



COVID – 19 Safety Plan

While Western Australia is in Stage 4 of recovery of easing restrictions, the below plan is based on operating under Stage 4 guidelines.

Physical Distancing:

- The 2 square metre rule will be observed for the venue capacity at all times.
- All guests will be encouraged to physically distance – 1.5m apart where possible.
- All lines for queuing will have clearly marked stickers on the floor to designate 1.5 m between them and the next person in line, with signage positioned around the venue to remind guests to practice physical distancing.
- The layout of the venue will guide guests through the space with guidance by red squared carpet tiles.
- Separate entry and exit points will be clearly signed.

Hygiene:

- Automated hand sanitiser stations will be located at entry, exit and food & beverage areas.
- Masks will be available for delegates in various locations.
- Regular cleaning & disinfecting of high touch areas will be undertaken during and at the end of the event day.
- Signage positioned around the entire venue area to remind guests to hand sanitise.
- Guests are encouraged to greet each other with a wave, no handshakes.
- Food service will take place via tokens and will be served in prepacked boxes by waitstaff only. Service of meals will be in timeslots, with guests tokens illustrating their time.

Training & Education:

- 4 x staff onsite are AHA qualified COVID Hygiene Officers.
- Full staff training and inductions will take place prior to the event.
- All staff & contractors will be required to sign in and out when arriving and leaving the premise, providing full name, email address and contact number.
- Staff will be advised to wear PPE where appropriate.
- Cleaning schedules will be updated after every cleaning routine has been undertaken.

**Compliance:**

- Guests will be advised to download the COVID Safe App.
- Document at entry outlining if guests have been overseas, in contact with somebody that's tested positive to COVID-19 or is feeling unwell will not be allowed into the event.

Response Planning:

- Guests will be encouraged to not attend if unwell, guests will be sent home if they are unwell.
- Email address and mobile number to be pre provided by all guests prior to event when registering online.
- All procedures will be reviewed after the event to see if there are areas for improvement.
- All guests details, cleaning schedules and staff/ supplier inductions will be stored and only given to Department of Health if required for contact tracing purposes
- All suppliers will sign in and out when arriving and departing onsite and obeyed by this COVID -19 Plan.