

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



Your COVID-19 Safety Plan

Outdoor events

Business details

Business name	Social Impact Institute Pty Ltd
Business location (town, suburb or postcode)	Chatswood
Select your business type	
Controlled outdoor events	
Completed by	Mathew Botten
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Effective date	1 November 2021
Date completed	5 November 2021

Wellbeing of staff and customers

Exclude staff, performers and attendees who are unwell from the event.

Agree

Yes

Tell us how you will do this

Exclude any persons who are unwell.

Strict Conditions of Entry in place for the entirety of the event for all staff, volunteers,

exhibitors, speakers, performers and attendees. As per recent NSW Government changes to the COVID-19 roadmap on 02/11/21, Conditions of Entry now stipulate that any persons entering the event must be fully vaccinated and be able to provide proof of being double vaccinated. Any person considered exempt for medical reasons must be able to show proof upon entry. This requirement will be in place for the duration of 2021, regardless of whether or not the NSW Government lifts the mandatory double vaccination restriction or not.

COVID-19 Screening Questions in place which is supported by strong messaging via website, social platforms and emails.

Expo promoted as a COVIDSafe event with both measures and requirements in place highlighted in all promotional material and correspondence

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.

Agree

Yes

Tell us how you will do this

All staff/exhibitors/contractors and volunteers working the event are to be double vaccinated and be able to provide proof of being double vaccinated. Any person considered exempt for medical reasons must be able to show proof upon entry.

As per recent NSW Government changes to the COVID-19 roadmap on 02/11/21, Conditions of Entry now stipulate that all staff/exhibitors/contractors and volunteers entering the event must be fully vaccinated and be able to provide proof of being double vaccinated. Any person considered exempt for medical reasons must be able to show proof upon entry. This requirement will be in place for the duration of 2021, regardless of whether or not the NSW Government lifts the mandatory double vaccination restriction or not.

Staff trained and provided information on COVIDSafe measures in the workplace, in particular, in the process of safely collecting exhibitor/attendee details, ensuring social distancing and cleaning & hygiene.

Staff trained in registration and on the requirements of entry to the event, this being all double vaccinated or being able to provide proof of having a medical exemption.

Volunteer Staff to undergo Expo WHS Induction with Social Impact Institute staff and trained in the process of safely interacting and collecting attendee details.

Covid Safe information detailed in both the Exhibitor Manual and Volunteer Guide Exhibitors

providing food sampling required to apply for license from the local council and encouraged to complete the on-course link via the Exhibitor Manual.

Ongoing messaging via website, social platforms and emails advising of COVIDSafe information and requirements for the event.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

Conditions of Entry in place for the event. Conditions of Entry are listed on our website, communicated through social platforms and emails and signed on entrance of the event. Conditions of Entry also provided in the Exhibitor Manual, Volunteer OHS Induction and Volunteer Guide.

Conditions of Entry attached to every ticket via a hyperlink.

Conditions of Entry displayed prominently within the venue registration area.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, attendees and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at:

<https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Agree

Yes

Tell us how you will do this

All Social Impact Institute staff have been double vaccinated with proof of vaccination provide to HR.

Requirement for all Volunteers assisting at the event to be double vaccinated.

With our Event starting on the 2nd December, NSW Government rules and regulations regarding COVID restrictions to be reviewed at this time.

2nd November 2021 - Recent changes to the NSW Roadmap: The NSW Government has changed its COVID-19 roadmap again, bringing forward several freedoms for people who are fully vaccinated and a number of restrictions that were due to be eased on December 1 will

instead will be scrapped next Monday and the freedoms will not come until after 15th December 2021. Any event dates before this date must enforce all staff and patrons to be fully vaccinated, providing proof before being granted entry into the event. Proof of medical exemption must be provided where required. Should the NSW Government double vaccination restriction at the time of event be lifted, Social Impact will still require staff and patrons to be either double vaccinated or provide proof of being medically exempt.

Signage in place promoting the double vaccination requirements. Double Vaccination requirement included in Conditions of Entry

Vaccination/testing requirements listed on our website, communicated through social platforms and emails and signed on entrance of the event. Vaccination requirement included in Conditions of Entry

Physical distancing

Capacity must not exceed 1 person per 2 square metres of space of the premises in which the activity is conducted.

Agree

Yes

Tell us how you will do this

Entry:

All patrons must register and confirm they meet the Conditions of Entry before being admission is granted.

Large Crowd:

Cap maximum capacity limit and calculate live numbers inside event using registration software and supported with counting apps on the entry and exits. Implement directional aisle flow to reduce mixing.

Crowding:

Ensure required person per square metre rule is in place - pending NSW Government requirements at the time of the event. (1:2 or 1:4)

Implement directional flow through aisle. Offer seating sections ensuring social distancing is in place and position barriers and spacing markers to further manage crowds.

Booth capacity limits in place with capacity numbers subject to square metre requirement at the time of event.

Queuing:

Promote social distancing with signage, spacing floor markers 1.5m apart for queues. Initiate separate Entry and Exit points. Utilise crowd barriers to guide queues and assist with physical distancing.

Mixing / Mingling of people:

Masks mandatory indoors and provided upon entry. Promote hand hygiene and practice social distancing.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Venue managing two separate Kiosk areas for point of sale for food and beverage plus 2x separate seating areas for attendees to eat.

Social Distance Signage will be positioned advising and highlighting current social distancing practices.

Social Distance Floor Markers positioned at high traffic areas

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Pre-registration heavily promoted and encouraged.

COVIDSafe Site Plan created highlighting queuing points, hand sanitiser locations and Management locations as well as identifying possible congestion points.

Signage and Floor markings for physical distancing and directional aisle flow in place as visual aids to assist with crowd control.

Crowd Barriers to be utilised to help with managing crowds.

Single Entry and Exits points in operations during the Expo.

Pre-registration/online to be heavily promoted and encouraged.

Seating areas positioned 1.5m apart as per public health requirements.

Have strategies in place to manage gatherings that may occur immediately outside the premises and in any designated smoking areas.

Agree

Yes

Tell us how you will do this

Event is a Non-smoking event.

Venue to advise on process for designated smoking areas off site.

Where practical:

- **encourage private transport options to minimise crowding on public transport**
- **coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.**

Agree

Yes

Tell us how you will do this

Shuttle trains engaged to transit any patrons using transport or parking to and from the venue safely, ensuring physical distancing is enforced. This will also assist with spacing out patrons and reduce congestion.

Drop Off zone in place at the front entrance.

Large parking area available within the venue with locations advertised on our website.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

To facilitate the event, we have hired a large venue spaces with stadium height ceilings. Ventilation and air conditioning systems to be managed by the Venue.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Not applicable.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

To be managed by the Venue in consultation with our Event Management team onsite.

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

To be managed by the Venue in consultation with our Event Management team onsite.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

To be managed by the Venue.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

Continual communication with Venue Operations Manager, Venue Event Planners and Venue Event Supervisor for the duration of the planning and event days.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Pending public health orders at the time of event, Masks mandatory for entrance into the event unless proof of medical exemption provided. This to be included in Conditions of Entry.

All staff provided masks and directed to wear for the duration of the event.

Masks available at entry for all patrons entering the event.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

COVIDSafe equipment and products provided by ExpoNet (Expo Build Company) and will be available for all Exhibitors to access.

Event Registration desk to have plexiglass positioned on counter.

All patrons to be provided Masks if required.

Hand Sanitisers positioned at registration and throughout the venue.

Good Hygiene to be promoted via signage and PA announcements.

Sterilising wipes to be provided and used in areas where equipment is changing hands. Venue

Catering and Cleaning to manage the cleanliness of the Kiosks.

Venue Cleaning to manage toilets and thoroughfare maintenance and cleaning.

Speakers/Performers to be instructed, monitored and guided by staff to clean their equipment accordingly.

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

Agree

Yes

Tell us how you will do this

Venue Cleaning hired to manage venue cleaning.

Staff/Volunteers to provide additional cleaning at high traffic areas where required using appropriate disinfectant solutions.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

Venue Cleaning hired to manage venue cleaning.

Staff/Volunteers to provide additional cleaning at high traffic areas where required using appropriate disinfectant solutions.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, attendees and contractors.

Agree

Yes

Tell us how you will do this

NSW Government QR Code to be positioned in several locations at registration and queuing with proof of scanning the QR Code (Green Tick) to be shown to staff prior to entering the venue.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the event.

Agree

Yes

Tell us how you will do this

Event staff in place on entry to venue, at registration and in queuing lines to assist and ensure only patrons with proof of scanning the QR Code (Green Tick), together with double vaccination proof or medical exemption.

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 it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, attendees and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

For any person unable to check in, registration staff to keep a record of the name, contact number and entry time for all staff, attendees and contractors on a spreadsheet at the time of registration and before entering the event. These records will be securely stored for a period of

at least 28 days.

Venue Management provided manual entries at the conclusion of each day. Alternatively, contact details listed on this form to be used as the contact for manual list access.

NOTE: It is mandatory that the person unable to check must still ensure that they are able to provide proof of double vaccination or have a show their medical exemption before being permitted entry as per event Conditions of Entry.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. If contact details are captured electronically upon entry to the event on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured if the event has sub-premises that are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Not applicable

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

Yes