

What do your Association events look like at level II

14 May 2020

Recommendations based on industry body standards and current government recommendations at time of publication



NB: - At the moment 100 people can meet

this excludes venue staff

Level II Events

There is a

- **One-metre distancing requirement**

and

- **Contact tracing is essential**



Level II Events

- To MEET you need a system
 - As we will need to contact trace **Every delegate and every person** you bring into your event.
 - Delegates
 - Your own staff
 - AV staff (*non venue*)
 - Catering (*non venue*)
 - Speakers / Presenters
 - ***Exception would be venue staff***
- Speak to the Venue, as they should also have a trace system, but you also need to have a record

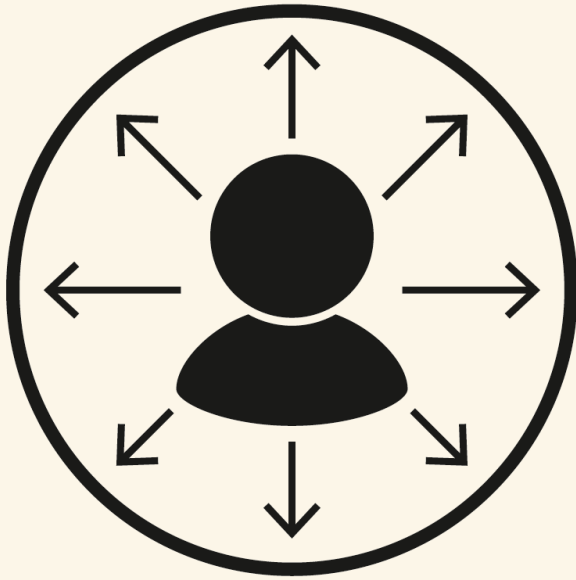
System

*you need to
collect delegate
information on
the day*

*Venues may have they
own Contact Trace App
but you are still responsible*

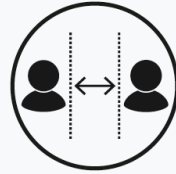
- Event Name
- Location
- Organiser
- Name
- Address
- Phone / Email
- Tested for C-19 / Tested for C-19 and negative result / Tested for C-19 and positive result. Include dates of testing and results
- Transportation method to the event Air / Car / Taxi / Public Transport
- Accommodation information

EVENT CONTACT TRACING REGISTER - VI 2



Event Name: _____

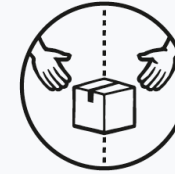
We require **ALL** people on these premises to exercise the strictest precautions possible to help avoid the transmission of COVID-19.



Physical distancing



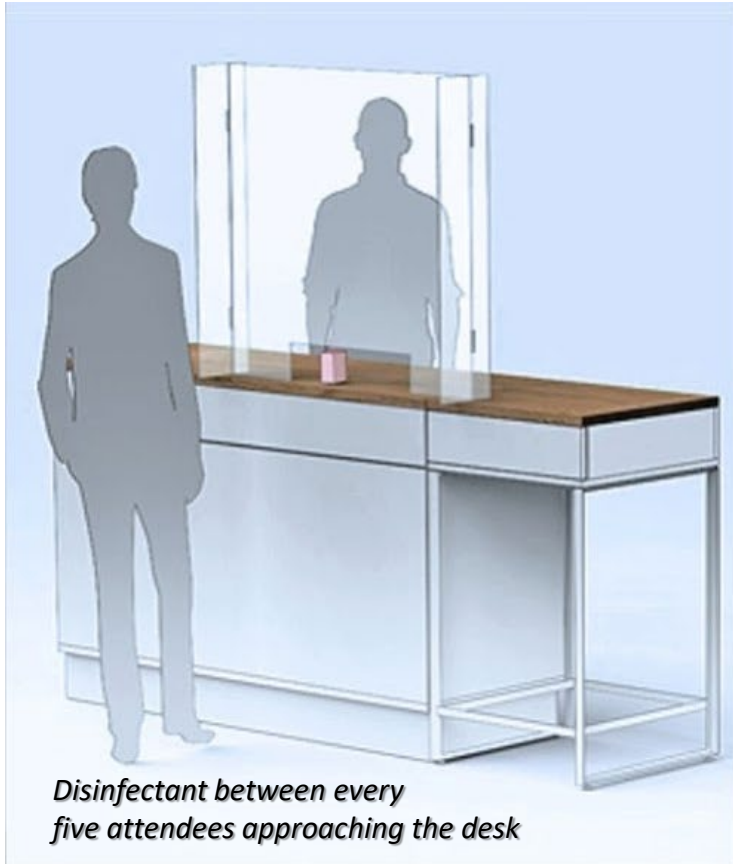
Correct hygiene practices



Contactless payment and delivery

Please sign the register form (underneath this coversheet) which acknowledges:

- You do not have any symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell)
- You do not have COVID-19 nor are you awaiting the results from being tested for COVID-19
- You have not been in contact with any known or suspected cases of COVID-19 in the past 14 days
- You have not returned, or been in contact with anyone else who has returned, from overseas in the past 14 days.



Registration Things to think about

- Registration desk/information desk
 - Contactless
 - Making it easy for the delegate to register
 - Have you got social distancing 1 m
 - Are you protecting your staff behind it
 - Plexiglass / Gloves, Masks
- Who is in what meeting room, at what time during your event?
- Reminders to wash hands maintain physical distancing - utilise your:
 - Meeting App
 - Email event reminders
 - Paper documents
 - MC

Room set ups

Recommendations
and good guidelines
to look out for while
at the venue

- Theatre style seating
Chairs to be set 1m apart
- Boardroom seating
Delegates to be set 1m apart
- Classroom style seating
1.8m Trestle: 1 delegate per table
2.4m Trestle: 2 delegate per table
- U-Shape style seating
Delegates to be set 1m apart
- Cabaret style seating
3 delegates per round/oval
- Banquet style seating
4 delegates per round/oval

Room set up Additional's'

*Ask the venue
before arrival*



What do pads, pens and mints look like now *(lets be more sustainable)*



Do you ask people to bring their own water bottles or what does the venue supply *(does it cost extra)*



Water and sanitation stations in each room *(this needs to be mandatory)*



All set-ups, including pre function area to allow for social distancing of 1m between delegates

Venue cleaning



Probably Sustainability goes out the back door

Ask the venue what their policy is, and let your delegates know



First Aid – does the venue have facilities

As part of their health and safety plan, there should be readily available emergency and Doctor phone numbers

Catering – *must be seated*

No shared plates of food of any kind

- Individual packed morning / afternoon teas
- Individual boxed lunches / salads / bento style boxes
- Multiple stations (food and beverage) to encourage social distancing

Barista made coffee and tea permitted.

- Staff wearing gloves and mask

Single server, only one staff member should be providing this service to all customers in your meeting



Social/Cocktail functions are extremely difficult to manage at this time, and probably should be discouraged.

AV

- 2m separation between relevant disciplines; Sound.....Lighting.....AV
- Separate table set-up as equipment sterilisation station
- Audio Visual staff to wear gloves when handling microphones from sterilisation station to presenters
- Q & A via digital interaction only, or non-amplified voice

Laptops need to be cleaned / sterilised after each using



To think about



Designated IN/OUT Doors



Floor decals to outline appropriate social distancing in front of registration area and in pre-function areas



Increased Wi-Fi usage (Hard wired / Wireless) – advise the venue