



# COVID-19

## SAFETY, HYGIENE & CLEANING PLAN

ISSUE 3.0

ISSUE DATE: 25.02.2022

<b>Registered company</b>	The Blues Train
<b>Trading company / business name</b>	The Blues Train Pty Ltd T/A Bay City Events
<b>Business address</b>	20 Symonds Street, Queenscliff VIC 3225
<b>ABN</b>	58 111 744 300
<b>Event organiser name and title</b>	Hugo T Armstrong, Director
<b>Event organiser phone number</b>	1300 885 993
<b>Event organiser email</b>	<a href="mailto:admin@baycityevents.com.au">admin@baycityevents.com.au</a>
<b>COVIDSafe coordinator name and contacts (if any)</b>	Hugo T Armstrong, Director
<b>Liquor license type, number and capacity</b>	Limited Licence, Licence No. 36088624, Maximum Capacity 250 patrons

## Record of Revisions

REVISION NUMBER	DATE	BRIEF DESCRIPTION	AUTHORISED BY
ISSUE 1	09/12/2020	Commence draft plan	Kate Leszyk
ISSUE 1	14/01/2021	Draft Plan complete and sent for review	Kate Leszyk
ISSUE 1.1	09/02/2021	Various edits based on response and feedback from relevant parties	Hugo T Armstrong
ISSUE 1.2	24/03/2021	Small updates to venue adjustments.	Hugo T Armstrong
ISSUE 1.3	13/05/2021	Remove reference to sq/m social distancing as per change in Government guidelines	Kate Leszyk
ISSUE 2.0	15/12/2021	Document Updated in line with current government guidelines	Ainslie Brunt
ISSUE 3.0	25/02/2022	Document Updated in line with current government guidelines	Ainslie Brunt

Persons receiving this document are responsible for:

- Becoming and remaining familiar with its contents
- Maintaining an up-to-date copy by following revision procedures
- Following relevant procedures specified in the document

## Implementation Timeline

Week concluding: Friday 19 <sup>th</sup> February 2021	Finalise and submit COVID-Safe Event Plans and Checklists, publish on Blues Train website
Week commencing: Monday 22 <sup>nd</sup> February 2021	Engage with contractors and service providers
Week commencing: Monday 1 <sup>st</sup> March 2021	Commence 8-week marketing campaign to re-engage with audience
Week commencing: Monday 3 <sup>rd</sup> May 2021	Put tickets on sale for October 2021 shows
February/March 2022	Put tickets on sale for April/May 2022 shows

The contents of this plan are true and correct at the time of revision listed above.

The policies and procedures in this plan shall take precedence over any other like policies and procedures in place on The Blues Train, unless as required by law.

This plan shall be reviewed a minimum of once every month of operation, or in accordance with guidelines issued by DHHS.

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## Scope/General Overview

### Event Overview

<b>Event name</b>	The Blues Train
<b>Event location</b>	20 Symonds Street, Queenscliff VIC 3225
<b>Date (s) of event</b>	April to October 2022
<b>Duration of the event</b>	Gates Open 6.30pm, Gates Closed 11.45pm
<b>Event description</b>	A mini music festival on a steam train as you travel along the scenic heritage Bellarine Railway.
<b>Event website</b>	<a href="http://www.thebluestrain.com.au">www.thebluestrain.com.au</a>
<b>Experience arranging a COVIDSafe event</b>	Live Music Events delivered through Bay City Events
<b>Total expected attendees</b>	200 patrons, 8 staff, 5 railway volunteers, 2 railway paid employee, 5 catering staff
<b>Expected peak attendees</b>	6.30pm upon gates open / arrival time 11.30pm upon gates closing / patrons exiting site
<b>Attendee demographic</b>	Audience members all over 18 years, age range of 18 to 80+ years old
<b>Attendance number from previous years if the event has been held previously</b>	200 patrons per event

As a unique live music, dinner and show event run in a Tourist Railway/Commercial Passenger Vehicle venue setting, employing adequate additional measures to protect the health and safety of our patrons, staff, contractors and volunteers under our unique operational circumstances.

This plan is to be used by all personnel and contractors of The Blues Train in conjunction with all other policy and procedure documents in place, and in accordance with Bellarine Railway COVID-19 Management Plan and guidelines provided by DHHS throughout and following the COVID-19 pandemic.

This plan provides information and procedures for the safe and hygienic operation of The Blues Train event throughout and following the COVID-19 pandemic and beyond. It highlights primary responsibilities and duties of Blues Train staff and contractors, for the safe execution of our operation.

The policies and procedures in this manual shall take precedence over any other like policies and procedures in place on The Blues Train, unless as required by law.

## Structure and Authority

All actions on site are to be undertaken by suitably qualified and authorized persons.

It is a requirement of all parties on site to ensure staff and volunteers adhere to all rules, regulations and protocols in place and work in a safe and hygienic manner within their training and qualifications.

## Event Capacity and Density Requirements

The Blues Train's Limited Liquor License (License #36088624) stipulates a total event capacity of 250 patrons.

- Ticketed capacity is 200 total patrons (excluding staff, volunteers and contractors).
- Capacity per train carriage is 50 patrons, at 50sqm this is at a density of one person per square meter, allowable under the current Covid-19 requirements.

## Cleaning & Ventilation - Carriages, Toilets & Bar

### Cleaning Timetable - Carriages, Toilets & Bar

Time	Action
1700-1730	Check/clean toilets at all stops
1700	Train in to platform – Open all windows, check cleanliness of all carriages. Set up trestle tables in carriage D and in additional Dining Carriage
1700	Check alcove area and clean if required
1700	Sound tech arrives and commences setup including hygiene checks of equipment
1730	Setup of bar commences – Wipe down payment terminals and touch points
1730	Catering Setup commences in alcove area
1745	Musician setup and soundcheck commences in all carriages, check all musician's vaccination certificates
1815	Site walkthrough & covid-safety check
1815	Musician meal service commences
1830	Gates open, bar service commences No QR Code, No Entry Policy applies. No double vaccination certificate, No Entry Policy applies.
1845	Staged (4x carriage groups of 50) patron meal service commences
1945	Catering team clear disposable dishes from all carriages
1945	Pack trestle tables from Carriage D into Dining Carriage
1950	Catering equipment loaded in to dining cart or storage shed on platform
1955	Welcome & Safety Speech, including COVID-Safe advice
1955	Wipe down of tables in Carriages A&C – COVID-Clean check of all carriages
2000	Bar wiped down and loaded on to train. Wipe down payment terminals and touch points
2005	Train departs Queenscliff
2010	Catering load-out from Queenscliff, alcove area cleaned
2010	Toilets cleaned at Queenscliff
2035	Arrive at Suma Park

# The Blues Train

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2035	All carriages wiped down and COVID-Clean check conducted. All windows opened for carriage ventilation.
2100	Bar wiped down and loaded on to train. Wipe down payment terminals and touch points
2105	Train Departs Suma Park
2110	Toilets Cleaned at Suma Park
2135	Arrive at Queenscliff
2135	All carriages wiped down and COVID-Clean check conducted. All windows opened for carriage ventilation.
2200	Bar wiped down and loaded on to train. Wipe down payment terminals and touch points.
2205	Train Departs Queenscliff
2210	Toilets Cleaned at Queenscliff
2235	Arrive at Suma Park
2235	All carriages wiped down and COVID-Clean check conducted. All windows opened for carriage ventilation.
2255	Bar wiped down and loaded on to train. Wipe down payment terminals and touch points
2300	Train Departs Suma Park
2305	Toilets Cleaned at Suma Park
2330	Train returns to Queenscliff – Patrons leave the event
2340	Musician Load-out commences
2355	Load-out concludes, all carriages wiped down, COVID-Clean check conducted, train departs for stabling

## Ventilation - Train Carriage Ventilation Timetable

Carriages ventilated from train arrival at 17:00 to 20:05 and then 30min carriage ventilation carried out between each arrival and departure for the duration of the event as per the table below. This means that length of sittings in enclosed carriages are limited to 30 minutes. Throughout 30min legs of train travel, security staff are to ensure that 100% of windows remain open for continued ventilation of train carriages, weather permitting.

<b>Time</b>	<b>Station</b>	<b>Train Action</b>	<b>Staff/Security Action</b>
1700	Queenscliff	Arrive	Open all windows and doors to ventilate carriages
2005	Queenscliff	Depart	Ensure windows remain open throughout travel where possible, weather and customer comfort dependent
2035	Suma Park	Arrive	Open all windows and doors to ventilate carriages
2105	Suma Park	Depart	Ensure windows remain open throughout travel where possible, weather and customer comfort dependent
2135	Queenscliff	Arrive	Open all windows and doors to ventilate carriages
2205	Queenscliff	Depart	Ensure windows remain open throughout travel where possible, weather and customer comfort dependent
2235	Suma Park	Arrive	Open all windows and doors to ventilate carriages
2300	Suma Park	Depart	Ensure windows remain open throughout travel where possible, weather and customer comfort dependent
2330	Queenscliff	Arrive	Open all windows and doors to ventilate carriages
0000	Queenscliff	Depart for stabling	

\* NB. Times are subject to change. Any changes to times would be marginal and all parties will be advised of any changes in advance.



## Hygiene & Cleaning

– See separate detailed cleaning manual

- Sanitization stations at entry to Queenscliff station, on each train carriage and at the bar.
- All staff, contractors and volunteers to wear facemasks unless making speeches (in which case they will be sufficiently socially distanced) or unless consuming food or beverage.
- 2x Bar Staff and all Security Personnel delegated to COVID-Safe monitoring throughout the event.
- Thorough cleaning and ventilation of all train carriages at each stop.
- Thorough cleaning of bar and payment terminals before departure from each station platform.
- Thorough cleaning of toilets between stop at each station platform.

## Social Distancing

- Each carriage is considered a group of 50 people (exclusive of security/staff).
- Pending current regulations and Government guidelines, masks may be required to be worn by all patrons, staff, contractors (excluding musicians) in carriages at all times, except when eating or drinking (in accordance with hospitality and public transport/commercial passenger vehicle guidelines).
- Dance spaces – open to patrons, unless restricted under current government guidelines.

## Staff, Contractors & Volunteers

### COVID-Safety & Hygiene Inductions

Prior to attendance at their first event, staff, contractors (including artists/performers) and volunteers are required to be double vaccinated and will be required to read and complete a COVID-Safety induction. Once the induction is complete, the inductee will be required to sign and verify that they have received, understood, and accept the information covered in the induction. A copy of this signed induction form will be retained by The Blues Train. It is the act/artists responsibility to advise any new band members on future shows of the content contained within the induction. All staff, contractors (including artists/performers) and volunteers will be required to check in using the onsite QR Code.

### Rostering/Record Keeping

- All Staff, Contractors (including musicians) and Volunteers must be feeling healthy and well to attend their rostered shift/duties/performance at The Blues Train.
- Details of all Staff/Contractors/Volunteers on shift are retained.

### Load-in

- Staff/Contractors/Volunteers will be required to QR Code Check in via the Services Vic App
- One Contractor to load in at a time, via a single allocated entry point (See Appendix 1 – Site map).

### Load-out

- All Contractors to load out via the same point they loaded in.
- One contractor to load out at a time.

### Clothing/Uniforms

Appropriate clothing must be worn by all contractors on site. All uniform items and reusable facemasks (if worn under current guidelines) must be laundered between each shift on The Blues Train.

## Equipment/PPE

All equipment brought on site is to be thoroughly sanitized before, intermittently during and after use.

All staff and contractors will have available for their use, required cleaning and COVID-PPE items such as below:

- Facemasks
- Hand Sanitizer
- Disposable Gloves (to be used for single tasks only, then disposed of in an appropriate/enclosed waste receptacle)
- Cleaning/Sanitizing sprays/wipes
- Appropriate hi-vis wear and ID badges to identify Security Staff and dedicated COVID-Safety Monitors

## Venue Adjustments

### Train

- Window repairs have been carried out prior to commencing operations, ensuring all windows can be opened and carriages adequately ventilated when train is stationary and/or in motion.
- A separate carriage will be added to accommodate 20 patrons from Carriage D for the dining portion of the event and to facilitate storage of catering equipment from conclusion of dining and thereafter.

### Station Platforms

- Train journey will be adjusted to run between Queenscliffe and Suma Park, return, to limit travel time to consistent 30-minute legs.
- Lakers Siding platform added to The Blues Train's liquor license, as a contingency.
- Social distancing between carriage groups will be encouraged and monitored by Security staff on the platforms, as required.

### Dining Alcove

- Dining tables removed from this area, relocated to Dining Carriage to accommodate 20 patrons.
- Food delivered sandwich bar/production line style, by catering staff from bain-marie with PVC screen.

### Bar

- Removable PVC Perspex screens will be erected surrounding bar, with pass through sections.
- Cashless payment systems introduced, and usage encouraged – Payment terminals to be regularly wiped down.
- Queues split into cash/card payments
- Hand sanitiser will be provided at the bar and to be used by staff regularly throughout the night

### Catering Station

- The food service area will remain exclusively in the alcove of Queenscliff Station
- An additional dining carriage will be set up to seat 20 diners (45% of carriage D patrons) who previously dined in the alcove area nearby the food service station.
- Food delivery will change from buffet dining style to sandwich bar style where food is dished up by catering staff behind perspex screening and served to patrons once fully dished at the end of the line.
- Food service queue will be socially distanced.

## Toilets

- Cleaned/Wiped down after departure from each station.
- Customer Toilets are fitted with liquid soap and paper towel dispensers.
- Customer Toilets also have use of electric hand dryer/blowers.

## Signage & Messaging

- COVID-Safety Signage placed around station platforms, in carriages, at catering station, bar and toilets.
- COVID-Safety Messaging and link to covid-safe event plan included on tickets, booking confirmations and on The Blues Train website.

## Contact Tracing

- All event attendee details collected by electronic QR code check-in, manual check in list available as backup.
- QR Code Sign In upon entry to the event, as well as 'rollcall' from the event manifest.
- No QR Code, No Entry Policy applies.
- Patrons will be grouped by carriages (4x groups of 50). Seating will be allocated in each carriage to enable more accurate contact tracing by creating sub-groups/sections, within carriage groups of 50 patrons
- Booking confirmation will suggest that all patrons get tested 48 hours prior to attending the event but advise that if you have tested positive, are awaiting test results or are experiencing symptoms of covid at the time of the event, you should not attend.

***NB: No refunds will be provided for non-attendance without supporting evidence of covid-concern, however travel credit can be issued at promoter discretion.***

***Refunds or transfers will be granted upon provision of a positive or pending covid-test report or relevant doctor's certificate.***

## Patron Arrivals

- Group numbers limited to 50 (per carriage), plus Security & Staff as required.
- All patrons asked on entry – a) are you feeling healthy and well? b) do you have any pending covid tests?
- QR Code Sign-in upon entry to the event, as well as 'rollcall' from the event manifest and manual sign in sheets as backup.
- Each patron to have photo ID to verify name of ticketholder for contact tracing.
- Any person who is attending with a transferred ticket not under their name (ie if they have purchased from ticket classifieds), must provide full contact details for contact tracing and advise the name of the original ticketholder from whom they acquired the ticket.
- All patrons must show current double vaccination certificate before entry. No vaccination certificate, no entry applies.

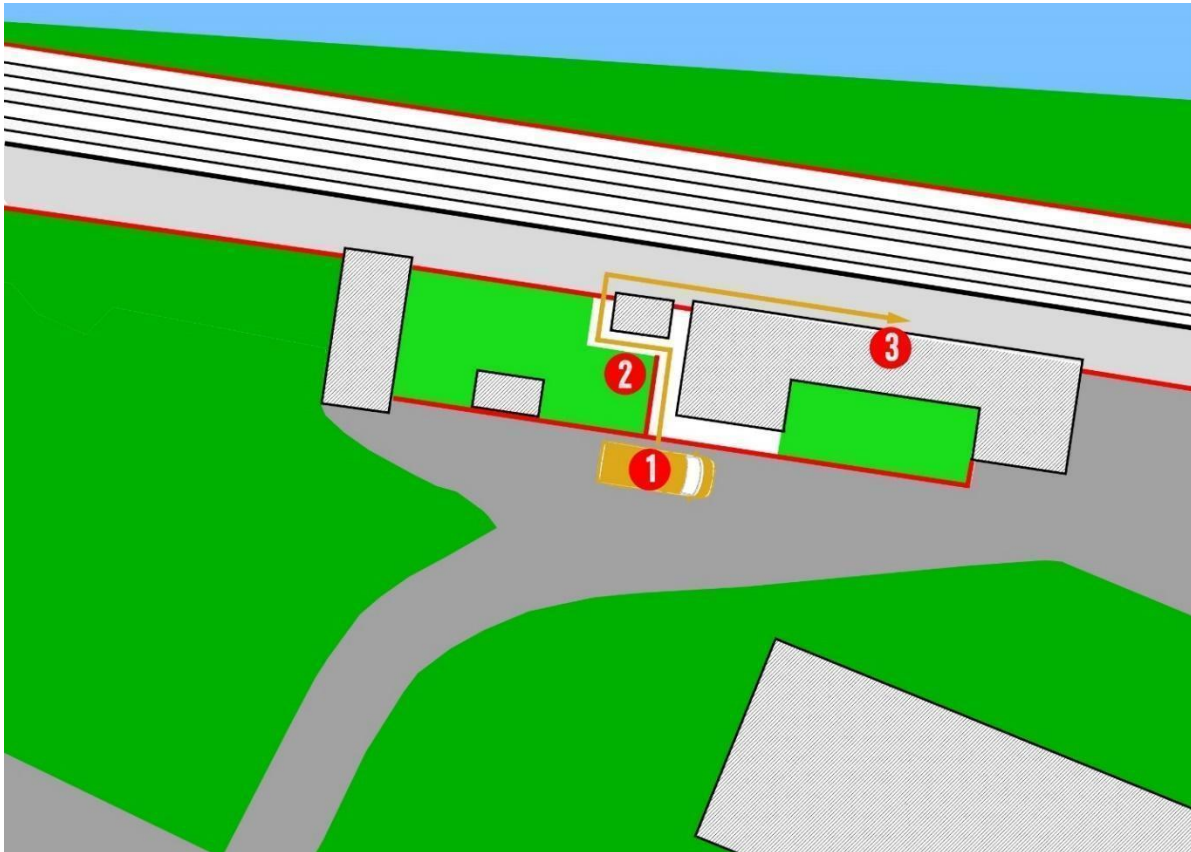
## Catering

The Blues Train contracts out catering to a third-party provider, who employ their own COVID-Safe food preparation measures. The following policies are in place to ensure the safe delivery of catering at the event.

- Food service will be carried out in 4x stages/carriage groups.

- Tables from the alcove area that previously accommodated 30 diners will be moved to a separate dining carriage to accommodate 20 diners from carriage D.
- Following patron dining, the bain-maries and dining equipment will load into the above-mentioned carriage.

### Catering Load-in



### Load-in

Catering load-in is to commence on site between 17.30 – 17.45

- Load-in occurs via the side entrance gate (#1), through the picnic park (#2) and along the platform to the alcove (#3). This path is paved with asphalt and/or brick so equipment can be wheeled on trolleys to limit handling.
- Access to the station building is via the main door in the alcove.
- Staff are to ensure gates remain closed at all times to prevent public access during load in.
- Once load-in has been completed staff to ensure all gates are closed (and locked where applicable).
- Staff are to ensure no equipment is left unattended on the platform or load-in route unless appropriate tape/bunting is in place.
- Staff are to ensure bunting is in place in the dining alcove area as soon as practical. This must be in place no later than 1800, prior to patron arrival.
- Staff are to ensure that all equipment placed around the site are to be accompanied by an orange witches hat and placed by staff wearing facemask and disposable gloves, to be disposed of after each task involving handling of equipment.
- Reusable plates/cutlery to be cleared at the conclusion of patron dining with disposable gloves (by a staff member wearing a mask) and disposed of immediately in an appropriate waste receptacle.

### Load-in – Alternative

In the event access via the side entrance gate is not possible (due to other services operating, under advice from the Railway or other reasons), the following procedure will be in place.

- Load-in will occur via the main entrance, Western or Eastern end of the platform as advised by The Blues Train.
- Access to the station building is via the main door in the alcove.
- Staff are to ensure gates remain closed at all times when unattended to avoid public access.
- Once load-in has been completed all gates are to be closed (and locked where applicable).
- Staff are to ensure no equipment is left unattended on the platform or load-in route unless appropriate tape/bunting is in place.
- Staff are to ensure bunting is in place in the dining alcove area as soon as practical. This must be in place no later than 1800 before patrons arrive.
- Catering staff are to remove the bunting around the alcove food service area no earlier than 5 minutes prior to food service, to prevent any unnecessary patron access to this area.

### Dining Layout

Some dining areas require some prior preparation:

#### Carriage A

- No preparation required

#### Carriage B

- Lap tables placed on each seat by staff wearing facemask and disposable gloves, to be disposed of after each handling of trays for this carriage.

#### Carriage C

- Lap trays placed on the 8 seats without a dining table (performance end of carriage), by staff wearing facemask and disposable gloves if required, to be disposed of after each handling of trays.

#### Carriage D

- Tablecloth placed on the trestle tables (which will be already setup by The Blues Train on train arrival) by staff wearing facemask and disposable gloves if required, to be disposed of after each handling of setting equipment.

#### Dining Carriage

- Tablecloth placed on the trestle tables (which will be already setup by The Blues Train on train arrival) by staff wearing facemask and disposable gloves if required, to be disposed of after each handling of setting equipment.

## Security & Dedicated COVID-Safety Monitors (Blues Train Bar Staff)

The Blues Train contracts out crowd control to a third-party provider who have their own COVID-Safe measures in place for Security operations. The following policies are in place to implement Security monitoring and COVID-safety measures throughout the event.

### Qualifications

Security personnel working on the event must be appropriately qualified, with a minimum:

- Security License
- Basic First Aid
- A knowledge of or formal qualification in COVID-Safe Hygiene Practices

### Shift Times & Requirements

- 2x Security staff will commence at 1745, Remaining 2x Security staff commence at 1815
- All Security Officers are to be on site, signed on, kitted out and ready to commence their duties **at their rostered start time**. This includes, signing onto the security register, signing out and wiping down, testing radios and signing out, wiping down and checking first aid kits.

### COVID-Safety Audit

The security team is to undertake a COVID-safety check and clean of each carriage at each stop after passengers disembark.

The Blues Train Event Manager is to be notified of any issues deemed an immediate concern and this is to be rectified and logged in the COVID-Cleaning/Report log.

## Production

The Blues Train contracts out audio production setup to a third-party provider. The following policies are in place to ensure the safe and smooth provision of audio production at the event.

### Load-in / Setup

The production company has an arrangement with the Bellarine Railway to store PAs on board the train throughout the week. This reduces the load-in/out requirements on event day. That said, a sound technician will always be on site from 5.00pm to wipe down equipment and assist musicians to setup, test equipment and perform a soundcheck.

### Safety Audit

The production company is to undertake a COVID-clean and safety check of the production areas of each carriage each night after setup and before/after pack-up. The Blues Train Event Manager (via Security) is to be notified of any issues deemed an immediate safety hazard and requiring urgent rectification PRIOR to patrons accessing the area.

## Musicians

The Blues Train contracts musicians directly to perform in their allocated carriage on the show. The following policies are in place to ensure the safe and hygienic provision of live music performance at the event.

### Load-in

The act/artist is to load in at 5.30pm sharp.

- The artist is to socially distance if required, from the sound tech during setup and sound checks.
- During setup and pack up the act/artist is to ensure there is no equipment left unattended.
- Equipment is to be loaded or trolleyed directly from the act/artist vehicle into the act/artist performance space.
- Once the platform is open to the general public, all the act/artists equipment (including cases) are to be in the performance area (behind the safety chains/PVC Perspex screen) or back in the act/artists vehicle and clear from all thoroughfares.
- Under no circumstances is any equipment or cases to be left unattended for any time on the platform or in the carriage, except in the allocated performance space.
- Once the platform has been cleared of ALL patrons, security will notify the act/artist that it is now safe to remove equipment from the train and load out to their vehicle.
- Equipment may be stacked in the carriage until the platform is clear of ALL PATRONS, then transported directly to the act/artists vehicle where it must be constantly attended or loaded directly into the vehicle.
- Artists are to remain in/on their allocated stage or performance space and not to rove through the carriage under any circumstance.

## Response to a suspected or confirmed case

If you test positive to Covid 19 following your attendance at one of our events, please notify our office staff in writing immediately. Notification can be emailed to [info@baycityevents.com.au](mailto:info@baycityevents.com.au).

Upon receipt of such notification, a report of the relevant show dates event manifest would be produced, and a listing of all staff, contractors and volunteers who worked at the event on the show date that the confirmed case attended.

This data would be provided to DHHS.

Office staff would work with the Health Department to commence contact tracing as required.

Office staff would also liaise with DHHS or their nominee to determine any other further actions required.

## References

ARTS & ENTERTAINMENT/HOSPITALITY/TOURISM GUIDELINES –

<https://www.coronavirus.vic.gov.au/arts-and-entertainment-services-sector-guidance>

BUSINESS EVENTS GUIDELINES –

<https://www.coronavirus.vic.gov.au/business-events-information-organisers>

<https://www.coronavirus.vic.gov.au/public-events-in-Victoria>

RESPONSE TO CONFIRMED CASE –

<https://www.dhhs.vic.gov.au/workplace-guidance-for-managing-suspected-and-confirmed-cases-covid-19-doc>



Appendix 1 – Site Map



## Appendix 1 – Contractor/Staff COVID-Safety Induction

[COVID-19 Contractor/Staff Induction](#)

## Appendix 2 – COVID-Clean Checklists

[COVID-19 Cleaning Guidelines](#)

[COVID-19 Cleaning Timetable & Report log](#)

## Appendix 3 - Event Setup & Pack Down Checklists – CSM, Security, Bar

[The Blues Train Events Roles & Checklists](#)