



September 16-19
2019

COVID-19 Safe Implementation Plan

Brisbane CDI

Queensland State Dressage Championships





Brisbane CDI
Queensland State Dressage Championships
COVID-19 Safe Implementation Plan

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Key contacts

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Statement

Dressage Queensland is committed to implementing a COVID -19 Safe Implementation Plan (the Plan) to minimise the risk of COVID-19 transmission between riders, officials, volunteers, sponsors, supporters and members of the public participating in the SaddleFitter CDI event held at the Queensland State Equestrian Centre (QSEC) on 16 to 19 September 2020.

Approved

- This Plan has been developed in accordance with the:
[Outdoor Sports Industry Plan](#) approved by the Queensland Chief Health Officer on 5 June 2020, which includes equestrian and horse sports, and
- [Equestrian Queensland Event Biosecurity Plan May 2020](#), (in particular the Event Protocol Checklist (Annexure A page 11 and 12 and COVID-19 Signage (Annexure B page 13)).

The Plan supports the return of equestrian and horse sports competitions as part of Stage 3 restrictions planned for 10 July with more than 100 people on site.

Intent of this plan

The Plan outlines how the Outdoor Sports Industry approved plan will be implemented at QSEC to ensure adherence to;

- site registration/recording contact details of individuals who enter the QSEC site,
- signage and hygiene measures at all entry and exit points,
- management and separation of groups in competition and warm-up spaces/zones
- avoiding direct physical contact and sharing of equipment
- maintaining social distancing in common areas including signage and hygiene,
- communicating for safety, prior to and during the event



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- review and monitoring of COVID Safe conditions throughout the event.

Scope

This Plan applies to all riders, officials, volunteers, sponsors, supporters and members of the public participating in the SaddleFitter CDI event held at the Queensland State Equestrian Centre (QSEC) on 16 to 19 September 2020.

The Plan should be read in conjunction with the Outdoor Sports Industry approved plan and QSEC Site Map.

Principles

Four guiding principles provide the basis for implementing and maintaining COVID-19 safety of all at the Saddlefitter Brisbane CDI event:

- **Leadership** and governance to implement communication strategies, safety systems and processes.
- **Accountability** to set up and maintain systems and processes to support effective social distancing, hygiene, and registration.
- **Transparency/Clarity** to have clear roles, responsibilities, and clear procedures for making and communicating decisions related to COVID-19 safety.
- **Efficiency** to ensure the appropriate use of signage and social media for communicating safety and best practice and use of signage and resources to achieve communicating for safety.



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Implementation

1. Registration, entry and exit to QSEC

Riders and support crew

Riders must notify the Event Organiser with their intended arrival date and time prior to the event and notify the Event Organiser if there are changes to their anticipated arrival time.

All attendees (riders and support crew) to:

- Register attendance at the event using the Nominate app.

OR

- use Evacheckin.com contactless QR Code Check in Technology upon entry and exit of QSEC using smartphone,

at:

- Gate 15 on Old Gympie Road – to Day Parking/Barr Oval
- Gate 14 on Old Gympie Road – to stables and competitor camping (Area 15 and 16)
- Checkpoint on Tuckeroo Drive (200m inside from Beerburum Road) - to Main Arena, Arena 2 and Trade Village (traders and deliveries), plus public parking adjacent to parklands (areas 13 and 14).

Compliance at entry and exit points will be monitored by volunteers and security. On initial arrival to the venue riders, grooms and nominated essential additional persons will receive a wristband once they have scanned themselves into the venue and this has been confirmed by the stable warden. Riders will receive a complimentary CDI branded hand-sanitiser 30ml in their riders bags.

Please note, only pre-nominated individuals considered essential to the rider's participation in the event will be permitted in the stable and camping area at any time. The stable area will be monitored by security and volunteers. ONLY wristbanded individuals will be permitted in the stable area. The Organising Committee request understanding and compliance from riders with this requirement in these unprecedented times. Breaching of this requirement will result in an initial warning and following a second offence riders and their entourage will be asked to leave the venue.

- All event attendees will be required to scan in and out of the venue using their smartphone app every time they depart or return to the showgrounds.



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Volunteers, officials and event personnel

The Event Director will keep a schedule of all personnel essential to the running of the event and day/s/time/s they are expected on site. All event personnel and officials will be required to undertake the COVID Safe Sport Coaches and Officials online course and provide evidence of completion.

All event personnel, volunteers and officials to:

- Register attendance at the event using the Nominate app.

OR

- use Evacheckin.com contactless QR Code Check in Technology upon entry and exit of QSEC using smartphone,

at:

- Gate 5 on Beerburrum Rd (Officials and event personnel only)
- Checkpoint on Tuckeroo Drive (200m inside from Beerburrum Road)

Compliance at entry and exit points will be monitored by volunteers and security. On initial arrival to the venue riders, volunteers, officials and event personnel will receive a lanyard once they have scanned themselves into the venue and this has been confirmed by the volunteer and officials co-ordinator. Volunteers and officials will receive a complimentary CDI branded hand-sanitiser 30ml from the volunteers tent.

- All event attendees will be required to scan in and out of the venue using their smartphone app every time they depart or return to the showgrounds.

Trade vendors

Trade vendors must notify the Event Organiser with their intended arrival date and time prior to the event and notify the Event Organiser if there are changes to their anticipated arrival time.

All Trade Vendors to:

- Register attendance at the event using the Nominate app.

OR

- use Evacheckin.com contactless QR Code Check in Technology upon entry and exit of QSEC using smartphone,

at:

- Gate 5 on Beerburrum Rd
- Checkpoint on Tuckeroo Drive (200m inside from Beerburrum Road)

Compliance at entry and exit points will be monitored by volunteers and security. On initial arrival to the venue trade vendors will receive a wristband once they have scanned themselves into the venue and this has been confirmed by the Trade Vendor coordinator. As



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part of their COVID plan, trade vendors must bring hand sanitiser and gloves for their own personal use. There will be sufficient hand sanitiser supplied by the venue and event for customers.

- All event attendees will be required to scan in and out of the venue using their smartphone app every time they depart or return to the showgrounds.

Spectators

The event will be ticketed for spectators. Tickets must be purchased online. Only ticket holders will be permitted into the venue. Ticketing may be limited to control spectator numbers.

Spectator entry will be via

- Checkpoint on Tuckeroo Drive (200m inside from Beerburrum Road) with public parking adjacent to parklands (areas 13 and 14).

Compliance at entry and exit points will be monitored by volunteers and security. Spectators will receive a wristband which will be colour coded for each individual day of competition.

Conditions of entry to the event will be on the:

- Entry form website (Nominate)
- Competitors letter
- Trade vendors letter
- Event website
- Event Facebook page
- Prominently displayed at the venue entry points.

Conditions of entry are:

DO NOT ENTER QSEC if you have:

- fever
- cold or flu like symptoms, even if mild (cough, sore throat, shortness of breath)
- returned from overseas in the last 14 days, or
- been in close contact with a confirmed case of COVID-19 (coronavirus) in the last 14 days.

No-one will be permitted on site before the Event Director and Stable Manager. The date and time competitors may enter the site will be published in the competitors letter and on the event social media pages and website. Riders must be vacated from QSEC no later than 4pm Sunday September 20th.



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2. Travelling to and from and in the Competition Arenas

Classes are staggered in accordance with the event schedule.

Riders and horses

Riders and horses to KEEP LEFT when travelling to and from warm-up areas and dressage arenas on designated competitor access tracks as marked on QSEC Facility Map.

Spectators

Spectators will not be permitted in the stable and camping areas, warm-up areas or the area situated between the two indoor arenas.

Outdoor arenas (Area 10):

- All horses and riders to warm up in area 11 for up to 60 mins before competing. There is no contact or shared equipment. Access gate is monitored by a volunteer.
- Only one horse and rider competing in each arena (60x20m) at any point in time. There are 4 arenas in area 10 with marked entry and exit points. Entry to the competition arena is under the guidance of an official steward.

Indoor arenas (Area 1 and 2).

- All horses and riders to warm up in the designated area adjacent to the Main Arena for up to 60 mins before competing. There is no contact or shared equipment.
- Only one horse and rider competing in each arena (Main Arena approx. 100 x 50m and Arena 2 approx. 70 x 50m). Entry to the competition arena is under the guidance of an official steward.

Officials will monitor and control the number of horses and riders entering both warm-up areas (no contact).

Arena familiarisation in the indoor arenas will only be permitted at nominated times. Riders that are not warming up for their class will not be permitted to ride their horses in the indoor complex outside of familiarisation times.

During arena familiarisation only six horse-rider combinations will be permitted in each of the three indoor arena areas at any one time.



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3. Avoiding Direct Physical Contact and Sharing of Equipment

Stable area

- There is no sharing of equipment or direct personal contact during dressage events.
- Attendees must adhere to social distancing guidelines (1.5m distance or one person per 4m²).
- There will be a volunteer manning the entry gate to the stable area during the hours of 7am and 4pm. During this time only the volunteer may touch the gate. Their role will be only to open and close the gate. The volunteer will be provided with gloves and hand sanitiser. Outside of these times hand sanitiser will be available at the gate and riders and grooms must sanitise their hands when touching the gate.
- Horse Health Declarations must be provided electronically. They are to be emailed to the Stable Co-ordinator the morning of arrival. On electronic receipt of the Horse Health Declaration the Stable Co-ordinator will unlock the stables.
- Professional groom or braiders must wear disposable gloves and sanitise all equipment between each horse and maintain social distancing at all times.
- Camp-kitchen in stable complex – BYO utensils.
- Riders, grooms and essential persons should adhere to family grouping restrictions and not gather within trucks or floats that are not part of their camping unit. Gathering outside of trucks is permitted so long as social distancing (1.5m) is maintained and BYO chairs and utensils.
- Regular compliance checks of the stable area will be made by The COVID Officer, Stable Warden, Stewards and Event Personnel. We ask that riders and essential entourage be understanding and compliant in any requests to maintain social distancing. Riders that are not respectful or continue to break the rules may be asked to leave the venue.
- There is adequate signage around the venue advising attendees of maximum numbers of persons permitted in each area. These must be adhered to.
- Only persons directly connected to a horse (rider or nominated groom) and the stable warden may enter a horse's stable or touch its stable door.
- Where possible, riders are encouraged to use their own camping amenities and avoid using QSEC amenities.

Day parking at Barr Oval

- There is no sharing of equipment or direct personal contact during dressage events.
- Attendees must adhere to social distancing guidelines (1.5m distance or one person per 4m²).
- Rider must notify the Event Director if they intend to day park at Barr Oval rather than using the stable complex.
- There will be a volunteer manning the entry gate to the Barr Oval during the hours of 7am and 4pm. During this time only the volunteer may touch the gate. Their role will be only to open and close the gate. The volunteer will be provided with gloves and hand



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sanitiser. Outside of these times hand sanitiser will be available at the gate and riders and grooms must sanitise their hands when touching the gate.

- No spectators will be permitted to enter through this gate.
- Horse Health Declarations must be provided electronically. They are to be emailed to the Stable Co-ordinator the morning of arrival with a note that the rider is day parking at Barr Oval. Gear check stewards will be notified of riders who have submitted health declarations. Riders will not be permitted to compete until their Health Declaration is received.

Competition arenas

- There is no sharing of equipment or direct personal contact during dressage events. However, veterinarians, the official technical delegate and stewards (wear bright yellow EA jackets) may touch horses and equipment.
- It is the usual practice of veterinarians and officials to use disposable gloves and immediately discard them after touching an individual horse or equipment, and this practice will be maintained. Gloves, masks, wipes and hand sanitiser will be available at all steward stations. There will be rubbish bags available for easy disposal of consumables.
- The steward's areas at each warm-up will be cordoned off. No rider, groom, spectator or support crew will be permitted in the steward's area.
- Stewards will be provided with their own clearly marked copy of the latest draw each morning. No other person is permitted to touch the draw.
- Stewards and officials will be encouraged to provide their own pens for the purpose of marking the draw.
- Stewards will be provided with non-porous (plastic) working tables and chairs that can be easily wiped down.
- No spectators will be permitted in the warm-up areas under any circumstances.
- One groom, coach or family member may observe the rider from outside the warm-up area. All other support crew (owners, additional family) will not be permitted.

Judges and scribes

- There is no sharing of equipment or direct personal contact during dressage events.
- Judges and scribes will be provided with hand sanitiser, gloves, wipes and facemasks. There will be rubbish bags for immediate disposal of used consumables.
- Scoring will be online to minimise paper contact.
- In the event paper scoring is required (tablet failure/freestyles), the scribe MUST wear gloves and change the gloves after every five horses.
- Judges are encouraged to bring a family member to scribe for them where possible.
- Judges will be encouraged to provide their own tablet or stylus. Scribes will be provided with one tablet.
- When tablets are returned to the scoring room by a scribe they will be marked with a red sticker. Once the tablets and stylus have been wiped down by a nominated COVID



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compliance officer they will be marked with a green sticker deeming them ready for re-use.

- If there are insufficient tablets for the judge and scribe to have one of their own, judges are to dictate collective comments to the scribe and direct the scribe to sign off the sheet when finished.
- As much as possible only one scribe per judge and tablet will be used each day.
- A laminated copy of each test will be available for the judge to use as a follow along sheet. Otherwise judges may print out and bring their own paper copy for personal use only.
- Only the scribe is to handle the draw. Where more than one scribe per judge is used each scribe will be provided with their own copy of the draw.
- Where judging takes place in a car, scribes may sit in the back seat.
- No sit in's from judge candidates will be permitted at this event.
- Judges and scribes will not be provided with cushions and blankets and will be encouraged to bring their own.
- Judges will be provided with their own event bell as a gift and will not be provided with shared bells.

Trade village and food vendors

- Will be encouraged to be cashless and require a COVID Safe Plan. ie contactless payments or ordering and payment online.
- Only one person per 4m² inside marquees. For the Riders Marquee this equates to a maximum of 24 people at a time.
- Have single entry and exit points.
- Customers outside marquees will be required to maintain 1.5m distance.
- Vendors to wipe down contactless payment devices after each transaction.
- Encourage customers to only touch products if essential to their purchase. Encourage visual inspection.
- Provide sanitisers to encourage customers to sanitise their hands before and after touching products.
- Vendors are encouraged to wear gloves.
- Floor markings should be placed where appropriate to identify 1.5m distance between people queuing.

Open Village Green

- BYO seat encouraged
- Frequent sanitisation of tables and chairs

Drinking taps and fountains

- Drinking taps and fountains will be turned off.
- All attendees will be encouraged to provide their own clearly distinguishable water bottles for personal use only.



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- Single use water bottles will be provided and must be disposed of after use. Attendees be encouraged to clearly label their bottles to avoid cross-sharing. If in doubt, attendees should dispose of single-use water bottles and obtain a new one.

Deliveries

- Deliveries will be restricted to the trade village area and the stable areas for feed. Delivery of good will be contactless – eg smartphone photos with record of date and time instead of signatures.

Spectators

- There is no sharing of equipment or direct personal contact during dressage events.
- Attendees must adhere to social distancing guidelines (1.5m distance or one person per 4m²).
- There will be a volunteer manning the entry gate to the QSEC venue off Tuckaroo Dr (off Beerburum Rd) during the hours of 8am and 4pm. Their role will be to check ticketing and direct spectators to a wristband. The spectators must apply their own wristband. The volunteer will be provided with gloves and hand sanitiser.

Ringside seating, official's meals, volunteer meals and functions

- All food and drinks will be served in individual portions in disposable containers.
- There will be a single server person handing portions to patrons – patrons will not be permitted to serve themselves.
- Patrons in the ringside region will be limited to 95 persons at any one time.
- Patrons in the official's and volunteer's areas will be limited to 4m² (total number will be confirmed and displayed during the event)
- Patrons are required to dispose of all food containers themselves.
- Patrons must be seated to consume alcoholic drinks

Hand sanitiser

- An event-branded hand sanitiser 30ml will be provided to riders, volunteers and officials upon entry to QSEC.
- Will be provided in common areas eg trade display village, and village green where food and goods are available.
- Hand sanitiser will be provided in stable /yard areas, in the event office and on official steward's tables.

Cleaning of amenities

- Amenities will be cleaned throughout the day by QSEC staff

Cleaning of tables in common areas

- After a table is cleaned a sign is placed green side up (table is clean)



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- When a person/s leave a table the sign is placed red side up (table is dirty).
- Disposable gloves will be worn by persons cleaning tables.

4. Maintaining social distancing - compliance

Social distancing will be maintained between riders, officials, volunteers and spectators at all times. The stable and camping area will be regularly monitored by the Stable Warden, COVID Officer, Volunteers, Security and Event Personnel. The competition areas will be regularly monitored by Stewards, the COVID Officer and Event Personnel. The spectator areas and trade village will be regularly monitored by QSEC staff, Volunteers, Security, the COVID Officer and Event Personnel. It will be a condition of entry to the venue that all attendees, in whatever role, adhere to social distancing requirements. Attendees who are disrespectful or refuse to follow social distancing guidelines may be asked to leave the venue.

Stable area

- Signage will be prominently displayed, and the following actions will be undertaken to avoid potential congestion:
 - Day and overnight stables – keep left with signed and designated entry and exit points.
 - Amenities (toilets and showers) – encourage staggered use of showers, adjacent to camping areas.
- Riders and entourage will be limited to persons essential to the rider's participation in the event only

General public areas

- Signage will be prominently displayed, and the following actions will be undertaken to avoid potential congestion:
 - Designated pedestrian traffic flow through the trade village with clear entry and exit points
 - Limited seating will be available in the open village green, marquees, and trade village -1 person per 4m² (or 2 m² if state-wide restrictions are further eased).
 - All food will be served as take away food using disposable and recyclable utensils, paper bags, serviettes etc. (There is no table service dining at this event).
 - A red sign on a table will indicate the table has not been cleaned. A green sign will indicate it has been cleaned and is ready for use. Cleaning equipment will be provided in general areas.
- Signage will include reminders about:
 - Social distancing



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- Hand washing
- Results will be available online which will avoid the need for crowding around scoreboards.

Outdoor arena seating:

- 25 percent capacity with social distancing between family groups to be maintained (as per rugby and AFL).

Indoor arena seating

- 25 percent capacity with social distancing between family groups to be maintained (as per rugby and AFL).
- The eastern aspect of the venue (adjacent to Beerburrum Dr) will be cordoned off to public to minimise surface cleaning requirements.



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5. Communicating for COVID-19 Safety

Point of Competition entry

- All riders will be informed of the conditions of entry on the Nominate entry form.
- All registered riders are encouraged to download the Australian COVID SAFE app.

Prior to the event

- All officials, service providers and volunteers will be invited to attend an online webinar conducted by the Event Director or Equestrian Queensland one week prior to the event and a copy will be available on the Saddlefitter Brisbane CDI webpage until the conclusion of the event.
- During the webinar all participants will be encouraged to download the COVID SAFE app.
- The CDI Event Director or delegate will email all officials a copy of this plan, one to two weeks before the commencement of the Event.
- The CDI Event Director or delegate will email all sponsors with a copy of this plan, one to two weeks before the commencement of the Event.
- The CDI Volunteers Coordinator will email all volunteers one week before the event and will be available to brief volunteers as required throughout the event, should any queries arise.

Throughout the event

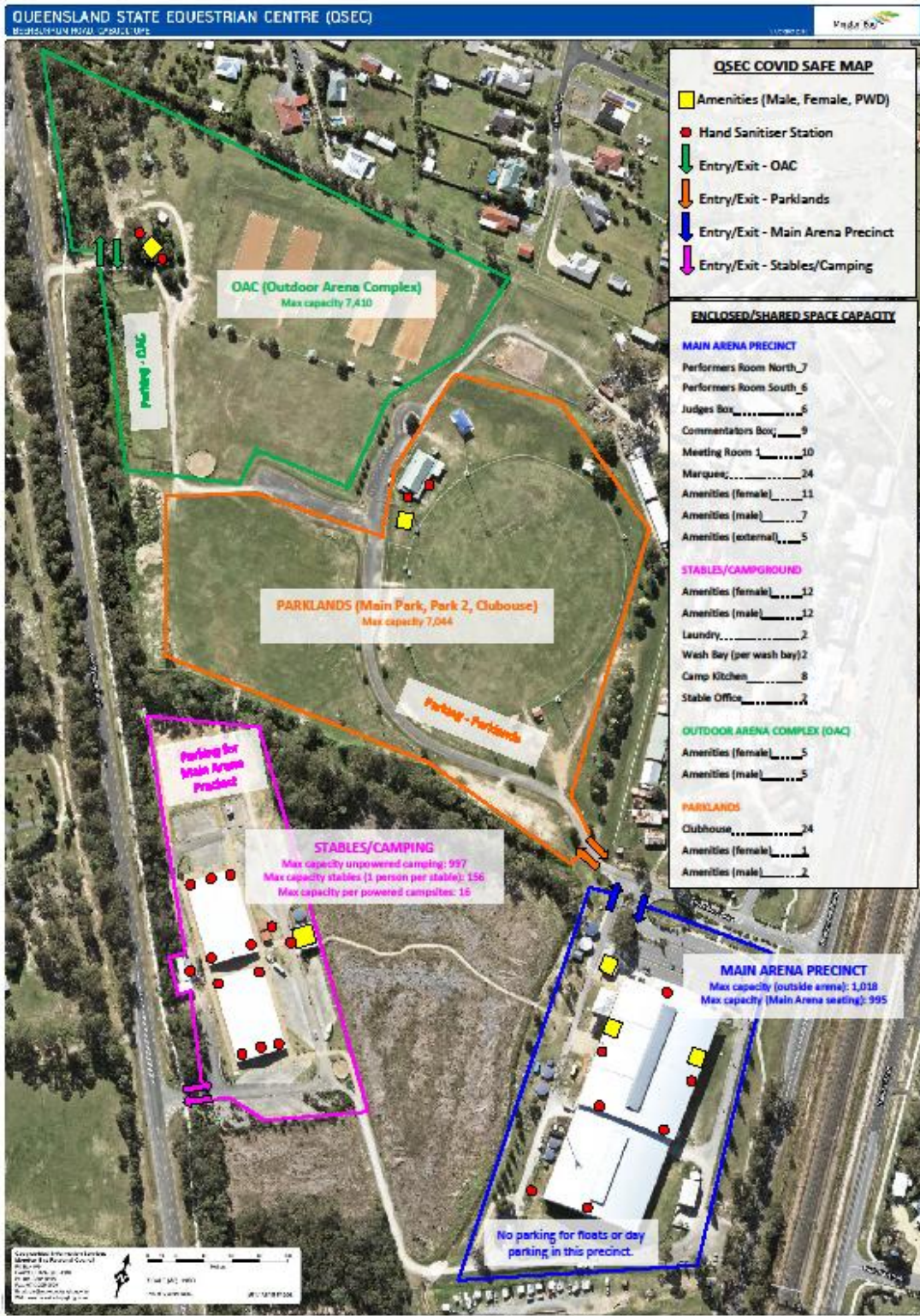
- The CDI Event Director, COVID Safety Officer or QSEC staff may ask a person/s who is not acting in a COVID-19 safe and responsible manner to leave the QSEC.
- The Sponsorship and Media Officer will post regular messaging regarding social distancing and hand hygiene on the Saddlefitter Brisbane CDI Facebook page prior to and throughout the event.
- Social distancing and hand hygiene signage will be at the entry points, common areas, trade village, village green.

6. Monitoring of COVID safe conditions at the Event

- Throughout the event, three to five designated members of the organising committee will monitor potential congregating of people in common areas and may take action to restrict numbers of people in a designated area. The Event Director will also be notified of the issue and remediation.
- Official stewards will monitor social distancing in competition areas.
- The Stable Warden will monitor social distancing in stable areas.



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Appendices:

Signage to be printed with EQ logos (as per Australian Government policy) and laminated.

Industry Framework for COVID-safe events in Queensland

https://www.covid19.qld.gov.au/_data/assets/pdf_file/0018/132570/industry-framework-covid-safe-events.pdf

Outdoor Team Sports

https://www.covid19.qld.gov.au/_data/assets/pdf_file/0010/130204/industry-covid-safe-outdoor-sports.pdf

QPWS Campgrounds

https://www.covid19.qld.gov.au/_data/assets/pdf_file/0029/129926/Industry-COVID-SAFE-Plan-QPWS-Campgrounds.pdf

Help us keep Everyone Safe from COVID-19

https://www.health.qld.gov.au/_data/assets/pdf_file/0041/949379/COVID19-visitor-poster.pdf

Simple Steps to Help Stop the Spread

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-print-ads-simple-steps-to-stop-the-spread>

Good hygiene is in your hands

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-print-ads-good-hygiene-is-in-your-hands>

Six steps to successful everyday hand washing

https://www.qld.gov.au/_data/assets/pdf_file/0031/127696/6-Steps-Hand-Washing-Poster.pdf

Queensland Government checklist for bars and cafes

https://www.covid19.qld.gov.au/_data/assets/pdf_file/0020/127235/COVID-Safe-Checklist-RestCafes.pdf

Thank you for social distancing