

# > 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](http://nsw.gov.au)

#### BUSINESS DETAILS

Business name: The Professional Teachers Council NSW

Plan completed by: Beryl Mitchell

Approved by: Malynda Price

### > REQUIREMENTS FOR BUSINESS

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

#### Wellbeing of staff and attendees

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and attendees</b>	
Exclude staff and attendees who are unwell from the premises	All staff advised to stay home if unwell
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Discussed and actioned
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Discussed
Display conditions of entry (website, social media, venue entry).	Actioned

Consider including arrangements and options for virtual attendance, such as a live stream, for high-risk people.	Discussed -working from home available
If you are serving alcohol at your function or conference, consider ways to encourage responsible use, such as limiting bar tabs or drink packages.	NA
REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
Capacity must not exceed one person per 4 square metres of space (excluding staff)	In house restrictions in place 1 per 4sqmtr rule
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.	Online options available Inhouse restrictions apply
For functions, consider allocated seating and encourage people to remain seated as much as possible, to minimise co-mingling between seated groups.	All participants informed of safe practices at commencement of activity.
Seating must be separated by 1.5 metres. Household or other close contacts do not need to physically distance.	In place
If a conference has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.	Maximum numbers compliant
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.	Signage and information visible across venue
Consider strategies to decrease co-mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.	Signage and information visible across venue
Ensure alcohol at any event is only served to seated attendees.	NA
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	NA
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	NA

## 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.

Participants register online for events  
Online materials provided when appropriate

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

In place where appropriate

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms.

Signage and reminders via email and meetings

Use telephone or video for essential staff meetings where practical.

In place

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

In place

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

In place

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

Low risk due to style of venue and location

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.

NA

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.

Ample car parking available close to venue

## Hygiene and cleaning

Adopt good hand hygiene practices.

Signage and ample access to hand sanitizer and bathroom soap and paper towel provided and maintained.

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

Provided and maintained

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

Available and obvious

## Hygiene and cleaning

Avoid self-serve or buffet-style food service.

Catering options have been individualised

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

Single use disposable options provided

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

Compliant

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

Compliant in all training and breakout spaces

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

Compliant in all training and breakout spaces

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.

Considered with wipes and sprays available

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

Considered with gloves available

Encourage contactless payment options.

Already a requirement

## REQUIREMENTS

## ACTIONS

### Record keeping

Keep a record of name and a mobile number or email address for all staff, attendees 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.

Captured due to accreditation requirements

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

Considered and suggested

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.

To the best of our ability