

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

Your COVID-19 Safety Plan

Functions and corporate events

Business details

Business name	Admire Events
Business location (town, suburb or postcode)	Miranda
Completed by	Anita Kenny
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Effective date	15 October 2020
Date completed	21 October 2020

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.

Only team members of Admire Events who are well, will be permitted to attend events in a work capacity. Any Admire Events team members who are currently in an isolation period will not be permitted to physically attend any events.

All attendees will receive ongoing communication in the lead up to the event to remind them as part of their attendance requirement, that they are only allowed to attend the event if they are feeling well and are not in a current isolation period at the date of the

event.

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

All Admire Events staff have been involved in specific COVID-19 training pertaining to being well and when to get tested, current physical distancing requirements for venues and cleaning of work and site areas, including use of PPE if involved in actual cleaning.

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

All Admire Event staff are aware of their sick entitlements pertaining to employment agreements and how this relates to any Covid-19 related illness or self-isolation. This forms part of employment agreements and ongoing communications in weekly team meetings.

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

Admire Events will work with its clients to assist in any messaging that the client or venue must provide. Admire events will provide clear and concise communications electronically to attendees in the lead up to the event regarding conditions of entry pertaining to Covid-19. Communications will be replicated across all digital platforms in relation to the event. Physical and/or digital signage will be displayed at the venue entry to be sighted at guest registration.

Advise participants to check the NSW website for the current public health advice in relation to locations where people who visited are required to self-isolate.

All pre-event communications to clients, guests and staff will include information on the relevant State public health advices as well as links for guests to check the relevant state website for current public health advices.

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

Where possible, a video broadcast / live stream of the event will be available to all invitees. This also provides an opportunity for geographically dispersed guests as well as guests who may be in isolation or unable to travel due to restrictions, to still take part in the event. Dependant on the format and content of the event, digital interaction will also be made available where possible.

The broadcast of the event will be made available to invitees after the event and promoted in line with the client's promotional plan. This will also ensure that any invitees who were unable to tune into the event in real time, can still access content.

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.

Where possible, a video broadcast / live stream of the event will be available to all invitees. This also provides an opportunity for geographically dispersed guests as well as guests who may be in isolation or unable to travel due to restrictions, to still take part in the event. Dependant on the format and content of the event, digital interaction will also be made available where possible.

The broadcast of the event will be made available to invitees after the event and promoted in line with the client's promotional plan. This will also ensure that any invitees who were unable to tune into the event in real time, possibly due to sickness, can still access content.

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

At events where alcohol will be served, Admire Events will work with the client and venue to ensure that alcohol served per table/per head is in line with RSA requirements and further alcohol is not available to be obtained away from the table. This will also limit movement around the venue.

Physical distancing

Corporate events cannot exceed 300 people per event, or one person per 4 square metres of space (excluding staff), whichever is the lesser. Corporate events at hospitality venues may have one person per 2 square metres of space in outdoor areas. Children count towards the capacity limit. Bookings for significant events can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

Admire Events will work with the client and venue provider to adhere to the maximum

capacity of guests physically allowed at the venue and in various spaces, such as main conference area and registration area, and develop a Social Distancing Plan in accordance with venue capacity.

For corporate events (including 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.

Admire Events will work with the client and suggest breaking up invitees to smaller groups and limit co-mingling to reduce numbers in the event space, if and when necessary.

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.

Guests will be allocated to specific tables of ten or less and every effort will be made to ensure these groups are known to each other. Where larger groups are known to each other, these groups of ten only will be placed at tables nearby. A guest list highlighting name and table number will be made available at registration and advised by staff.

Admire Events will work with the venue to ensure tables are separated by a minimum of 1.5 metres.

Where possible, table numbers may be less than ten, but will not exceed ten.

MC will be informed to reiterate messaging around limiting movement throughout the event period.

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

Where guests are not known to each other but required to sit on the same table, Admire Events will work with the venue to place guests 1.5 metres apart. This may result in some tables having less than ten guests. Admire Events will prepare guest lists and table allocations in accordance with this.

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

Admire Events will work with the venue to determine if there are other function rooms on site being used simultaneously, and discuss different start and finish times.

Admire Events will co-ordinate staggered registration times where possible, to minimise crowding upon event arrival.

At the conclusion of the event, guests will be prompted to leave the venue at staggered times, one table at a time, in order to minimise crowding. Guests will be reminded to move on and not loiter.

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.

Where any queuing is required (such as at registration) floor markings 1.5 metres in distance will be in place highlighting where guests can safely stand.

As part of the SDP, Admire Events will evaluate the registration space (and any other spaces) to ensure that only a maximum number of guests permissible within the 4m square rule will be in that space at a time. Admire Events will work with the venue for assistance and advice as to where and how guests can safely wait while maintaining physical distance, using barriers, directional markings or ushers.

Admire Events will go to measures to avoid guests having to queue for food and drinks, promoting table service only where possible and practicable.

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

Where larger groups (ie, more than ten) are known to each other (such as work colleagues) tables of no more than ten will be placed closer to each other, but still 1.5 metres apart.

Staggered starts will be scheduled with groups known to each other to arrive simultaneously or closer together in time, to limit mingling.

Virtual attendance for events will be encouraged where possible and practicable.

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

As only table service will be encouraged where practicable and possible, all attendees will be required to remain seated (unless moving to bathrooms etc). Attendees will only be permitted to consume alcohol while seated at their designated table.

This will be communicated in the electronic information pack for guests.

Dancefloors are not permitted at corporate events.

In line with relevant State regulations, dancefloors or dancefloor areas will not be set up at any events and dancing will not be permitted.

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.

Registration and ticket purchases will all be done pre-event online. All guest contact information will be gathered at this time.

Confirmation, any specific event information and details will be delivered electronically to the invitee prior to the event.

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

Where the venue allows, presentation of any relevant on-site event information will be available via on-site digital display.

A specific event app or digital platform for information will be considered, where applicable, and discussed with the client as an option.

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.

Admire Events will work with and advise venue and client staff on safe practices when working together as the “event team” at the event. The allocation of staff working together in areas, including meal breaks, registration areas or back of house, will not exceed the maximum number of people per 4 square metre rule. Team members known to each other will be allocated to work together to limit co-mingling.

Where staff are facing large numbers of the public, such as at registration, the use of a face mask will be considered and utilised by staff where necessary.

A specific induction for staff/teams will include this information and look to be presented virtually if necessary.

Use telephone or video for essential staff meetings where practical.

Where staff are not located together on site, team members will use phone (or two-way radio) or video call to communicate, so as to limit movement around the site.

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

Teams will remain with their team members only throughout the event, and breaks and meal times will be staggered for different teams.

Review regular deliveries and request contactless delivery and invoicing where practical.

Admire Events will discuss delivery options with the venue for any on-site equipment or other deliveries and adhere with delivery dock regulations promoting contactless delivery.

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

Admire Events will work with the venue to ensure guests move on as soon as the event has concluded. Where required, ushers will be put in place.

Messages will be announced throughout the event and at the conclusion of the event to remind guests to leave directly.

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.

Where necessary, Admire Events will check transportation options in proximity to venue. Timetables and options will be communicated to guests upon event confirmation and again during and at event conclusion, and advise options to promote staggered exit times.

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.

Where applicable, close by parking options and opportunities for event parking discounts will be investigated and communicated to guests as an option rather than

guests utilising public transport.

Communication around encouraging private transport options will also be provided.

Hygiene and cleaning

Adopt good hand hygiene practices.

Admire Events will liaise with venue to ensure adequate and appropriate signage for good hand hygiene practices are in place at the venue for guests.

Admire Events will brief all event staff on good hand hygiene practices, such as washing hands, the use of sanitiser, and provide individual and dedicated resources and equipment for each staff member.

Hand sanitiser will be made available at guest registration and in staff meal rooms, etc.

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

Admire Events will liaise and confirm with venue staff regarding bathrooms being well stocked with adequate supplies of hand cleaning equipment.

Admire Events staff will check on this throughout the duration of the event and report any issues to venue staff.

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

Admire Events will ensure hand sanitiser is available at various key points around the venue, including entry and exit points; registration areas, bathrooms, and staff meal/rest areas.

Avoid self-serve or buffet-style food service.

Any catered events will be delivered as table service only.

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

Admire Events will ensure the venue are adhering to clean cutlery and tableware practices, as part of their CovidSafe plan and document this.

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

Admire Events will pre-promote menus digitally as part of the event information pack sent electronically to guests prior to the event.

Any “physical menus” will be a once-use only with one per guest being available per place setting.

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

Admire Events will ensure the venue are adhering to clean and hygienic practices, as part of their CovidSafe plan and document this.

Any specific areas that Admire Events staff are inhabiting, such as registration desk and meal areas, will be cleaned regularly by Admire Events staff.

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

Admire Events will ensure the venue are adhering to clean and hygienic practices, as part of their CovidSafe plan and document this.

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.

Admire Events will ensure the venue are adhering to clean and hygienic practices, as part of their CovidSafe plan and document this.

Admire Events will liaise with the venue regarding the necessity of guests needing to access disinfectant wipes, depending on the event.

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

Admire Events will brief all event staff on good hand hygiene practices, such as washing hands before and after any cleaning of areas and surfaces is undertaken.

Encourage contactless payment options.

If any payments are required to be made at the event, Admire Events will ensure

contactless only payment options are available.

Record keeping

Corporate events must register through nsw.gov.au before the event is held.

Admire Events will ensure that all clients, as the owner of the event, register their own events through nsw.gov.au before the event is held.

Keep name and a contact number for all staff, dine-in customers and contractors for a period of at least 28 days. Each person that attends a venue MUST provide their name and contact details. Where possible, personal details should be collected in a way that protects it from disclosure to other customers and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. QR Code is strongly encouraged.

Venues using capacity calculations of one per 2 square metres outdoors MUST use electronic methods such as QR Code for collecting contact details and ensure these are captured for EACH person.

Admire Events will have all guest details collected upon registration/purchase of tickets to the event, which would most likely occur prior to the physical event.

All physical guests will be marked off by Admire Events staff upon arrival.

Admire Events will work with the venue regarding any further requirements for attendees.

Details of all contractors, staff, volunteers and non-guests will be collected by Admire Events prior to the event and cross-checked at the event.

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

Information and endorsement of use of the CovidSafe app will be provided to all teams at the Event Induction Brief, if not before.

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.

Admire Events will co-operate with NSW Health if contacted in relation to a positive case of Covid-19 from any guests or non-guests in attendance at any events. Information around this will be provided to all staff and teams at the Event Induction Brief, if not before.

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

Yes