

> HELPING BUSINESS GET BACK TO WORK



30 June 2020

COVID-19 Safety Plan

Effective 1 July 2020

Conference and function venues

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](https://www.nsw.gov.au)

BUSINESS DETAILS

Business name: The National Diesel Dirt & Turf Expo

Plan completed by: Michael Parkinson

Approved by: Marti Zivkovich

> REQUIREMENTS FOR BUSINESS

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

REQUIREMENTS

Wellbeing of staff and attendees

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.

Physical distancing

Capacity must not exceed one person per 4 square metres of space (excluding staff).

ACTIONS

No member of Expo staff, exhibitors, attendees and visitors who are unwell or who show symptoms that may be related to COVID-19 will be allowed to enter the Expo precinct at any time, including during bump in, bump out or any session times.

All expo staff must complete certification under the government's online COVID-19 training program <https://www.sentrient.com.au/course/covid-19-safety-at-work.html>.

In the event of Expo staff becoming sick or required to self-isolate, a memorandum will be issued to all staff to make them aware of their leave entitlements.

Conditions of entry to the Diesel Dirt & Turf Expo will be displayed on the Expo website, social media placements and at the entry to the venue.

Not applicable. The event is an outdoor industrial product Expo and requires live attendance to carry out the objectives of the event.

The Expo catering contractor, as well as the site management, is aware of RSA (responsible service of alcohol) obligations and will apply these rules for the event for exhibitors scheduled for Friday, 16th October.

The Expo site covers an area of 84,000 m² and this size has been used to calculate the limitations of visitors at any one time at the event.

REQUIREMENTS

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, consider allocated seating and encourage people to remain seated as much as possible, to minimise co-mingling between seated groups.

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 co-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 seated attendees.

High energy dance, as well as singing and wind instruments, can spread COVID-19 if a participant is infected. Additional planning around these activities should be undertaken from a work health and safety perspective, including ensuring 3 metres distance from the audience. Group singing or chanting is particularly high risk and so should continue to be avoided.

If you want to have dancing at the function, make sure to choose a venue that has a dancefloor area with enough space between guests. Think about strategies to avoid crowding on the dancefloor and ensure people do not take alcoholic drinks on the dancefloor. Dancefloors at weddings must be restricted to the wedding couple and wedding party only.

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.

ACTIONS

Where training seminars are being conducted, seating is being configured to observe social distancing regulations and sessions are also timed to minimise social contacts.

Any conference presentations will take place in a seated configuration in compliance with the social distancing regulations that may apply at the Expo date.

In public hospitality areas provided at the Expo, tables and seating and outdoor areas will be separated by a minimum distance of 1.5 m.

Any seated area will be configured to meet 1.5 metre social distancing regulations.

All areas where people are required to queue for entry, food or drinks will be delineated by social distancing markers. Such markers will be renewed where necessary for the duration of the Expo.

At the networking event on Friday, 16th October will have designated seating areas in compliance with prevailing social distancing regulations.

Seating will be provided at any part of the Expo where alcohol will be served. All exhibitors will receive a notice that where and if alcohol is served on this site, they will be required to only serve this in designated seating areas.

Dancing and/or audience singing will not take place at this Expo, therefore this section does not apply.

Online registration will be encouraged to ensure visitors contact details are captured. In addition, individual visitors will be required to leave their basic contact details prior to entry to the Expo and groups originating from one residential or business address will have a representative register their contact details prior to entry.

REQUIREMENTS

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.

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.

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.

ACTIONS

This section is not applicable at this Expo.

Expo staff have been trained to recognise the need for 1.5 m physical distancing at all times wherever practicable throughout the duration of the Expo, administration and during bump in and bump out procedures.

Staff meetings are predominantly being conducted by telephone unless it is necessary to meet in person. In these instances, social distancing guidelines will be observed.

Staff work rosters and timetables will be arranged to minimise the risk of close contact.

Drivers of delivery vehicles will be required to record their personal contact details prior to accessing the Expo site. These records will be maintained for 28 days following the final exit from the Expo site.

Site security contractors will be instructed to manage social distancing for persons outside the entry area and prevent congregation of unrelated groups.

Public transport to the site is unavailable, however any shuttle services for exhibitors from hotel to the Expo area will be required to dictate appropriate social distancing procedures.

The Expo site is not served by public transport therefore private vehicle usage will predominate at the site.

All staff exhibitors and visitors will be reminded by signage throughout the site to always adopt good hand hygiene practices.

Maintenance of bathrooms and stocking with supplies is responsibility of the staff managed by the site provider, Sydney Dragway, who is aware of this safety plan and has acknowledged compliance with this item.

Hand sanitiser dispensing stations will be located at the Expo entry, exit and throughout the Expo site. In addition, the exhibitors will be required to provide sanitiser stations within their sites and have been ordered to ensure all equipment is regularly sanitised throughout the Expo.

There will be no self-serve or buffet style food service.

Where applicable, only disposable/recyclable cutlery and tableware will be used.

REQUIREMENTS

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 doorknobs 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.

Record keeping

Keep a record of name and a mobile number or email address for all staff, attendees, to the and contractors for a period of at least 28 days. For group bookings, one contact is sufficient to support contact tracing. 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.

ACTIONS

The Expo site's contract caterer has been made aware of this requirement and is covered by the site operators Covid-19 safety plan.

The Expo site's contract cleaner has been made aware of this requirement and is covered by the site operators Covid-19 safety plan.

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The exhibitors have been instructed that they must have disinfectant wipes for use with cleaning high touch surfaces and available for visitors' use.

The Expo site's contract cleaner has been made aware of this requirement and is covered by the site operator (Sydney Dragway) COVID-19 safety plan.

The Sydney Dragway contract caterers and any exhibitors who are making cash sales at the Expo have been made aware of this directive.

The name, mobile phone number or email address. Attendees, visitors, and contractors will be retained by the organisers of the National Diesel Dirt & Turf Expo for at least 28 days from the closure of the site. All persons on-site will encourage download and use of the CovidSafe app for the purposes of contact tracing .

The legible name, mobile phone number or email address of attendees, visitors, and contractors will be retained by the organisers of the National Diesel Dirt & Turf Expo for at least 28 days from the closure of the site. All persons on-site will be encouraged to download and make active CovidSafe app for the purposes of contact tracing .