian Government requirements.

Workers in public-facing roles such as those serving food and drink may still be required to wear face masks in accordance with the Chief Health Officer's Directions. It is also recommended that face masks are worn whenever physical distancing cannot be maintained in all outdoor settings.

Personnel will be encouraged to provide their own face masks, however a supply of single-use face masks will be available on site and offered to anyone that requires or requests one. Current Victorian Government directions when to wear a face mask can be found at the link below.

<https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask>.

All Victorians are required to always carry their mask when leaving home.

3.3. Hygiene

Personal and workplace hygiene can assist in minimising the transmission of COVID-19. Midsumma personal and workplace hygiene practices include:

- Promoting good hygiene during the online induction for all personnel and provide reminders of good hygiene through signage at events, within events sites and at the office



- Messaging will include handwashing procedure, coughing into tissue or elbow, avoiding touching the face or face mask, and regularly sanitising high touch surfaces (i.e. phones, headphones, etc)
- Promoting good hygiene practices via signage, as well as social media campaigns and email communications for events.
- Using cashless payment systems where possible.
- Providing hand sanitiser stations in addition to washing facilities at toilet facilities; providing hand sanitiser stations at venue entry and exit points, and service points such as bars and food trucks.
- Toilet facilities will include adequate hand wash, as well as cleaning regime developed in conjunction with cleaning and waste provider.
- Professional cleaning staff are rostered to provide regular cleaning and disinfection of all operational areas and can be dispatched via radio to respond to any ad hoc requirements that occur.
- Detailed cleaning roster/schedule to include high touch points.
- PPE including disposable gloves available to all personnel.
- Setting clear guidance on how to handle goods and materials.
- Personnel should ensure equipment they use is cleaned and sanitised at the beginning and conclusion of each shift.
- Discourage sharing equipment such as radios, torches, earpieces and pens between personnel. If sharing is unavoidable, these items will be sanitised before and after each use and between being shared.
- Audio Visual equipment such as handheld microphones, headset microphones, in-ear monitoring systems, lighting consoles, audio consoles, tools and equipment to be sanitised thoroughly between use.
- Where deemed necessary, physical barriers such as sneeze guards will be installed at fixed/static locations where workers are required to have regular interactions with attendees, other event workers, and cast.
- Event personnel will be trained how to clean and disinfect properly during the induction and briefing process, so they can perform any spot cleaning within their designated areas of responsibility.

3.4. Record keeping

- The collection of details from staff, volunteers, contractors and their staff, artists and event attendees that may include:
 - Name
 - Contact Number
 - Email Address (only with ticketing)
- The contact tracing solution will be the Victorian State Government's contact tracing solution, powered by Services Victoria. This solution will be in place for both ticketed and non-ticketed events.
- To limit physical contact, contact tracing solutions will be accessed by a smart device scanning a QR code directing the scanning device to the appropriate form, via the Services Victoria app, or via the Services Victoria website.
- A pen and paper option will be available as a backup in the case that the smart device is not working, or internet connectivity is not available.
- For relevant events, attendee information may also be collected by the ticketing system in case that other systems break down, or there are accessibility needs.



- Keeping in line with WorkSafe requirements, we are keeping formal documentation of any staffs possible exposures/ close contacts or positive results, to ensure we can provide documentation where necessary.

3.5. Enclosed spaces and ventilation

- Where appropriate and weather permitting, ventilation will be maximised in enclosed spaces by opening doors, windows, marquee walls etc.
- Personnel will be encouraged to take breaks in outdoor areas.
- Any enclosed spaces that are subject to capacity limits will have capacity clearly signed at entry points and monitored by security or event personnel.

3.6. Create workforce bubbles

- Where possible Midsumma will roster certain teams and workers on the same shift to avoid cross over and overlap of workers.

VERSION 4.1



4. COVIDSafe Operational Policies & Procedures

4.1. Access Control and Accreditation

Midsumma COVID-Safe Access Control and Accreditation considerations for a Midsumma event venue or site:

- Accreditation control signage to be in place at all times;
- Identification check and COVID-19 Health Screening measures to be in place;
- Electronic sign into event site, venue or workspace is on place, allowing for screening to take place;
- Workforce sign-in area, or entry to be open and staffed at all times;
- All personnel must complete the mandatory Midsumma Online Induction prior to beginning work;
- All personnel must wear their accreditation at all times and will only receive their accreditation once they have completed the Online Induction;
- Signage in place to remind all personnel on hygiene, physical distancing within venue, site or workspace;
- PPE available at all times for personnel to use.

4.1.1. Registration and Induction

All persons requiring accreditation, including all contractors and workers from suppliers will be required to provide their name and contact details to assist with future contact tracing requirements. This information will be gathered during the online induction.

4.1.2. Distribution

All workforce will need current accreditation to access the site. To collect accreditation, each worker should have their name and contact details checked and recorded in an accreditation register. Individuals will need to collect their own accreditation. No accreditation should be collected on behalf of another worker or guests such as media. Where possible accreditation distribution should coincide with the onsite induction and any 'fit for work' checks required by the event or venue. Hand sanitiser and alcohol wipes should be made available at accreditation collection and any major touch points. Physical distancing and PPE requirements should be in place for accreditation distribution.

4.1.3. Accreditation Checks

Accreditation should be checked on entry to a site and between accreditation zones. Where possible accreditation should be examined at a distance and touching, or close contact should be avoided. Where access points are public facing or in high traffic areas, check point workers should ensure they are wearing adequate PPE. Hand sanitiser and disinfectant wipes should be made available at all major touch points.

4.1.4. Revocation of Accreditation

Terms and Conditions of Entry will be on display at sign in points that specify the conditions under which accreditation may be revoked, including for breaching COVID-19 health and safety protocols. These conditions will be communicated, and all accredited persons educated on their responsibilities and obligations in the online induction.

4.1.5. Access to Accreditation Register

The accreditation register should be made available either at completion of the event or when requested. This information should be kept for the minimum period of time as determined by the relevant health authorities and then destroyed and is to be used only in the instance of contact tracing.



4.2. Artist Management

The Midsumma COVID-Safe Artist Management protocol includes:

- Communication with the artist/s on COVID-Safe requirements;
- Contractual agreement with the artist stipulating and agreeing to adhering to all government COVID-Safe guidelines;
- Accreditation collected and worn at all times while at Midsumma events/sites/venues;
- Site and Venue specific sign in protocols adhered to;
- Set up dressing room and green room spaces to facilitate physical distancing where possible;
- Require anyone interacting with artists at close range to wear appropriate PPE;
- Dressing room spaces to be disinfected in between use;
- Hand washing facilities available where possible;
- Hand sanitiser available in dressing rooms, side stage and at any mic up areas;
- Ensure artists understand that only authorised personnel will gain access to any backstage areas and access is to be kept to a minimum due to minimising the spread of COVID-19;
- Communicate the below with Midsumma Presents artists 72 hours before their event:
 - Reminder about COVID-Safe event policies;
 - Reminder about any arrival time restrictions;
 - Confirm no artist or team member involved is showing any COVID-19 symptoms.
 - If any of the information is of concern, or anyone is showing symptoms the artist will be asked to contact Midsumma immediately to discuss options, which may include being tested before the event and providing a negative COVID result to Midsumma Festival.

4.3. Box Office and Ticketing Protocols

The Midsumma Box Office and Ticketing Protocol includes:

- Minimising the number of touch points;
- Hard copy tickets are discouraged;
- Cashless payments are encouraged;
- Plexiglass or other physical barriers put in place between customers and personnel;
- Signage on display and visible:
 - Download the COVIDSafe App
 - Reconsider attendance if customer is feeling unwell or have been experiencing COVID-like symptoms in the past 24 hours
 - Physical distancing reminder
 - Terms and Conditions of Sale
 - Refund policy
- Hand sanitiser available for both the customers and personnel;
- PPE available to personnel;
- Cleaning products and disinfectants available for the cleaning of touch points and protective shielding.

4.4. Capacity – Venue and Event Space

The Midsumma COVIDSafe Venue Capacity Protocol includes:

- Venue capacity to be calculated via the State or Federal rulings of capacity and/or density quotients;
- Consultation with the relevant government agencies in their assessment of maximum capacity prior to an event going on sale;
- Key details that may impact calculation of capacity such as:
 - Are personnel to be included in Patron Density calculations?



- What areas are to be included in the Patron Density calculation?
 - Do physical distancing requirements apply in areas of high patron flow such as concourses or are they limited to areas of high dwell time such as Viewing Areas and queuing for services such as toilets and catering?
- Identification of any unique, immediate and specific controls that could be employed to both minimise COVID-19 risks and maximise capacity. These include, where practicable:
 - Separate entry and exit points into the venue or event space.
 - Increased number of entry and exit points into and out of the event space.
 - One-way movement
 - Consideration for multiple entry/exit points that lead to segregated/separated areas of the venue
 - Employing separate, distinct and fully serviced zones, where there is no intermingling of the groups
 - Use of Personal Protective Equipment (PPE)
- Targeted risk assessment undertaken to ascertain potential areas where physical distancing might be compromised (i.e. back of house areas);
- Entry and exit points monitored by staff, accurately counting patrons in and out;
- Once the event reaches the defined capacity, unadmitted patrons will be asked to leave the event site or venue;
- When practical, attendees encouraged via digital communications not to arrive earlier than 20 minutes before scheduled event start time, or hover near venue entrance;
- Front of House staff request attendees outside the venue not to stay.
- Independently (Non- Midsumma) operated venues within the Midsumma Festival Program will operate under their own COVIDSafe Plan and are responsible for their own COVIDSafe Procedures.

4.5. Communications

Midsumma attendee communications have taken the following into consideration to promote awareness of COVIDSafe practices put in place at Midsumma events, venues and operations:

- Midsumma dedicated communications via:
 - Midsumma Website Pages, along with a FAQ section;
 - Social media posts and eDMs about COVIDSafe practices at Midsumma venues and events;
- Scheduling of key health messages on social media including:
 - Staying home if unwell;
 - How to seek assistance if feeling unwell during an event;
 - Hygiene best practice, including bringing own hand sanitiser,
 - Maintaining physical distancing is all individual's responsibility;
 - What Midsumma is doing to promote a healthy workplace, including regular cleaning, staff training, etc;
 - Accessibility and inclusion practices.
- Promotion of site specific COVIDSafe requirements which may have changed from previous years including health and security screening, vaccination requirements, cashless payments, capacity restriction, Entry Terms & Conditions, entry queuing, door opening times, and food service;
- Promotion of patron confidence that their safety and wellbeing has been properly considered by Midsumma Festival.



4.1. COVID-19 Incident Management – Workplace

Midsumma will follow the Contact Assessment and Management Matrix released by Department of Health to determine risk rating of exposure scenarios and subsequent quarantine and testing requirements for all festival personnel.

In the Midsumma festival office, as per Victorian Government guidelines, Midsumma commits to providing a list of workers who have been notified that they are exposed persons; and any results of tests for COVID-19 workers who have been notified that they are exposed persons, including the acceptable evidence of a negative test result for COVID-19 provided to the operator of the work premises.

At the time of any COVID-19 positive case within the workplace, Midsumma Festival will follow the current Victorian Guidelines from the Department of Health, Worksafe and/or any other relevant government agencies.

4.2. COVID-19 Incident Management – Events

At Midsumma events, Incident Management response plans for the public include:

- If an attendee is feeling unwell at our events: Attendees advised to please leave site immediately, advise they are wearing appropriate PPE (facemask/faceshield) and undergo a test as soon as possible and isolate until their result is received. Then follow the Victorian Government guidelines if a positive case of COVID-19.
- Communication in the lead up to the events that if you are feeling unwell or have been in contact is: We ask attendees to make a reasonable assessment of their health before attending our venue or event. If they have COVID-19 or are displaying symptoms of COVID-19, or are required to self-isolate due to public health directions they are advised to contact Midsumma Festival to request an exchange or refund should the event be ticketed.
- Should attendees have the following symptoms, however mild, they are advised they must not enter our site: fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, and loss of smell or taste.
- If any attendees are concerned about their symptoms or are a close contact, please read the information on the Victorian [Victorian Government Coronavirus Website](#) or call the 24/7 Hotline on 1800 675 398. Get tested and isolate at home until you receive your test results.
- Midsumma is committed to following current Victorian Government and public health guidelines on reporting and record keeping of a positive COVID-19 case.
- As best practice, Midsumma major events have a COVID Isolation room/marquee for anyone waiting to leave site to go get tested or to isolate temporarily.
- Personal Protective Equipment (PPE) requirements are made available for suspected COVID-19 cases and any personnel who may be involved in responding to such incidents.
- Cleaning and disinfection will be carried out in any locations impacted by a potential COVID-19 incident.
- Follow current Victorian Government and public health guidelines on reporting and record keeping of a positive COVID-19 case.

4.3. Deliveries

- Deliveries of purchased or hired goods and equipment will be appropriately disinfected by staff on its arrival to site, including:
 - Delivery driver performs contactless delivery, or limits personal contact;
 - Disinfect and sanitise goods or equipment using cleaning supplies available;



- Staff to practise hand hygiene after disinfecting the delivery and dispose of PPE safely;
- If the equipment has to be installed by the driver, their personal details should be recorded in the production schedule, they must sign in via the contact tracing solution and undertake a site induction;
- Suppliers should bring their own equipment, and management of hygiene should be outlined in their Supplier COVIDSafe Plans. These should align with the Event or Venue COVIDSafe Plan;
- Sufficient equipment should be on hand to reduce double-handling;
- Equipment should be appropriately sanitised between use.

4.4. Disability Access, Inclusion and Vulnerable People Protocol

For the purposes of this documentation a person living with disability or a vulnerable person refers to:

- Persons in a wheelchair or using mobility aids
- Persons who are blind, low-vision or Deaf/ hard of hearing
- Persons recovering from accidents or illness
- Persons with sensory conditions
- Persons who are neurodiverse
- Persons with intellectual disability
- Persons with chronic health issues
- Persons who are ageing (people over 70 years of age)
- Persons who are medically immunocompromised, immunosuppressed or immunodeficient (temporarily or permanent)

The Midsumma Disability Access, Inclusion and Vulnerable People Protocol includes:

- Auslan, easy read and social story COVIDSafe messaging produced and available on the Midsumma website, where possible;
- Accessible drop off points displayed on maps and close to accessible entrance points;
- Signage (general event and COVID-19 specific) designed ensuring accessible communications best practise in place (font, height, language) and displayed at appropriate heights;
- When required, face shields provided to AUSLAN interpreters to increase accessibility for the Deaf and hard of hearing community;
- Accessible viewing/seating areas available designed into the site plan/seating plan, and designed with minimum physical distancing able to be maintained at all times;
- Training for personnel on how to communicate COVIDSafe protocols with people who are neurodiverse.

Midsumma recognises that within the LGBTIQ+ community there are a number of vulnerable groups and will endeavour to communicate COVIDSafe protocols and messaging in a number of accessible forms.

Midsumma also acknowledges that for some medical or psychological reasons, some people are unable to wear a face mask. Midsumma will follow the Victorian State Government guidelines on lawful excuses and exceptions for not wearing a face mask, which include: "A person who is affected by a relevant medical condition, including problems with their breathing, a serious condition of the face, a disability or a mental health condition." And "Some people who have past experiences of trauma are unable to wear a face mask due to psychological impacts. This is a valid reason not to wear or carry a face mask when you leave home."



4.5. Food and Beverage Service

4.5.1. Bars

- Extended bar areas for increased service points where possible;
- Staff will wear face coverings at all times while serving and working, unless tasks are prohibited by face covering;
- Cashless payments will be encouraged with limited cash transactions;
- Signage for Cashless payments at service areas and entrances;
- Each Point of Sale terminal will have its own cashless payment terminal; (i.e. EFTPOS machine);
- One-way traffic flow, queuing and signage to promote physical distancing;
- Food grade disinfectant will be used in bars (Safety Data Sheets (SDS) must be accessible in the bar).

4.5.2. Free Water Stations

- Free water stations will allow cup or bottle refills, with discouragement of “sipper” taps, and sanitised regularly;
- One-way traffic flow where possible, queuing & signage to promote physical distancing.

4.5.3. Food Trucks

- One-way traffic flow where possible, queuing and signage to promote physical distancing;
- Where possible, staff should only operate one POS per event. If multiple staff operate the one POS, staff to sanitise their hands and POS after each use;
- Staff should wear face coverings where possible or in high-traffic areas.

4.6. Health Screening Protocols – Personnel

To assist with minimising the likelihood of COVID-19 entering a Midsumma venue or event, a health screening entry process will be put in place for all personnel prior to commencing their scheduled shift or entering the workspace. If the shift or workspace is at an established venue, then the venue’s contact tracing solution should be used.

Phase 1: Shift Sign-in (for staff/volunteer personnel only)

The person will be asked to check in to their allocated shift via Deputy which includes health screening questions:

- 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 or shortness of breath that is not related to chronic illness or disability?

If personnel answer **NO** to the health screening questions, they can complete a contact tracing check in and complete their shift.

If personnel answer **YES** to the health screening questions the following steps must be followed:

- Isolate the person in the nearest designated isolation space.
- Provide the affected person with appropriate PPE.
- Refer the person to first aid, medical or in-event health services if available.
- Refuse entry to the workspace upon recommendation from first aid, medical or in-event health services.

Phase 2: Contact Tracing Check-In (for staff/volunteer personnel AND Contractors)

The person will be asked to check in to the electronic contact tracing solution that can be accessed via a QR code. Contractors must also have completed the mandatory online induction prior to signing in. All contractors should have already provided their proof of vaccination, however if not yet provided, confirm vaccination status.



4.7. Ingress, Egress and Circulation

- Separate entry and exit points within the site plan and design (if allowable), clearly defined by social distancing signage and event staff;
- Accessible entry for attendees or artists using wheelchairs, mobility scooters and movement aids;
- Queue management to reflect physical distancing as required by Federal and State Governments;
- Electronic ticketing, where practical, to allow for contactless ticketing;
- Signage on display (Operational, Physical distancing, Hygiene and Guidelines and Conditions of Entry);
- Directional signage to promote one-way pedestrian flow around the venue, entrances and exits (if possible);
- Directional signage to include bollards, floor decals and printed signage to encourage physical distancing;
- Where possible, directional signage at eye-level;
- When possible, public announcements to be made from the stage or performance area to assist flow of attendees;
- Pathways wide enough to allow flow of pedestrians (including wheelchairs, mobility aids or prams) while maintaining physical distance from seated patrons;
- Toilet queuing managed through signage, bollards and additional ground markings where possible.

4.8. Signage

- Key messaging may include:
 - Be mindful of others, maintain physical distancing
 - Standard hygiene messaging including BYO hand sanitiser
 - Standard COVID Health messaging – e.g. stay home if not well
 - Download COVID-Safe App
 - Maximum number of patrons in certain areas
 - Cashless Only
- Key locations for signage include:
 - At key entry points (all messaging)
 - Outside toilets
 - Internal Toilets (hygiene messaging)
 - Food and beverage outlets (hygiene, physical distancing, rules on consumption of alcohol, food (e.g. in seats, cashless only)
 - Ticketing windows (physical distancing)
 - Worker facilities (all messaging)
 - Seating sections, aisles (physical distancing)
- Types of Signage may include:
 - Decals on ground to determine standing distance apart in lines at entrance, toilets, catering outlets and merchandise
 - Toilet mirror decals (hygiene)
 - A-Frames/Free Standing, F&B outlets, Entry/Exit points
 - Counter signage (cashless only)



4.9. Sign-In Process

When a person is scheduled to work, they will need to sign into that event site, where they will have their ID and accreditation confirmed, be screened using the COVID-19 health screening questions and will also be required to sign in using the Service Victoria Contact Tracing system. See [Health Screening Protocols – Personnel](#) for full procedure.

4.10. Terms and Conditions of Sale and Entry

To assist Midsumma in communicating the regulations and measures that attendees are required to adhere to, a Terms and Conditions of Entry has been developed. This needs to be included with pre-registered free tickets and available to staff to refer to and communicated through digital platforms and able to be downloaded.

The Midsumma Terms and Conditions of Sale and Entry has been modified to include COVID-19 and the terms and conditions that event attendees must adhere to when attending a Midsumma event. The Terms and Conditions include:

- An acknowledgement that the event is hosted during an international pandemic and that we all must play our part in minimising transmission;
- Refusal of entry at a Midsumma event if the attendee has COVID-19 symptoms, and if they have come into contact with anyone displaying symptoms of, and / or awaiting the results of testing for or diagnosed with COVID-19;
- Agreeance to observe physical distancing requirements as per State and Federal guidelines at all times and practise good hygiene and agreeance that you will be removed if you do not comply;
- Acknowledgement that the Midsumma event will utilise contactless payment;
- Acknowledgement and agreeance to provide contact details for the use of contact tracing, including but not limited to name, phone number, and email address (email address where applicable);
- Acknowledgement and agreeance to provide eligible proof of vaccination or exemption for entrance to some events and/or event areas;
- Encouragement to download the Federal Government COVIDSafe App;

4.11. Training and Awareness

Midsumma's COVIDSafe guidelines for training and awareness of COVID-19 safety measures include:

- Appropriate training and compulsory online induction to ensure adequate levels of awareness of a workplace participant's:
 - Role
 - Role specific responsibilities
 - Delegations
 - Escalation points / processes
 - Requirement to participate actively in workplace health, safety and incident / emergency management
- Signage displayed throughout the office, event site, or venue reminding personnel about:
 - [Get tested if you've got these symptoms poster \(PDF\)](#)
 - [Reduce your risk of coronavirus \(COVID-19\) \(PDF\)](#)
 - [Feeling unwell? Get tested poster \(PDF\)](#)
 - [General information and testing poster \(PDF\)](#)
 - [Wash your hands regularly poster](#)
 - [Cover your cough and sneeze poster](#)
 - [Slowing the spread of coronavirus \(COVID-19\) poster \(PDF\)](#)
 - [How to wear a face mask and care for it - Handout \(PDF\)](#)



- Daily toolbox talks to reinforce key messages and relay any alterations to policies and procedures and therefore training content on a shift-by-shift basis. Toolbox talks will be documented to include:
 - Time and date of the toolbox talk.
 - Location of the toolbox talk.
 - Who the toolbox talk is delivered by?
 - Key points addressed in the toolbox talk.
 - Attendees at the toolbox talk.
 - Sign off by attendees on the Record of Toolbox Talk / Training Attendance Register.

Completion of the Australian Government's '[COVID-19 Infection Control](#)' online training module for relevant staff/volunteers. Upon successful completion of the training module, the Certificate of Acknowledgement should be forwarded to Midsumma for recording on the training central register held by the organisation (if any).

4.12. Waste Management

Midsumma's COVID-Safe Waste Management Protocol includes:

- Adequate waste bins available around event sites;
- Disinfectant wipes and used PPE to be disposed of on site;
- Contaminated waste removal procedure includes:
 - Staff member to be wearing face covering and gloves while handling contaminated waste;
 - Waste to be placed in plastic rubbish bag and tie closed;
 - Tied bag gets placed in a second bag and tie closed;
 - Store in a secure place for 72 hours;
 - After 72 hours, waste can be disposed of as normal.
 - If removed from site, needs to be treated as medical/clinical waste and disposed of correctly;
- Waste bins will be monitored throughout events to ensure they are not overflowing with rubbish.

4.13. Workforce Management

- All personnel must undertake the Midsumma Online Induction, which includes COVIDSafe protocols and procedures, before first shift. Completion must be confirmed by relevant manager;
- The Midsumma Online Induction includes:
 - Mandatory name, email address and phone number collection;
 - Acknowledgement of potential risks involved in working in a mass gathering environment;
 - Workplace access and reporting for duty;
 - PPE requirements (including instructions for use of any required PPE);
 - Personal hygiene;
 - Signs and symptoms of COVID-19;
 - Staying home if unwell and employee self-reporting of symptoms;
 - COVID-19 reporting processes and escalation;
 - Event entry process and contact tracing data capture requirements;
 - Site layout;
 - Workplace Safety Procedures – For relevant staff, suppliers and volunteers;
 - Emergency Management Procedures;
 - Changes to the management of patrons with disabilities or accessibility challenges;
- Briefings and onsite inductions will include information on preferred attendee flows and the procedures to follow if an attendee feels unwell



- Staff will be provided with information and workplace signage on how to wash and sanitise hands correctly, and other hygiene best practice
- PPE stock levels will be maintained by senior Midsumma staff and topped up when necessary to avoid shortages;

VERSION 4.1