

Instructions for the volunteers

who will be assisting on the 3 days of the Port Fairy Jazz on the Green event on the 12th to the 14th February 2021.

From the Covidsafe - event check list "Processes to ensure the volunteers attending the event are provided education, guidance on physical distancing, personal hygiene and staying home if unwell"

1) Prior to leaving home **all attendees, band members and volunteers** should do a self-assessment of potential Covid-19 symptoms. Covid-19 symptoms include fever (above 37.5 C), chills, cough, sore throat, shortness of breath, runny nose and loss of sense of smell. If symptoms are present, they should be advised not to attend the Fiddlers Green performance area and that they should go home in suitable and safe private transport. Where they cannot travel home, they need to remain in isolation until they are able to do so. They must then get tested, and await a negative result before venturing out. The location of testing facilities and hours of operation are available on the 24-hour coronavirus hotline 1800 675 398.

The festival activities on Fiddlers Green involve 3 hours of performance on Friday, Saturday and Sunday. There are three controlled entrances manned by volunteers.

2) Where possible the 1.5 metre distancing rule should be observed, and a mask should be carried and worn when the distancing is not possible. The use of hand sanitisers should be encouraged, and will be available at the entrance / exit points.

3) Data will be collected via QR or Manual Recording sheets (name, phone number and area / postcode) from the patrons as they enter the performance area. The Department of Health and Human Services require this data to facilitate contact tracing. The data will be retained for 28 days after the event.

4) The audience area is divided into 3 zones. Each zone is accessed at a dedicated entry point manned by volunteers. The volunteers must restrict the number entering their zone to 50 at any one time. Signage will be posted at the entry points to reinforce the need for these COVID-19 safe practices. Manual counting will be required to ensure that no more than 50 persons are in the zone at any one time. Volunteers are to count how many people are in the zone between band sessions to ensure compliance.

5) Each zone is further divided into line marked areas. The volunteers should advise patrons that there is a limit of 10 persons per marked area and that social distancing limit of 1.5m applies.

6) Jazz festival Committee members and volunteers will be available to ensure that COVID safe practices are being observed. Police, Ambulance, CFA and SES will be informed of the festival detail, and police, CFA and ambulance can be contacted via 000 if required.

7) Hygiene

- high touch surfaces must be cleaned at least twice per day and between groups in accordance with DHHS's [cleaning and disinfection guidelines](#).
- Stage keyboards, microphones, stands, keyboard amplifier knobs etc., will be wiped down with sanitiser before, between and after each band performance by committee volunteers.
- Entry/Exit tables and chairs, will be wiped down with sanitiser before, and after each volunteer changeover for each day of the event by committee volunteers.
- Volunteers are to wear masks and use hand sanitizer as seen appropriate.

8) Identification

- Volunteers are to wear festival vests, and lanyards.

9) Helping Patrons Check in

Note:- All persons attending this event MUST be recorded, either via the QR code or manually on a the spread sheet.

Be prepared to help those who may be unfamiliar with QR code technology. If a customer or guest needs help, remember to remain COVIDSafe.

If a visitor can't register their attendance via QR code, write down their contact name, phone number, time and date of visit on the contacts log (see below).

Example of manual Contact log.

Port Fairy Jazz on the Green - Visitor and Patron Contacts Log

ZONE: B

DATE 12 /February, 2021

Sheet Number 1

First Name	Telephone Number	Arrival Time
Bruce	0420414477	5:05pm

Example of Manual Counting in the Zone approach:-

As people enter Zone, use the 4 stokes and slash method to track attendance:- e.g.

 which represents $5 + 5 + 2 = 12$

In Summary:

- Self health assessment before leaving home. Please bring a mask. At venue please wear mask, festival vest and lanyard.
- Volunteers will be spread across 3 zones – 2-3/zone. Chairs will be provided.
- Assist patrons to use QR code to register. Ensure all register with QR code or manually sign in as they enter performance area.
- Encourage use of sanitiser (supplied).
- Count number of patrons restricting numbers in zone to 50.
- Clean any high touch surfaces with wipes (supplied).
- ZONE 1 Volunteers to:
 - Wipe down Stage keyboards, microphones, stands, amplifier knobs etc before and after each band performance.
 - Use provided form to record names of each performer in band.
- Wander around cordoned off area on the Green, encouraging patrons to use designated zone entries and to stay 1.5 metres away from others who do not live with them.