

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Functions and conferences

Business details

Business name	Fire Australia 2021 Conference and Tradeshow
Business location (town, suburb or postcode)	ICC Sydney, 14 Darling Dr, Sydney NSW 2000
Completed by	Ben Waite
Email address	ben@conferenceworks.com.au
Effective date	17 March 2021
Date completed	23 March 2021

Wellbeing of staff and attendees

Exclude staff and attendees who are unwell from the event. Ensure attendees and staff are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms.

A pre-event briefing call will be held with all staff, contractors, suppliers and exhibitors to discuss our COVID safe plan and answer any questions. We will discuss when not to attend as part of this briefing.

Attendees will be sent a communication pre-event outlining our COVID safe practices and when not to attend. This information is also displayed on the event website.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.

A pre-event briefing call will be held with all staff, contractors, suppliers and exhibitors to discuss our COVID safe plan and answer any questions. We will also supply all staff with our COVID safe plan and briefing document for later reference.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

This will be covered in the pre-event briefing call.

Display conditions of entry (website, social media, venue entry).

ICC Sydney has condition of entry displayed at entrances to the Venue and on its website. This will also be noted in the pre-event communication to all attendees and suppliers and listed on the event website.

Think about ways attendees can be involved through a video broadcast or live stream, if they cannot attend due to illness or travel restrictions, or are a vulnerable person and wish to avoid gatherings. Consider options to stream the event.

International and interstate speakers who are unable to attend will be able to present remotely.

All sessions have been pre-record should a state or international partner be unable to attend we can quickly pivot to hosting a virtual event in parallel to the live event.

Particular session are being broadcast live during day two.

Consider including arrangements and options for virtual attendance, such as a live stream, for attendees who are at high-risk of developing COVID-19 complications such as elderly people or people with conditions affecting their immunity.

As above.

If you intend to serve alcohol consider ways to encourage responsible use, such as

limiting bar tabs or drink packages.

ICC Sydney staff involved in the service, sale and supply of alcohol have RSA certificates. Security has been hired and will be monitoring all attendees during our welcome reception.

Physical distancing

Capacity at functions and conferences must not exceed one person per 2 square metres of publicly accessible space.

Max numbers are displayed at entry to all event spaces.

Event staff have been hired to count attendees in and out of each conference room to ensure we don't exceed capacity.

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.

Attendees are able to pre-select the sessions they wish to attend to assist us in managing traffic flow and maximum numbers per room.

In the plenary house keeping each morning, we will be asking attendees once seated, not to change seats and to use the same seat in the plenary through-out the day.

Ensure 1.5m physical distancing where possible, including:

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

ICC Sydney has crowd management measures in place for building entry and exit points, foyer spaces and culinary stations/outlets.

Additional floor decals and notice boards will be displayed to remind attendees to social distances at places that may have a queue, such as the registration and catering stations.

Attendees will be provided with a "check in time" in their pre-event communication to

assist us in minimise the queuing at the registration desk.

If a conference has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.

All entry points will have a clear entry and exit.

Aisles through-out the tradeshow hall have an up and down side to manage traffic flow and to minimise crowding.

All attendees will be reminded to wear a mask in situations where there might be high traffic. e.g. when change rooms between sessions.

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.

As above.

Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.

Our welcome reception is ticketed with a strict limit on ticket sales.

Aisles through-out the tradeshow hall have an up and down side to manage traffic flow and to minimise crowding.

There should be no dancefloors.

Correct, no dancefloors at the Fire Australia 2021 Conference and Tradeshow.

Promote online ticket purchasing and electronic ticket checking where possible. Consider whether event registration and information packs can be provided online, such as through an app or via post.

All ticket sales are done online via a registration form.

Attendees are sent a QR code that is scanned at the self check-in kiosks and without touching the kiosks they are automatically checked in and name badge is printed.

We also have registration staff on standby, if an attendee can't find their QR code, they can touch the screen to search and print their badges. The staff will then sanitise the

kiosk before the next use.

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

No event posters at Fire Australia 2021.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

Staff will be social distanced at the registration desk and meal breaks will be staggered. Staff will be reminded to use a face mask in situation with high traffic flow and when moving around the venue.

Use telephone or video for essential staff meetings where practical.

All pre-event staff meetings and briefings will be held via zoom or the like.

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

Staff start times and meal times will be staggered.

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

ICC Sydney has contactless delivery at the Convention Centre Loading Dock. ICC Sydney will be notified of all expected deliveries.

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

ICC Sydney has queue management plans. Attendees will be allocated arrival times so attendees do not all arrive at the same time. Arrivals to be pushed in. ICC Sydney will be provided with a schedule.

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.

Safe public transport travel advice will be communicated with all attendees in their pre-

event communication. Attendees will be referred to the Transport NSW website to safely plan their trip. <https://transportnsw.info/covid-19>

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.

Attendees will be encouraged to use private transport. ICC Sydney will provide on site parking options. Parking options will be communicated with all attendees.

Hygiene and cleaning

Adopt good hand hygiene practices.

This will be communicated in the pre-event briefing with all staff and contractors and communicated to attendees in their pre-event communication. Hygiene signage is displayed in all bathrooms and around the venue.

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

ICC Sydney bathrooms are equipped with hand soap, paper towels, hand dryers and hygiene signage.

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

ICC Sydney has hand sanitising stations at building entries and throughout the venues public spaces.

All exhibitors will be encouraged to have hand sanitising stations at their exhibition booths.

Avoid self-serve or buffet-style food service.

ICC Sydney Culinary offerings have been modified to the COVID Safe and are served by an ICC Sydney staff member.

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

ICC Sydney abides by an ISO certified food safety system management standard.

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

ICC Sydney will provide single use menus for banquet style events.

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

ICC Sydney has increased cleaning of all frequently touched venue surfaces.

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

ICC Sydney abides by an ISO certified occupational health and safety management standard.

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.

ICC Sydney has increased cleaning of all frequently touched venue surfaces. Hand sanitisers are available for patrons to use.

Exhibitors will have hand sanitisers and spray sanitisers at their booths and will be briefed to continually sanitise all touch surfaces through-out the event.

Hand sanitiser station will be available at the registration desk. If an attendee is required to touch the self check in kiosk, we have staff on standby to sanitise before the next use.

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

This will be communicate to all staff in the pre-event briefing. This will be monitored and enforced through-out the event.

Encourage contactless payment options.

ICC Sydney retail outlets and car park offers contactless payment options.

Registration desk payments are contactless.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air

and reducing or avoiding recirculation of air).

Windows and doors will be open where possible. ICC Sydney has ventilation systems in place maximising the intake of outside air and reducing or avoiding recirculation of air.

Record keeping

Functions and conferences should consider registering their event through nsw.gov.au

ICC Sydney has implemented a mandatory QR code system that all patrons must scan upon entry to the building. Records are kept in line with government requirements for contact tracing purposes.

Keep a record of the name, contact number and entry time for all staff, dine-in customers and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

ICC Sydney has implemented a mandatory QR code system that all patrons must scan upon entry to the building. Records are kept in line with government requirements for contact tracing purposes.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

ICC Sydney has implemented a mandatory QR code system that all patrons must scan upon entry to the building. Records are kept in line with government requirements for contact tracing purposes.

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

ICC Sydney promotes the use of the COVIDsafe app. The COVIDsafe app will be promoted to all staff, contractors and attendees.

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.

ICC Sydney and Fire Australia will cooperate with NSW Health if contacted and notify SafeWork NSW.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes