



COVIDSAFE MRITP Events Plan as at 30/5/20

- We will follow the processes outlined by the Safe Work Australia (SWA) website <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>
- We will follow the directions of the Government Health Authority and the Chief Health Officer at all times

1. Staff Safety

- 1.1 Management and Staff to wear P.P.E if required by the relevant health authority
- 1.2 Workers to complete self-assessment questionnaire
- 1.3 Workers to stay home if unwell or displaying any sign of COVID-19 symptoms
- 1.4 Workers encouraged to undergo COVID-19 testing – keep records
- 1.5 Workers encouraged to undergo flu vaccinations – keep records
- 1.6 Workers encouraged to download COVIDSAFE contact tracing app
- 1.7 Workers to observe social distancing requirements of 1.5m at all times and the 4 square metre rule when indoors and abide by floor markings where practical
- 1.8 Good hygiene including regular hand washing and sanitising is a requirement especially prior to entering the event space
- 1.9 Reminder signage in place FOH, BOH and in storage/work areas

2 Attendees & Presenters Safety

- 2.1 Self-assessment questionnaire to be completed – keep records
- 2.2 Attendees and Presenters to stay home if unwell or displaying any sign of COVID-19 symptoms - full refunds or credit to another session will be offered if required.
- 2.3 Attendees and Presenters to observe social distancing requirements of 1.5m at all times and the 4 square metre rule when indoors and abide by floor markings where appropriate
- 2.4 Good hygiene including regular hand washing and sanitising prior to entering the event space is a requirement.

3 Additional Cleaning and Sanitising

- 3.1 Increase frequency of cleaning and sanitising to high traffic areas
- 3.2 Use products and processes as recommended by SWA
- 3.3 Make wipes and or hand sanitiser available for regular use within the event space
- 3.4 Food and beverage to be served in sealed single use disposable containers where possible

4. Signage

- 4.1 Reminder and/or instruction signage to be situated where appropriate
- 4.2 Display the COVIDSAFE certificate in a prominent location where appropriate

5. Administration

- 5.1 Keep records updated
- 5.2 Complete an emergency safety plan for rapid response, monitor and review <https://www.safeworkaustralia.gov.au/doc/emergency-plan-template>
- 5.3 Update regularly the cleaning schedule
- 5.4 Subscribe and keep up to date with government health authority notices