

# > HELPING BUSINESS GET BACK TO WORK



23 July 2020

## COVID-19 Safety Plan

Effective 24 July 2020

### Conferences, functions and corporate events

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your attendees that they can safely visit your business. You may need to update the plan in the future, as restrictions or advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](http://nsw.gov.au)

BUSINESS DETAILS
Business name:
Plan completed by:
Approved by:

### > REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your attendees and workers safe

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and attendees</b>	
Exclude staff and attendees who are unwell from the premises.	
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	
Display conditions of entry (website, social media, venue entry).	

## Wellbeing of staff and attendees

Consider including arrangements and options for virtual attendance, such as a live stream, for high-risk people.

If you are serving alcohol at your function or conference, consider ways to encourage responsible use, such as limiting bar tabs or drink packages.

## REQUIREMENTS

## ACTIONS

### Physical distancing

Capacity must not exceed one person per 4 square metres of space (excluding staff). Corporate events cannot exceed 150 people.

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.

For functions or corporate events, consider allocated seating and ensuring people remain seated as much as possible, to minimise mingling between seated groups. Ensure no more than 10 people at a table.

Seating must be separated by 1.5 metres. Household or other close contacts do not need to physically distance.

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

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.

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

Ensure alcohol at any event is only served to and consumed by seated attendees.

Group singing or chanting is particularly high risk and so should continue to be avoided.

Dancefloors are not permitted (except for the wedding couple at a wedding).

Physical distancing	
Promote online ticket purchasing and electronic ticket checking where possible. Consider whether conference or function registration and information packs can be provided online, such as through an app or via post.	
Consider presenting conference posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.	
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms.	
Use telephone or video for essential staff meetings where practical.	
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.	
Review regular deliveries and request contactless delivery and invoicing where practical.	
Have strategies in place to manage gatherings that may occur immediately outside the premises.	
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.	
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.	

REQUIREMENTS	ACTIONS
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Hygiene and cleaning	
Adopt good hand hygiene practices.	
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	
Have hand sanitiser at key points around the facility, such as entry and exit points.	

Hygiene and cleaning
Avoid self-serve or buffet-style food service.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.
Menus should be laminated (clean between use), displayed or be single use.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.
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.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.
Encourage contactless payment options.

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
Keep a digitised record of name and a contact number for all staff, attendees and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	
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.	