Covid Safe Plan

Table of Content

[EVENT ORGANISER COMPANY & CONTACT DETAILS 3](#_Toc136358384)

[Company Details: 3](#_Toc136358385)

[Key Contacts: 3](#_Toc136358386)

[EVENT INTRODUCTION 4](#_Toc136358387)

[About Social Impact Summit 4](#_Toc136358388)

[Expo Hours: 8am – 5.15pm 4](#_Toc136358389)

[Venue: Aerial UTS Function Centre 4](#_Toc136358390)

[Location: Building 10, Level 7/235 Jones St, Ulitmo 4](#_Toc136358391)

[REASON FOR A COVIDSAFE EVENT PLAN 5](#_Toc136358392)

[COVIDSAFE EVENT PLAN – REVIEW & MONITORING PROCESS 6](#_Toc136358393)

[WELLBEING OF STAFF & CUSTOMERS 7](#_Toc136358394)

[PHYSICAL DISTANCING 9](#_Toc136358395)

[HYGIENE AND CLEANING 11](#_Toc136358396)

[RECORD KEEPING / POSITIVE TEST 12](#_Toc136358397)

[ADDITONAL COVIDSAFE MEASURES 13](#_Toc136358398)

[Conditions of Entry: 13](#_Toc136358399)

[COVIDSafe Information Guide: 13](#_Toc136358400)

# **EVENT ORGANISER COMPANY & CONTACT DETAILS**

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## Company Details:

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| --- | --- |
| Business Name: | Impact Institute Events Pty Ltd |
| Business Address: | Suite 602, Level 6, Tower 1, 495 Victoria Ave, Chatswood, NSW 2067 |
| ABN Number: | 68 649 040 559 |

## Key Contacts:

|  |  |  |  |
| --- | --- | --- | --- |
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# **EVENT** INTRODUCTION

## About Social Impact Summit

Australia is undergoing a generational shift where purpose and profit co-exist for the benefit of people and communities. For the first time, the Federal Government is implementing a “wellbeing budget” that immediately impacts our national conversations and priorities. As a nation, we’re discovering what it means to recognise social and economic outcomes are interdependent.

Leaders and decision-makers across government, social sector and corporate organisations are also taking a closer look at this dynamic. How can we make a positive difference in the community? And, candidly, what’s in it for us?

The inaugural 2023 Social Impact Summit is set to become the largest gathering of social impact leaders from across the Australian purpose and profit ecosphere. We have different titles, stories and talents but all share a commitment to impacting positive social change in Australia and beyond.

Inspired by their stories and our passion for actionable ideas, the summit’s agenda is Together for Good: Accelerating a fair, just and inclusive Australian society. We’re passionate about inspiring, informing and equipping the current and next generation of leaders to make long-term, positive and sustainable impact on people and communities.

## Expo Hours: 8am – 5.15pm

## Venue: Aerial UTS Function Centre

## Location: Building 10, Level 7/235 Jones St, Ulitmo

# **REASON FOR A COVIDSAFE EVENT PLAN**

The health and safety of all patrons remain the number one priority, with event specific health, hygiene and density monitoring being implemented. Impact Institute will continually be guided by State Government regulations and restrictions at the time of the event in order to ensure our Expo operates as a COVIDSafe event.

As the event organiser, Impact Institute (II), together with the venue, have primary responsibility of ensuring the Expo is a COVIDSafe event. This responsibility requires the organiser and venues to have in place a comprehensive COVIDSafe Event Plan. This plan incorporates State Government and Public Health regulations and restrictions put in place to help prevent infection, reduce the risk of transmission and ensure COVIDSafety is paramount. Should these regulations and restrictions evolve, so to, will our COVIDSafe Event Plan.

The effectiveness of all COVIDSafe measures put in place together with any other risks will be continually monitored for effectiveness. Where it is found that improvements or alterations to the plan are required, they will be implemented accordingly.

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# **COVIDSAFE EVENT PLAN – REVIEW & MONITORING PROCESS**

The COVIDSafe Event Plan will be continually monitored and reviewed both before and during events to ensure that ALL Expos take into consideration the most recent and up to date information regarding COVIDSafe restrictions and regulations for the state. Public Health directions will be included in this process with all revised information incorporated into the plan. Please see below the COVIDSafe Review Schedule:

|  |  |
| --- | --- |
| Covidsafe review schedule | REview DATE |
| Covidsafe Planning | January 2023 |
| Monthly Review Dates | 1st Monday of every month |
| Weekly Review Dates | Every Monday |
| Daily Review Dates | Pending NEW STATE Regulations |

# **WELLBEING OF STAFF & CUSTOMERS**

When reviewing the risks and mitigation measures relevant to the event, the planning of the COVIDSafe Event Plan has taken into consideration Staff/Sponsors and Attendees (patrons).

Below is a summary of these considerations and the measures in place:

Reducing the chance an Effected Person attends the event:

With the aim to exclude patrons who are unwell attend the event, we have implemented strict Conditions of Entry which requests any person/s suffering from COVID-19 symtoms not attend the event. Correspondence is sent out via emails and social media posts requesting non-attendance should any person/s feel unwell or exhibit COVID-19 symptoms. All tickets requests that any person/s suffering from COVID-19 symtoms NOT attend the event with a link to the Conditions of Entry provided on the ticket.

Should a person/s unknowingly attend the event, other measures have been put in place to reduce the risk of potential transmission, these being;

* 1.5m social distancing restriction together with the importance of hygiene and cleanliness will be promoted, highlighted and encouraged for the duration of the event.
* Hand sanitisers stations to be positioned throughout the venue.
* Surfaces and equipment to be regularly cleaned/disinfected
* Single point Entry and Exit implemented where venue permits

Multi-day event:

Due to the event being held across 2 days, the event will incorporate similar routines across both days to allow attendees the opportunity to access all information they require in one day. Show bags will be provided to assist with services, products and support groups information collection with minimal contact although, information accessed electronically is encouraged.

Large Crowd:

If state regulations reintroduce capacity restrictions, the event maximum capacity limit may be capped as per the square metre restrictions in place at the time of the event. Patrons will be counted so a live calculations of the capacity numbers can be monitored.

Queuing points managed with crowd barriers and signage in place to encourage physical distancing. Single point Entry and Exit inititiated where possible.

Crowding:

Similar to Large Crowd considerations, should state regulations reintroduce capacity restrictions, organisers to ensure the square metre restrictions and directional flow through aisles implemented. Seating sections to be available and set to social distancing requirements. Crowd barriers positioned and spacing markers utilised to further manage crowds. Sponsor and attendee numbers to be capped per booth.

Queuing:

Crowd barriers in place at high traffic areas throughout the event. Social distancing to be promoted with signage and annoucnements at reguar intervals. Separate Entry and Exit points to be strongly monitored and hand sanitisers available.

Mixing / Mingling of people:

Masks, hand hygiene, together with appropriate social distancing practices to be heavily encouraged and promoted. Free masks provided to ALL patrons upon entry.

Large numbers of people for contact tracing:

Currently not a requirement however, all patrons must register for the event before entering the event. Impact Institute to implement single point entry and exit where possible.

To further reduce the risk and mitigation of transmission of COVID-19, strict **Conditions of Entry** will be in place for the entirety of the event for all patrons, this is in addition to where the Venue also has Conditions of Entry.

ADDITIONAL ACTIONS:

* Expo promoted as a COVIDSafe event with both measures and requirements in place highlighted in all promotional material and correspondence
* Risk Assessment continually reviewed and COVIDSafe measures listed and updated accrodingly

*\* All Staff, whilst not mandatory to wear, will be provided a mask*

Staff training, education and COVID-19 information and safety measures;

All event staff will be trained and provided information on COVIDSafe measures in the workplace, in particular, with the process of safely collecting patron details, ensuring social distancing and cleaning & hygiene.

Sponsors providing food sampling will be required to register directly through the venue or apply for license from the local council where they will be required to meet the regulations in place at the time of the event.

Signage positioned throughtout the venue promoting Social Distancing and Hygiene with hand sanitisers strategically positioned around the venue.

Finally, all patrons, whilst not mandatory to wear, will be provided and encouraged to wear a face mask.

Conditions of entry (website, venue entry, ticketing);

Conditions of entry has been implemented. The Conditions of Entry will also be accessible via the Sponsor Manual and attached to every ticket via a hyperlink and displayed prominently within the venue registration area. These Conditions of Entry will be signed and displayed at the entrance during the entirety of the event.

Impact Institute Additional Measures:

* Have implemented an Event specific Conditions of Entry
* ALL patrons required to register their details before receiving a ticket and being permitted to enter the event

Outdoor considerations;

The events will be predominantly an indoor event with the only exception being foyer areas being accessed during breaks.

In indoor areas;

Additional considerations to what have already been mentioned will be in place for the **Network Function**. The function is scheduled to run for 1 hour post event on the first day of the only. Pending regulations and restrictions in place at the time of the event, the Network Function will serve food and beverages, ensuring all regulations and restrictions are adhered to. All catering for the function will be provided by venue catering who will also be overseeing service. COVIDSafe measures will be in place for the duration such as cleaning and disinfecting equipement, lectern and seating should they be utilised. Social distancing promoted and encourage and crowd barriers in place

# **PHYSICAL DISTANCING**

With physical distancing continuing to be such an important tool in reducing the spread of COVID-19, promotion and encouragement through announcements, signage and correspondence will continue to be heavily used in both the lead up and during our events.

Encouragement and promotion of 1.5m physical distancing where possible including:

* at points of mixing or queuing such as kiosks, toilets, entrance and exit points
* between seated groups
* between staff

Social Distance signage will be strategically positioned, promoting the importance of social distancing practices, particularly in and around the high traffic areas. Physical distancing will also be supported by floor markers and crowd barriers where required.

Masks;

Although not mandatory, face masks will be provided to all patrons and will be encouraged to be worn during the event, particularly when interacting with the Sponsor booth space.

**Registration;**

All patrons must first register before entering the event. Promotion of pre-registration ticketing will be heavily promoted so as to encourage online registrations and thus, reduce the time it takes to enter our event and minimise face to face contact.

As well as initiating single point Entry and Exit points during the event (venue permitted), crowd barriers will be incorporated to help managed crowds and ensure social distancing.

Strategies in place to avoid mingling and reduce the frequency and extent of contact between different groups of people;

* Event staff to monitor the cleanliness, hygiene and interactions and provide guidance where required
* The stage to have a 5m exclusion zone from stage. Equipment and surfaces will be wiped down between presentations and performances, large screens will be in place to assist with visibility
* Introduction of single point Entry and Exit points and crowd barriers where possible

Staff and Physical Distancing;

A workplace induction prior to commencing their shift will be provided to all staff. This aims to highlight the COVIDSafe measures in place, in particular, physical distancing requirements. The staff break room seating will be set to ensure the 1.5m social distancing is adhered to. Working spaces will also aim to incorporate the 1.5m social distancing where reasonably practical. Disinfected wipes will be available and surfaces to be wiped down at regular intervals. Finally, although not mandatory, masks will be offered to all staff.

COVIDSafe Solutions;

When considering COVIDSafe measures for the registration area, implementation of crowd barriers directing patrons to the appropriate areas will be in place. If staff are not able to physically distance, face mask for staff will be provided and encouraged to be worn at all times if practical.

Additionally, hand sanitisers to be positioned at both the entry and registration area, as well as throughout the venue.

Managing gatherings immediately outside the premises, staff meetings or break rooms;

Signage together with crowd barriers will be in place to help ensure social distancing for gatherings on the entrance into the event. Staff will be patrolling these areas and offering guidance to ensure social distancing is both adhered to and promoted.

A Drop and Go zone have been designated for all deliveries coming via registration desk. A separate Drop and Go Zone has also been designated for all large deliveries coming in via the Loading Dock. Any invoicing or payment to be arranged prior to delivery. This will ensure couriers will have limited time onsite.

Staff breaks to be staggered throughout the day, this being 2x staff every 30 minutes. Break rooms will be set as to encourage social distancing.

# **HYGIENE AND CLEANING**

Adopting and supporting good hand hygiene practices;

Good Hygiene will be continually promoted via PA announcements. Utilising signage to promote good hygiene practises will also be incorporated. Numerous hand sanitisers to be positioned throughout the venue to support good hygiene practices.

Bathroom/Toilets;

Venue Cleaning have been engaged to manage bathroom stocks of hand soap and paper towels (if available, hand dryers are functional) and overall cleanliness.

Hand sanitiser;

Both venue and organiser will position numerous hand sanitisers at key points around the venue. These key points include areas such as the entrances and exits, queueing points, sponsor areas, stage and waiting areas

Shared equipment and hard surfaces;

Sterilising wipes will be provided and used in areas where equipment is changing hands. Staff will be in place to maintain the cleanliness of the equipment and sterlise where required.

Although the venue will manage the toilets and thoroughfare maintenance and cleaning for the duration of the event, event staff will roam the venue to monitor the overall cleanliness and hygiene of the event. Event staff will provide, where required, additional hygiene and cleaning maintenance at high traffic areas using appropriate disinfectant solutions.

Sponsors will be responsible for the will overall hygiene and cleanliness of the booth and their surfaces.

Speakers and Performers on stage;

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

Additional cleaning hard surface areas;

Staff/Sponsors/Speakers and Performers should wash hands thoroughly with soap and water before and after cleaning, including of instruments;

To emphasise the importance of hygiene and cleanliness, ImpactInstitute staff will undergo WHS induction prior highlighting both the technique and requirement to wash hand before and after cleaning. Any staff allocated to the Stage area will ensure Speakers/Performers are advised of the need to correctly wash hands after cleaning equipment.

Additionally, all Staff allocated to registation to be trained on the process of safely collecting patron information.

In indoor areas, ventilation;

The venue will oversee the natural ventilation of the venue, with the aim of optimising either the natural ventilation or increasing the mechanical ventilation and avoid recirculation of air where possible.

Measures to encourage contactless payment options.

* All Sponsors will be pre-registered for our event.
* All Attendees will be pre-registered prior to event

# **RECORD KEEPING / POSITIVE TEST**

ALL patrons required to register their details before receiving a ticket and being permitted to enter the event.

Should any patron test positive for COVID-19 they will be requested to return home directly and follow the advice from NSW Health.

Impact Institute Additional Measures:

* Venue will be advised immediately to ensure the safety of the workplace and workers, for example by cleaning and disinfecting all areas used by the person who tested positive for COVID-19.
* Staff, Sponsors, Contractors and Attendees notified of the situation and consulted about the identification and management of any remaining health and safety risks.
* First Aid contractors onsite notified.
* ImpactInstitute agree to cooperate with State Governments if a positive case of COVID-19 at the event becomes known.
* ImpactInstitute will notify SafeWork accordingly.
* Staff/Volunteer proof of vaccination provided if requested.
* Staff required to be vaccinated in order to work/volunteer at the event.
* Masks provided to all staff but optional to wear.
* Masks offered to ALL patrons upon entry

# **ADDITONAL COVIDSAFE MEASURES**

## Conditions of Entry:

ALL Staff & Sponsors included must adhere to events Conditions of Entry. To view click here -> [Conditions of Entry](https://socialimpactsummit.co/wp-content/uploads/2023/03/01_SIS_Conditions_of_Entry_2023.pdf)

## COVIDSafe Information Guide:

A COVIDSafe Information Guide is available to any person/s who attend our Expo.

Click to access -> [COVIDSafe Information Guide](https://socialimpact.events/wp-content/uploads/2023/01/COVIDSafety_Information_Guide_2_v6.pdf)