

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

## Your COVID-19 Safety Plan

### Functions and corporate events

#### Business details

<b>Business name</b>	bstreetsmart 2021 (10-12 August 2021)
<b>Business location (town, suburb or postcode)</b>	Qudos Bank Arena, Sydney Olympic Park NSW 2127
<b>Completed by</b>	Chapin Ayres
<b>Email address</b>	chapin@bstreetsmart.org
<b>Effective date</b>	24 June 2021
<b>Date completed</b>	12 August 2021

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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.**

Unwell staff and visitors will be encouraged to stay at home in the reminder email and newsletters before the event. This priority information will be highlighted at the top of the email or newsletter. On arrival, staff will again ask teachers if any of the teacher and/or students are unwell or have recently visited any identified hot spots.

**Provide staff with information and training on Covid-19, including when to get tested, physical distancing and cleaning.**

All staff working at the event will be given specific COVID Safety information in their briefing. Staff acting as COVID Safety Marshals (volunteers) will be given training about when to get tested and physical distancing. Qudos Bank Arena are charging Bstreetsmart an additional cleaning fee to ensure compliance of all Covid-19 cleaning protocols during the event.

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

All staff volunteer for this event and are able to immediately cancel their attendance if they are sick or are required to self-isolate.

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

Communications to attendees via bstreetsmart website and pre-event emails will include all relevant COVID Safety Plan information. Attendees will be briefed on COVID Safe protocols again in person and upon checking in. Qudos Bank Arena provide staff on site who will be placed at check in points to ensure all attendees are registered in a Covid safe manner. COVID Marshalls will then escort the teachers and students from each school to their correct door for seating. Qudos Bank Arena will also monitor numbers at each of the three doors. All contact details are provided and confirmed prior to arrival to ensure ease of contact tracing. Up-to-date NSW Health recommendations will be enforced.

**Advise participants to check the NSW website for the current public health advice in relation to locations where people who visited are required to self-isolate.**

All attendees will be advised to check the NSW website for the current public health advice in relation to locations where people who visited are required to self-isolate. Bstreetsmart will comply with all current NSW public health advice at the time of the event.

**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.**

Attendees who are unable to attend due to illness will be able to watch the event live-streamed on Thursday 12 August from 10.30am to 12.30pm.

**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.**

Attendees who are unable to attend due to illness will be able to watch the event live-streamed on Thursday 12 August from 10.30am to 12.30pm.

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

There will not be any alcohol served at this event.

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## **Physical distancing**

### **Adherence to Venue Covid-19 Safety Plan**

Bstreetsmart holds the same event over three days to minimize the possible cross-contamination of attendees. Bstreetsmart agrees to adhere to the Qudos Bank Arena capacity requirements which is maximum of two thirds of seats filled in each section. Each school will be separated by 2 metres upon arrival and then escorted by a COVID Safety Marshall from the bus or front doors of Qudos Bank Arena if coming by public transport to their seating.

**For corporate events (including 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.**

There are no other streams at this event.

**For functions or corporate events, consider allocated seating and ensuring people remain seated as much as possible, to minimise mingling between seated groups.**

Qudos Bank Arena pre-allocate school seating into sections prior to the event to ensure minimal mingling of attendees. There will be no interactive displays this year at the event to ensure no mingling between school groups and students and teachers will remain in their seats for the brief lunch break. Staff will be assigned to specific doors for the duration of the event to ensure COVID compliance distancing. Hand sanitizer stations will be positioned around the venue.

**Seating must be separated by 2metres. Household or other close contacts do not need to physically distance.**

A complete row of seats will be kept free between each school to ensure compliance of the 2m rule separation of attendees. School years are not required to physically distance.

**If a corporate event or function has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.**

There is only once session for two hours each of the three days.

**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.**

COVID Marshalls will ensure compliance to the 2 metre rule and Qudos Bank Arena will erect barriers as required. All schools will be separated by 2 metres upon checking into the event and also when escorted to their seats.

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

There are no networking events during the program.

**Ensure alcohol at any event is only consumed by seated attendees.**

There will not be any alcohol served at the event.

**Dancefloors are not permitted at corporate events.**

There will be no dancefloor at the event.

**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 registrations will be completed prior to the event online via bstreetsmart website.

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

Not applicable.

**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 briefed to maintain 1.5m minimum distance at all times, event planning will minimize the ability to mingle. COVID Safety Marshalls will ensure compliance of physical distancing throughout the event, and thoroughly disinfect any tables or chairs after each sitting. Face masks will be available to all who request them.

**Use telephone or video for essential staff meetings where practical.**

Wireless two way radios and phones will be used for most of the day in order for staff to communicate with each other during the event. This equipment will be assigned to the same user each day to eliminate multiple users.

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

Staff are encouraged to eat at alternate times throughout the event. A separate room has been allocated to the Volunteers and are encouraged to eat at alternate times throughout the event.

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

Any deliveries will be completed 24 hours prior to the event and all invoicing is contactless. Catering is provided inhouse and comply with the Qudos Bank Arena Covid Safety Operations Plan.

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

COVID Safety Marshals will be stationed around the arena, and will be able to monitor this upon entry. School departures will be staggered to ensure social distancing.

**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.**

A delayed commencement of the event allows schools to arrive in a staggered arrangement to the event. Buses have been asked to park in a specific Bus Parking area where they will be met by Qudos Bank Arena staff and our bstreetsmart volunteers to control social distancing admission to the arena. Schools arriving via public transport will be socially distanced by 2 metres at the front of the arena (outside) until they can be escorted safely to their seats.

**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.**

Volunteers are encouraged to arrive early for a staggered arrival time separate to the school arrivals and will park in P1, a separate area from the buses to minimal cross-mingling. Parking for volunteers are free of charge. Staff park in the Loading Dock area of the Qudos Bank Arena which is also free of charge.

## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

Hand sanitizer stations will be positioned in each room utilized at the venue. All tables and chairs will be wiped with disinfectant by COVID Safety Marshals and Qudos Bank Arena cleaning staff.

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

All venues in use to be cleaned and restocked by Qudos Bank Arena cleaners.

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

Hand sanitizer stations will be positioned in each room utilized at the venue. All tables and chairs will be wiped with disinfectant by COVID Safety Marshals and Qudos Bank Arena cleaning staff.

### **Avoid self-serve or buffet-style food service.**

There is no food served at this event to attendees. Food provided for staff and volunteers will be provided by Qudos Bank Arena and will comply with their Covid Safety Plan.

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

Qudos Bank Arena will provide cutlery and will comply with their Covid Safety Plan for cleaning.

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

Not applicable for this event.

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

All rooms utilised within Qudos Bank Arena each day to be cleaned before and after the event by Qudos Bank Arena cleaning staff, high touch areas will be wiped down between sessions.

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

Qudos Bank Arena cleaning staff will ensure disinfectant supply and use complies with manufacturer's instructions.

**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.**

All rooms used within Qudos Bank Arena each day to be cleaned before and after the event by Qudos Bank Arena cleaning staff, high touch areas will be wiped down between sessions. Disinfectant wipes will be available for all to use.

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

Qudos Bank Arena cleaners will ensure correct hand sanitisation procedures are followed before and after cleaning. All bstreetsmart staff and volunteers will also use correct hand sanitisation procedures before and after spot cleaning.

**Encourage contactless payment options.**

All payment of the attendees for the event is contactless via direct credit.

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## **Record keeping**

**Keep name and a contact number for all staff, dine-in customers and contractors for a period of at least 28 days. Each person that attends a venue MUST provide their name and contact details. Where possible, personal details should be collected in a way that protects it from disclosure to other customers and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. QR Code is strongly encouraged.**

**Hospitality venues using capacity calculations of one per 2 square metres outdoors MUST use electronic methods such as QR Code for collecting contact details and ensure these are captured for EACH person.**

Full record of name, phone and emails of all staff, presenters and volunteers will be kept and updated as necessary. Each school has a teacher who is in charge of the excursion and their name, email address and phone is kept on file. Qudos Bank Arena will be able to provide any staff information required who work on the event.

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at the event.**

If notified of a positive case, bstreetsmart will cooperate with NSW Health.

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

Yes