

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Functions and conferences

Business details

Business name

[REDACTED]

Business location (town, suburb or
postcode)

[REDACTED]

Completed by

[REDACTED]

Email address

[REDACTED]

Effective date

[REDACTED]

Date completed

[REDACTED]

Wellbeing of staff and attendees

Exclude staff and attendees who are unwell from the event. Ensure attendees and staff are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms.

All staff and attendees who present cough, cold or flu-like symptoms will be asked to go home. Registrars will be at the entry point of the venue expressly communicating this to all who attend.

Provide staff with information and training on COVID-19, including when to get

tested, physical distancing, wearing masks and cleaning.

All staff members will be made aware of the symptoms to look out for in attendees and themselves, and will ensure social distancing, good hygiene and masks are worn at all times.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Staff have been made aware that if they display flu-like symptoms that they will be required to get tested and self-isolate immediately. This will count as sick-leave.

Display conditions of entry (website, social media, venue entry).

All conditions of entry will be expressly communicated via social media, emails and signage across the venue.

Think about ways attendees can be involved through a video broadcast or live stream, if they cannot attend due to illness or travel restrictions, or are a vulnerable person and wish to avoid gatherings. Consider options to stream the event.

All Conference elements are available online via YouTube and Zoom, and each attendee has been given the relevant login and web details to be able to access this content from their personal devices.

Consider including arrangements and options for virtual attendance, such as a live stream, for attendees who are at high-risk of developing COVID-19 complications such as elderly people or people with conditions affecting their immunity.

All Conference elements are available online via YouTube and Zoom, and each attendee has been given the relevant login and web details to be able to access this content from their personal devices.

If you intend to serve alcohol consider ways to encourage responsible use, such as limiting bar tabs or drink packages.

This is not relevant as no alcohol will be served.

Physical distancing

Capacity at functions and conferences must not exceed one person per 4 square metres of publicly accessible space (Greater Sydney) and one per 2 square metres (other regions).

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

The capacity of our venue is 140 persons with a 4 square metre social distancing.

For conferences, consider allocating people to topic-specific streams to minimise co-mingling between groups, and allocating specific seating areas to these streams for larger plenary sessions.

Several breakout groups have been allocated across the venue to ensure that the larger group remains spread out, can maintain social distancing and is aware where they are to be seated throughout the Conference.

Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points. There should be 1.5m physical distance between seated groups where practicable, including in non-ticketed areas.

A COVID Marshall and Staff Members will be stationed at every entry point to ensure that all queues are socially distant, and foyer spaces remain free of mingling or mixing during free times.

If a conference has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.

10 minutes will be allocated between the start and conclusion of each session to ensure that each attendee has ample time to be able to move to their next session in whichever room they have been allocated.

Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or for food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.

Masking tape and A-frame sandwich boards will be used across the venue to ensure that all attendees remain spaced out and queuing locations are clearly marked.

Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.

No networking will be conducted at this event.

In indoor areas, alcohol should only be consumed by seated patrons. There should be no dancefloors.

No alcohol or dancing will be at this event.

Promote online ticket purchasing and electronic ticket checking where possible. Consider whether event registration and information packs can be provided online, such as through an app or via post.

All tickets have and must be purchased online via eventbrite in order for attendees to access this Conference. No tickets will be sold onsite during the Conference.

Consider presenting event posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.

All event advertising is conducted via social media and emails. Onsite posters will only consist of check-in stations and the terms and conditions of entry.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

All staff and attendees will be made to wear face masks, and will also be asked to remain seated to avoid unnecessary mingling and movement across the venue.

Use telephone or video for essential staff meetings where practical.

All staff meeting are conducted via Zoom.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

All staff members will have different start and end times during the Conference depending on their roles. This will ensure less mingling and varying break times.

Review regular deliveries and request contactless delivery and invoicing where

practical.

No deliveries will be made during this Conference.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

All outdoor areas have adequate seating to ensure that all outdoor gatherings remain socially distant. Staff members will be present outdoors to ensure attendees remain seated.

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events if crowding on public transport may occur.

Only small groups of less than 10 people will be travelling via public transport, meaning remaining socially distant will be highly likely.

Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.

Ample onsite parking ensure that all attendees will mostly be arriving via their own vehicles or in small groups.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand sanitiser and tissues will be available across the venue, and posters will promote regular hand-washing.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

All bathrooms will be inspected twice daily to ensure soap and paper towels remain adequately stocked.

Have hand sanitiser at key points around the facility, such as entry and exit points.

Sanitiser is available on all tables, registration entry points and near bathrooms.

Avoid self-serve or buffet-style food service.

All food will be individually wrapped and served by caterers to each attendee.

Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.

All cutlery will be disposable, individually wrapped and thrown away safely after use.

Menus should be laminated (clean between use), displayed or be single use.

No menus will be printed for use.

Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.

All rooms, tables and chairs will be wiped down and sprayed with disinfectant after the conclusion of each session.

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.

All disinfectant will be pre-purchased and will not be required to be personally monitored for strength.

Develop strategies to address cleaning of very high-touch surfaces such as door knobs and chair arms. Consider having disinfectant wipes available for patrons to use.

Disinfectant wipes and surface sprays will be available in each room in use across the venue, cleaned regularly by the staff team but also remaining accessible to attendees should they wish to use them.

Staff are to wash hands thoroughly with soap and water before and after cleaning.

Bathrooms are easily accessible to staff members, who will be encouraged to wash their hands before and after cleaning.

Encourage contactless payment options.

No payments will be received onsite.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

All doors will remain open throughout the duration of the Conference to ensure adequate air-flow and easy of traffic flow.

Record keeping

Functions and conferences should consider registering their event through nsw.gov.au

This Conference will be registered via nsw.gov.au

Keep a record of the name, contact number and entry time for all staff, dine-in customers and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

QR Codes will be used to check-in to this Conference each day.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

All information will be stored securely and safely, and will only be accessed by the necessary staff members should attendees need to be contacted regarding their

personal safety.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

All staff have been made aware of the COVIDSafe app and have been given the choice of whether to download it.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

MTS Ltd will cooperate openly and swiftly with NSW Health should we be contacted.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes