



REJOICE
CHINESE CHRISTIAN
COMMUNICATION CENTRE INC

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COVID SAFE PLAN

Event: Rejoice Manningham Lunar New Year Festival 2021

Contact : Lily Chow

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lily@sameway.com.au

Location: MC Square

Checklist completion date: 25 November 2020

Event date : 27 February 2021 (Sat)

Event time: 10am – 4pm

Anticipated attendance: 500 attendance , 100 staff including stalls participants and performers

Activities: Lunar New Year Festival

- 18 marquees for stalls
- jumping castle
- performances on the built in stage
- free gift
- face painting
- red couplets

Opening ceremony 11am

- lion dance
- fire crackers
- presentation of colouring competition awards

Before the event:

1. Check the Victorian Government and Manningham Council to ensure that we can operate the event and whether there is any specific restrictions apply. Deadline for decision: 31 Jan 2021.

Responsible person: Raymond Chow (Chairman of Rejoice)

2. Use of alternate substitute plan if the onsite festival is determined to be cancelled.

Responsible person: Raymond Chow (Chairman of Rejoice) & Lily Chow (Chief Warden)

3. Ensure staff and volunteers attending the festival are adequately trained to manage the COVID19 requirements. Briefing will be held before the event.

Responsible person: Lily Chow (Chief Warden) & Felicity Yim (Site Warden)

4. Place signs at entry points to instruct attendees not to enter the site if they are unwell, have COVID19 symptoms, have been overseas in the last 14 days, or have been in close contact with a confirmed case.

Responsible person: Lily Chow (Chief Warden) & Felicity Yim (Site Warden)

5. Prominently display hygiene placards (hand washing and sanitising practices) on the entry and exit points of the sites, different area of the site and on every stalls.

Responsible person: Lily Chow (Chief Warden), Felicity Yim (Site Warden) & host of every marquees.

6. Establish hand sanitising stations in the entrance and exit point of the site.

Responsible person: Lily Chow (Chief Warden) & Felicity Yim (Site Warden)

7. Provide hand sanitizer in every stall.

Responsible person: Host of every marquees.

8. Using crowd control barriers to distinct the area of the site, with separate points for entrance and exit.

Responsible person: Lily Chow (Chief Warden) & Rod (Logistics Events)

9. The marquees have to be set up evenly distributed over the site, in order to have more space for each marquees.

Responsible person: Lily Chow (Chief Warden) & Rod (Logistics Events)

10. Provide thermometer at the entrance by taking temperature for every entry.

Responsible person: Lily Chow (Chief Warden) & Felicity Yim (Site Warden)

11. Maintain records of all attendees, including staff, volunteers and marquees participants : name and phone number. The Federal QR system may be used if it has been established by that time.

Responsible person: Lily Chow (Chief Warden) & Felicity Yim (Site Warden)

During the event:

1. To announce the implementation of public health measures and COVID safe measures in the sites during every hour of the event.

Responsible person: MC of the stage

2. Monitor physical distancing of 1 person per 2 square metres in the site and queuing arrangements for any activities in stalls.

Responsible person: Eric Tse (Security Leader) & Aaron Cheng (Event team)

3. Ensure all the attendees to wear face masks if they do not have 1.5 metres distancing.

Responsible person: Eric Tse (Security Leader) & Aaron Cheng (Event team)

4. Take the temperature for each entry in the entrance. Refuse entry for any unwell or person with high temperature.

Responsible person: Eric Tse (Security Leader) & Aaron Cheng (Event team)

5. The records of every attendees must be scanned or written down in the entrance point.

Responsible person: Eric Tse (Security Leader) & Aaron Cheng (Event team)

THE COVID SAFE PLAN WILL BE MODIFIED IN ACCORDANCE WITH THE VICTORIAN GOVERNMENT'S RESTRICTIONS AND GUIDELINES.