

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



Your COVID-19 Safety Plan

Functions and conferences

Business details

Business name	Network for Educational Placements T/A Career Links
Business location (town, suburb or postcode)	Suite 2, Level 4, 161 Maitland Rd, Mayfield, NSW 2304
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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.

Racecourse Staff are required to pre-screen through their own COVID SAFE PLAN. The Racecourse venue has been made aware of this plan

“Exhibitors and Sponsor’s” staff will be required to pre-screen on Bump-In day at a Registration desk with sign-in/out, temperatures taken using infra-red thermometers. Rules for entry and best practices are communicated verbally as well as with signs

posted prominently. They will be asked if they have been potentially exposed to Coronavirus (COVID-19) or have any symptoms, such as fever, cough, sore throat or shortness of breath.

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

Our staff complete the “How to protect yourself and the people you are caring for from infection with COVID-19”.

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

Our management understand that most employees will be able to access unpaid leave if they are required to quarantine or self-isolate. We have ensured that all staff are familiar with such entitlements. Exhibitors and Sponsors are responsible for their own personnel.

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

Signs relating to COVID-19 symptoms will be placed throughout the venue as well as included in contracts and via information brochures for exhibitors and schools. Schools are required through their own COVID Plan to communicate these rules to students and staff. These are also communicated both verbally and with well positioned signs at the registration desk for schools.

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.

We also have a virtual careers expo for the whole of NSW with appropriate software and infrastructure. Streaming is not practical.

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.

We also have a virtual careers expo for the whole of NSW with appropriate software and infrastructure. Streaming is not practical.

If you intend to serve alcohol consider ways to encourage responsible use, such as limiting bar tabs or drink packages.

We will not be serving alcohol as they are school children.

Physical distancing

Capacity at functions and conferences must not exceed one person per 4 square metres of publicly accessible space (Greater Sydney) and one per 2 square metres (other regions).

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

The floor space is 2,000m² and the current requirement is 2m² per person excluding staff for the Newcastle Region. Thus 1,000 people plus exhibitors and CareerLinks staff.

For conferences, consider allocating people to topic-specific streams to minimise comingling between groups, and allocating specific seating areas to these streams for larger plenary sessions.

School groups will be allowed through the main venue when floor space is available, according to the 2m² rule which applies to this event. Marshalls will be at entry and exit to count people to ensure a smooth continuous flow. Drop off and pickup venues have been defined to allow space outdoors of sufficient size based on expected numbers. This includes barricades and signage for directing traffic.

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.**

Social distancing "X" marks will be placed on floors showing 1.5m, together with moveable barricades to direct public traffic.

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

Arrivals to be pulsed in. We will provide the venue with a schedule/run sheet.

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.

Social distancing "X" marks will be placed on floors showing 1.5m, together with moveable barricades to direct public traffic.

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

We will use barricades, floor markings, signs and have roving marshals to ensure appropriate contact between separate groups.

In indoor areas, alcohol should only be consumed by seated patrons. There should be no dancefloors.

The venue has no dancefloor and we will not be serving alcohol.

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.

Event registration will take place for schools, at the school venue with teachers confirming numbers and names attending on the day at the registration/check-in desk. Written entry details, rules and practices will be provided to schools to communicate and to all exhibitors and sponsors prior to the day as well as on Bump-In day.

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

Posters will be displayed at the venue as well as to schools and exhibitors.

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.

All exhibitors and sponsors will be provided with the rules and reminders at check-in, together with verbal reminders by marshals where required. Face masks are not required but will be communicated as an option for all staff as well as students.

Use telephone or video for essential staff meetings where practical.

This is a live event so video or phone is impractical.

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

Schools will be pulsed in according to the floor space available, as determined by an entry and exit marshal counting people entering and leaving. The floor space is 2,000m² and the current requirement is 2m² per person excluding staff. Thus 1,000 people plus exhibitors and CareerLinks staff.

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

We provide a Bump-In day for exhibitors to bring in gear and setup. This minimises deliveries, together with pre-paid invoicing, there will be minimal deliveries and transactions.

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

Barricades and signage will direct students to various drop off and pickup points, ensuring gatherings will be limited to teachers marking off attendance sheets for their bus or school.

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.

Private buses will be chartered by schools thus avoiding the need for public transport for the majority of attendees. Exhibitors will arrive in their own vehicles.

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.

Parking is available onsite for exhibitors and close by for buses, who only need to arrive at certain times for pickup.

Hygiene and cleaning

Adopt good hand hygiene practices.

Careerlinks has a commitment to good hygiene practices. Having adopted best practice, these practices will be communicated to attendees through posters, signage, verbally at check-in as well as through information packs sent prior.

We will provide posters on the 5 steps of hand hygiene as a visual reminder to ensure staff and clients comply and reduce the risk of transmission. We will have a no hand shaking/ touching policy to minimise the risk of transmission.

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

We will ensure staff and clients have access to hand washing facilities that are dedicated for the purpose of hand-washing only and has suitable liquid soap and disposable paper towels. We include hand washing instruction posters above each hand washing sink to ensure appropriate techniques are followed.

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

Hand sanitiser will be available at key entry and exit points as well as at various key points internally. We will recommend to exhibitors to also supply hand sanitiser at their booth.

Avoid self-serve or buffet-style food service.

No fresh food will be served except in appropriate containers and individual serves/ packets of condiments and drinks are used where appropriate.

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

Disposable cutlery and crockery will be used i.e. one use items.

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

Food areas will be cleaned regularly throughout the day following best practices.

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

The cleanliness of all areas of our practice is maintained at all times in order to reduce the potential risk of the healthcare environment acting as a source for infection transmission.

Each exhibitor's booth will contain hand sanitiser supplied by them, and are required to regularly wipe surfaces with a disinfectant wipe. Re-usable pens and the like will be wiped by the exhibitors between each use.

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

The Racecourse will provide the appropriate disinfectant solutions according to their own COVID SAFE PLAN.

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.

Disinfectant wipes will be available at appropriate places. We will ensure that bins are open topped and cleared regularly. Racecourse staff will address the high touch surface cleaning as per their normal best practices.

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

Regular cleaning throughout the day will be performed by Racecourse staff who are properly trained according to their COVID SAFE PLAN.

Encourage contactless payment options.

We will communicate our strong advice to exhibitors regarding the use of contactless payment. However we are not estimating that there will be transactions on the day apart from food vendors.

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).

We will ensure as much ventilation as is practical on the day via available mechanical equipment and the use of the large entry and exit doors, windows etc.

Record keeping

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

We will register the event through the government website.

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.

Details of all attendees such as exhibitors, sponsors and their staff, Careerlinks staff, contractors will be recorded through QR code entry and where not available via record sheets. School students, staff and parents will have their details recorded by the school due to the sensitive nature of under 18's. They will make available to us these records and are required to keep them for a minimum of 28 days. A contact person will be appointed for each to ensure a responsible party can provide details within 4 hours of request.

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

School details will be kept by each school. Exhibitors, sponsors, staff and contractors

information will only be provided (where not electronically captured via QR code) to government agencies with regard to COVID or any other legal purpose.

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

Staff have been trained on the Covid app and have been know how to use it.

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.

Careerlinks will respond quickly to requests from NSW Health.

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

Yes