

COVID-19 Safety Plan – Events

Policy number	WHS04	Version	March 2022
Drafted by	Cheryl Bollard	Approved by Council:	23 March 2022
Responsible person	Epidemic Officers	Scheduled review date	March 2023

This plan has been developed in consultation with our members and volunteers and is designed to create and maintain a safe environment for all at **Family History ACT events held at any place other than our Education Room or Library.**

Any events held or endorsed by Family History ACT must have a COVID Safety Plan. The plan should follow the current guidelines and rules set by the ACT Government for the event type. WHS05 Summary of Current Guidelines provides a schedule of the current guidelines.

As each event will have its own unique requirements, it is the responsibility of the event organisers to develop the COVID Safety Plan for the event and provide it to the Family History ACT Co-Epidemic Officers for approval no later than one week before the event. The Co-Epidemic Officers can provide assistance and guidance in developing the plan if necessary.

A copy of the current COVID restrictions is available at <https://www.covid19.act.gov.au/restrictions/current-restrictions> . Event organiser's attention is drawn to the regulations around the serving of refreshments and gathering of people.

More guidance on ventilation on additional measures that can be taken to improve ventilation can be found at <https://www.covid19.act.gov.au/stay-safe-and-healthy/covid-19-guidance-on-ventilation>

Annex B is a template which can act as a guideline for the development of the event COVID Safety Plan.

Annex A

Family History ACT organised event details	
Event Title	
Date and start time and finish time <i>(Recommendation: The event should not go longer than 2 hours)</i>	
Venue and venue capacity	
Event Organiser and contact details	

Before the event	
Requirements	Actions – How will you do this?
Event organisers to receive information and training on COVID-19 including when to get tested, physical distancing and cleaning.	Training sessions will be conducted with event organisers before the event
Ensure Event COVID-19 Safety Plans have been determined and are to be in place.	COVID-19 Safety Plan for the event will be provided to Family History ACT Co-epidemic Officers at least 1 week before the event .
Display conditions of entry for the event.	The conditions of entry will be displayed on the Family History ACT website, Facebook page and on the event entry door.
Make organisers and attendees aware of the COVIDSafe app and its benefits to support contact tracing if required.	All members must use the Check-in Canberra App when visiting the Cook Community Hub or attending any Family History ACT endorsed event.
Exclude organisers and attendees who are unwell.	Advise all organisers and attendees to stay at home if they are unwell.
Adopt COVID-Safe catering Guidelines.	<p>Groups planning to have food and drink should ensure they comply with current COVID- safe catering guidelines.</p> <p>COVID safe catering guidelines means limiting communal snacks and condiments. Single-serve individually wrapped food options rather than large shared platters are acceptable. If this is not possible, then a nominated individual (with appropriate PPE) will be required to serve.</p> <p>Family History ACT discourages the use of our cups, glasses, or water jugs at functions to</p>

	minimise contact and the risk of contamination and encourages participants to bring their own.
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Setting up the event	
Requirements	Actions – How will you do this?
Capacity must not exceed limits in the current ACT Government Public Health Directions	Seating and tables will be moved or removed to comply with physical distancing. Where tables and seating are not provided markers on the floor will indicate spacing.
Encourage organisers and attendees to wash/sanitize their hands upon entry and exit.	A sanitizing station with signage will be provided at the entry/exit of the venue.
Increase fresh air circulation to the event area	<p>Windows and doors should be opened during operating hours when circumstances allow.</p> <p>The high windows in the many of our rooms at Cook are designed to facilitate maximum ventilation and should be used whenever possible</p> <p>Additional measures that can be taken to improve ventilation include placing a fan facing towards an open window and limiting fan oscillation. More guidance on ventilation can be found at https://www.covid19.act.gov.au/stay-safe-and-healthy/covid-19-guidance-on-ventilation</p>

Conducting the event	
Requirements	Actions – How will you do this?
Manage the entry, exit and flow of people through the venue	<p>If there are two doors – mark one entry the other exit.</p> <p>If only one entry/exit point encourage people to enter and exit at different times.</p>
Limit and monitor the number of people attending the event.	<p>Signage will be placed at the entry to advise of room capacity.</p> <p>Participants will be required to register to attend the meeting and limited to the capacity of the venue. Those not registered who arrive will be turned away.</p>
If required by the ACT Health Guidelines, maintain a record of name and a mobile number or email address for all volunteers and Library users for a period of at least 28 days.	Current ACT Health requirements will be adhered to.

Conducting the event

Requirements	Actions – How will you do this?
Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely	
Ensure all participants use the Check-in CBR app to register their attendance as required by current ACT Guidelines	<p>FHACT will adhere to current ACT Government check-in requirements.</p> <p>The Check-in Canberra App is available for members to check-in when visiting the Cook Community Hub or other Family History ACT endorsed activities.</p> <p>Check-in Canberra QR posters will be displayed for member check-in</p>
Encourage the use of masks as per ACT Government guidelines	<p>The current ACT Government guidelines for mask wearing should be adopted.</p> <p>Wearing a face mask is a simple and practical way to minimise transmission of the virus, we encourage members to continue wearing face masks indoors in crowded settings or when where physical distancing from people not known to them may not be possible.</p>
Ensure organisers and attendees maintain 1.5 metres physical distancing at all times when reasonably practical.	Remind attendees at the start of the event.
Manage gatherings that may occur immediately outside the premises.	Organisers and attendees will be asked not to gather in the hallway or carpark.
Clean frequently touched areas and surfaces	Paper towel, spray and rubbish bin will be provided at the venue.

After the event

Requirements	Actions – How will you do this?
Volunteers to wear gloves when cleaning and to wash hands thoroughly before and after with soap and water.	Information provided to Event Organisers during induction training.
Cooperate with ACT Health if contacted in relation to a positive case of COVID-19 at your event.	We will cooperate with ACT Health if contacted.