

Explorers Conference

COVID – 19 Safety Plan

While Western Australia is in Stage 4 of recovery of easing restrictions, the below plan is based on operating under Stage 4 guidelines.

Physical Distancing:

- The 2 square metre rule will be observed for the venue capacity at all times.
- All guests will be encouraged to physically distance – 1.5m apart where possible.
- All lines for queuing will have clearly marked stickers on the floor to designate 1.5 m between them and the next person in line, with signage positioned around the venue to remind guests to practice physical distancing.
- The layout of the venue will guide guests through the space with guidance by red squared carpet tiles.
- Separate entry and exit points will be clearly signed.

Hygiene:

- Automated hand sanitiser stations will be located at entry, exit and food & beverage areas.
- Smaller sanitising bottles will be positioned on various high bars and desks around the space.
- Masks will be available for delegates in various locations.
- Regular cleaning & disinfecting of high touch areas will be undertaken during and at the end of the event day.
- Signage positioned around the entire venue area to remind guests to hand sanitise.
- Guests are encouraged to greet each other with a wave, no handshakes.

Training & Education:

- 4 x staff onsite are AHA qualified COVID Hygiene Officers.
- Full staff training and inductions will take place prior to the event.
- All staff & contractors will be required to sign in and out when arriving and leaving the premise, providing full name, email address and contact number.
- Staff will be advised to wear PPE where appropriate.
- Cleaning schedules will be updated after every cleaning routine has been undertaken.

Compliance:

- Guests will be advised to download the COVID Safe App.
- Document at entry outlining if guests have been overseas, in contact with somebody that's tested positive to COVID-19 or is feeling unwell will not be allowed into the event.

Response Planning:

- Guests will be encouraged to not attend if unwell, guests will be sent home if they are unwell.
- Email address and mobile number to be provided by all guests prior to event when registering online.
- All procedures will be reviewed after the event to see if there are areas for improvement.
- All guests' details, cleaning schedules and staff/ supplier inductions will be stored and only given to Department of Health if required for contact tracing purposes
- All suppliers will sign in and out when arriving and departing onsite and obey by this COVID -19 Plan.