

Events Covid Safe Plan

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The RACI is beginning to stage physical events and it is imperative that we have a COVID Safe Plan to ensure the safety of the participants.

The RACI will be conducting their events in venues operated by third parties. It is the responsibility of these third parties to enforce the relevant COVID restrictions mandated by the state/territory authorities, however it is important that the organising committees must ensure the venues do have a COVID Safe Plan that complies with the state/territory requirements prior to booking the space. As best practice a copy of the COVID Safe Plan should be obtained in advance of the event via email and kept on file by organisers along with the rest of the event documentation.

The organising committee should appoint a Covid safe officer to be the contact person at the event.

The RACI organisers must stress the importance of following the plan to the event attendees. This can be done at the event registration phase and, direct to delegates, at the beginning of the event. The following must be emphasised: -

- the physical distancing requirements of 1.5m;
- the non-contact requirement;
- personal hygiene standards; and
- requesting anyone feeling unwell to not attend.

[Refunds will be given to anyone who does not attend the event because they feel unwell.]

A second very important task is to ensure records are kept of all who attend the function. Again, primarily this should be the responsibility of the venue operators but it is seen as important as a duty of care that we keep our own records of delegates attending the RACI event and, in some states, it is a requirement that we must keep our own records of delegates in addition to those which are captured by the venue.

The first stage of this process is that all events must use the RACI registration platform and create an attendance list, even those that are free. This should be taken to the event and used to capture every one that attends/does not attend in addition to others that arrive that haven't registered. To ensure that this happens a single point of entry, via a registration desk, should be set up to capture all attendees at the event.

If the venue **does not** have an IT logging system, as a failsafe mechanism the RACI has invested time and effort into a QR logging system and all attendees must scan the code and follow the appropriate process. The QR code should be printed out and placed on the registration desk so that attendees can scan the code without breaching social distancing rules. For those without the technology to use QR codes, the persons details should be captured by logging them into the registration system if RACI staff are on site or the registration desk personnel should manually record the pertinent data.

It should be emphasised that privacy protocols should be followed in all personal data collection and storage.

Reusable name tags should not be used for events to prevent the spread of germs. Instead sticky labels should be used. Keeping a record of those sticky labels that are not collected by attendees will help

RACI to ascertain which registrants did not attend the event. The person who is giving out the name labels should be provided with hand sanitiser which should be used appropriately.

Catering should also be COVID safe. The use of shared platters or buffet style catering should be discouraged, and may be in breach of the local state's requirements. There should be no self-service of food including buffets and platters. Alternative catering arrangements should be made in conjunction with the venue.

Each state and territory have their own COVID regulations, pertaining to allowable numbers, space density, protective clothing etc. and these need to be followed. Information can be found at the following URLs:

Victoria <https://www.coronavirus.vic.gov.au/coronavirus-covid-19-reopening-roadmap-third-step-victoria>

NSW <https://www.health.nsw.gov.au/Infectious/factsheets/Pages/seniors-gathering-safely.aspx>

QLD https://www.covid19.qld.gov.au/_data/assets/pdf_file/0018/132570/industry-framework-covid-safe-events.pdf

WA <https://www.wa.gov.au/government/covid-19-coronavirus>

SA <https://www.covid-19.sa.gov.au/emergency-declarations>

TAS <https://coronavirus.tas.gov.au/business-and-employees/business-restrictions>

ACT <https://www.covid19.act.gov.au/what-you-can-do>

NT <https://coronavirus.nt.gov.au/chief-health-officer-directions>

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