



VALUE HEALTH — LIVE LIFE

RUN THE MAINE

Covid Safe Event Plan

Overview for 2021

runthemaine.org

Run The Maine Inc. | Registered Address: 42 Berkeley Street, Castlemaine VIC 3450 | Sponsorship 2020

Covid Safe Event Plan 2021

This document has been developed as a COVIDSafe Event Plan for Run the Maine, a running event held in Castlemaine on the 24 September 2021.

The plan identifies the mitigation strategies that we, the event organisers, will implement to manage public health risks, reduce person-to-person contact, and prevent the transmission of coronavirus (COVID-19) to staff, volunteers, athletes and public pre, during and post the event.

RUN THE MAINE COVIDSAFE EVENT PLAN

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1.1 Governance and planning

To ensure the COVIDSafe Event Plan is regularly reviewed over the life cycle of the event, we will:

- frequently monitor the public health directions for Victoria for changing regulations and restrictions and adapt the plan as necessary, as per the Victorian Government’s coronavirus guidelines (www.coronavirus.vic.gov.au)
- communicate appropriately to staff, volunteers, athletes, attendee and local authorities COVIDSafe procedures that are required, as well as travel restrictions as the Victorian travel permit system
- implement the COVIDSafe plan checklist pre, during and after the event to ensure that public health measures, such as physical distancing and general COVIDSafe behaviours are adhered to by all
- have a contingency plan should the event have to change or cancel
- escalate and implement any emergency procedures in the event of an outbreak during the event to reduce risk to staff, volunteers, athletes, and attendees.

1.2 Screening and risk minimisation

We will provide guidelines to staff, volunteers, and athletes about how to stay COVIDSafe pre, during and post the event, including the requirement to:

- stay home if they feel unwell, have a cold or temperature
- use the Victorian Government QR Code Service to check-in
- wear an approved face mask
- maintain 1.5m social distancing at all times
- fill out a pre-race health questionnaire about their health
- take a no-touch temperature screening. If over 38° Celsius individuals will not be allowed to race, volunteer or work
- sanitise hands upon entering the event zone
- implement the appropriate personal health, personal hygiene, and safe support in necessary functional areas.

1.3 Reducing crowd density

We will reduce crowd density by implementing:

- maximum of xx people within the entire event area, dependant on crowd number restrictions at the time
- a spectator-free race zone for athletes, volunteers and/or staff
- 1.5m social distancing requirement in all event areas



- spacing out of event start times and athlete numbers per start
- using crosses to space out where lines may form, such as the public amenities
- additional entry points and exits to promote traffic flows
- modify or eliminate non-essential race services such as food vendors and entertainment

1.4 Minimising touchpoints

To minimise contact, we will reduce or remove interaction between staff, participants, and volunteers, through:

- contactless online payment to enter the event, no cash payments
- check-in with the advertised QR code at event entry points
- athlete self-check-in to event using ...
- additional barriers to prevent crowding
- self-serve aid stations, where athletes fill up their own water bottles
- reducing any non-essential aid stations
- virtual medal ceremony / athletes take their own medals

1.5 Maintaining hygiene

We will maintain a high standard of hygiene through:

- sanitising timing chips / race bibs before athletes receive them
- placing hand sanitiser at all entry points, race zone areas and public amenities
- offering disposable Personal Protective Equipment (PPE) at entry points
- conduct regular cleaning of surfaces, equipment, aid stations, high touch points
- requiring hand sanitising at aid stations before refilling water bottles
- requiring athletes remove own timing chip and place in tub to be cleaned
- self-selecting medals / or receiving a virtual medal
- ensuring proper disposal of PPE's and other waste products.

1.6 Race modifications and zoning

- additional entry and exit points to optimize athlete flow in race area
- develop one-directional foot traffic flows
- greater spacing between race start zones, portable toilet units
- check-in time expanded to allow for scheduled cleaning breaks
- increased signage and markers to advertise foot flow, zones, physical distancing
- no personal belongings allowed in the race zone / or designated lockers for athletes



- change point-to-point routes with looped race routes where practical
- open-sided or shade tents with appropriately spaced seating available for athletes.

1.7 Aid stations

- the number of aid stations will be reduced
- will be set-up in a 'self-serve' format.
- we will only offer water and/or sealed energy gels
- volunteers will restock be on hand to restock water etc.

1.8 Looking after our athletes

To minimise risk, we will require athletes to:

BEFORE THE RACE

- understand race guidelines (communicated via email) on how to be covid safe pre, during and post the event, as per the Victorian government requirements
- download the Victorian government contact tracing app for check-in on the day
- regularly check their email for event updates on COVID
- if travelling from interstate, apply for a Victorian travel permit

ON EVENT DAY

- stay at home if feeling unwell or they have a cold or temperature
- follow any new Victorian government covid requirements
- travel using their own transport (not public transport)
- check-in using the event QR code
- do a health questionnaire and no-touch temperature screening
- adhere to 1.5m social distancing while in the event area at all times
- hand sanitise and wear face masks before and after the race
- only enter the race zone when race is about to start

DURING & AFTER THE RACE

- keep well-spaced before the race starts
- stay 1.5m away from any athletes on the course
- carry their own hydration bottles and bring their own nutrition
- take your mask off when racing, however, avoid touching your face, cough into your elbow and avoid clearing your nose or spitting on the run course
- hand sanitise before refilling at water stations using their own bottles
- immediately leave the finish line area upon completion



- report to medical staff immediately if they are feeling unwell
- remove their own timing chips and return to the allocated tub, as you leave the finish line area
- report to medical staff immediately if they are feeling unwell
- self-select medals / or receive a virtual medal

1.9 Looking after our staff and volunteers

To minimise risk, we will require staff and volunteers to:

BEFORE THE RACE

- complete education in proper health and hygiene protocols
- understand event's WHS & OHS procedures with staff/volunteers
- understand race guidelines on how to be covid safe pre, during and post the event
- download the Victorian government contact tracing app for check-in on the day
- regularly check their email for event updates on COVID
- if travelling from interstate, apply for a Victorian travel permit

ON EVENT DAY

- stay at home if feeling unwell or they have a cold or temperature
- follow any new Victorian government covid requirements
- travel using their own transport (not public transport)
- check-in using the event QR code
- do a health questionnaire and no-touch temperature screening
- adhere to 1.5m social distancing while in the event area at all times
- hand sanitise and wear face masks before and after the race
- only enter the race zone if doing an allocated task
- report to medical staff immediately if they are feeling unwell

DURING & AFTER THE RACE

- keep well-spaced from athletes and other attendees
- stay 1.5m away from any volunteers, athletes, the public out on the course
- carry their own water bottles and food, hand sanitise before refilling at water stations
- regularly clean surfaces and equipment related to the event
- do not hand out medals, water or anything else to other people



1.10 On the day checklist

TRAVELLING TO THE EVENT

All staff, volunteers, athletes and attendees travelling from interstate and/or a designated red, orange or green zone must apply for a Victorian travel permit system and comply with all requirements of entry set out for each zone.

ENTERING THE EVENT

Entering the event attendees will be required to:

- check-in using the event QR code
- do a health questionnaire and no-touch temperature screening
- hand sanitise and wear face masks
- adhere to 1.5m social distancing while in the event area at all times

ON THE RUN COURSE

- increasing the space to allow for maximal spacing of athletes
- athletes will need to carry their own nutrition and hydration, hydration vests and/or fill up at water stations
- we will not provide drop off zones within the run course to access supplies
- turnaround points on out-and-back courses will be expanded or extended to provide athletes more space.
- courses may be adjusted to a looped course instead of an out and-back course.

AT THE FINISH LINE

- increase the finish area space and exits to support traffic flow
- athletes need to exit finish line immediately
- no public allowed near the finish line
- no medals handed out
- athletes remove own timing chip and place in tub to be cleaned
- no-touch finish line celebrations
- age-group award winners can collect their own medals
- any post-race food/beverages provided in single-packaged self-serving style.
- post-race massage services not available for athletes.



1.11 Contingency plan and event cancellation

We will frequently monitor the public health directions for Victoria for changing regulations and restrictions and adapt the plan as necessary.

IF MELBOURNE BECOME AN 'ORANGE' OR 'RED' ZONE:

- we will still run the event; Melbourne athletes will not be able to participate advise Melbourne athletes by email and SMS they can no longer attend the event offer a full refund or option to transfer to the online race (at a reduced rate) or Run the Maine 2022
- check ID at all entry to points

IF REGIONAL VICTORIA BECOMES AN 'ORANGE' OR 'RED' ZONE:

- we will not run the event
- advise all athletes by email and SMS they can no longer attend in person
- run a virtual race via Strava
- offer a full refund or option to transfer to the online race (at a reduced rate) or Run the Maine 2022

If athletes decide to not participate due to feeling unwell, we will:

- 24hrs prior to the event - offer a full refund or option to transfer to the online race (at a reduced rate) or Run the Maine 2022
- On day of the race – offer a transfer to Run the Maine 2022 or treat on a case-by-case basis
- After the event – no refund can be offered, however we can also treat this on a case-by-case basis

1.12 COVID emergency procedures

In the event of a suspected covid case during the event, we will:

- Give medical assistance to anyone with coronavirus symptoms
- Communicate (i.e., via loudspeaker, SMS, email etc.) necessary information to the public, including:
 - Cancellation of event
 - How to safely leave the event area
 - How to follow covid procedures i.e.
 - Go home and self-isolate



- Get tested and wait for results
- For support or advice, call the dedicated coronavirus hotline 1800 675 398.
- Contact relevant health authorities and emergency contacts
- See full emergency plan <link to existing plan with these inclusions>

1.14 Emergency contacts — See Event Management Plan

1.15 Resources

Victorian Government Coronavirus website

Applying for a QR code

Refer to Emergency plan – WorkSafe Australia

Health and wellbeing

Comms we need to create

Inclusion of key information on:

Website, on a COVIDSafe page with accordions/clickable icons linking to ‘our COVIDSafe plan’, ‘what athletes need to know’, ‘what volunteers need to know’

Printable plan of information in plan above – see this example

Printable posters, with key points and other COVID resources from VIC government

eDM comms, pre- and post-race, triggered by i.e.

after event registration

when covid restrictions change

day before the race

after the race

Social media comms pre, during and after event

SMS if high-alert messages need to be sent



Poster we need to create!

– web, email and print

Help us stay COVIDSafe

Feeling unwell? Stay at home

If you are feeling unwell or displaying COVID-19 symptoms please stay at home. See our refund policy here.

Pay online or tap and go

To minimise contact, we encourage paying for the event online or via tap and go on the day.

Wear a face mask & hand sanitise

Always wear a face mask before and after the race. Sanitise your hands at sanitiser stations, including when you fill up at water and aid stations.

Social distancing

Keep 1.5m apart from all other people when entering, during and post-race. Avoid personal greeting such as hugs, handshakes, high fives.

Practice good hygiene

On the course, avoid touching your face, do not share water bottles, cough into your elbow, and avoid spitting on the run course.

Be self sufficient

Bring your own hydration and nutrition on the course. Wear a hydration vest to minimise having to refill at water stations

Keep clear on the course

On the racecourse, let athletes know you're passing and keep 1.5m apart. Volunteers also need to keep 1.5m away from athletes and the public.

Watching the event?

Stay at least 1.5m away in public spaces and from the race track itself. Don't enter the race zone or finish line area.

Awards and presentations

Podiums will be well spaced from public, and medals presented on a tray or table.

Ref - image example

