

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



Your COVID-19 Safety Plan

Functions and conferences

Business details

Business name	Western Murray Land Improvement Group
Business location (town, suburb or postcode)	Barham
Completed by	Stacey Waylen
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Effective date	15 January 2021
Date completed	10 February 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.

All staff and attendees who feel unwell will be excluded from activities/events. Staff and attendees will be made aware that if they are feeling unwell with any COVID19 symptoms they must not attend.

Provide staff with information and training on COVID-19, including when to get

tested, physical distancing, wearing masks and cleaning.

All WMLIG staff will be kept up to date with information and necessary training on COVID19, including when to get tested, physical distancing, wearing masks and cleaning requirements.

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

WMLIG staff will be informed of leave entitlements if they become ill or are required to self isolate. Working from home will also be encouraged in these circumstances.

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

All conditions of entry/attendance will be advertised on event ticket sales pages, WMLIG web page, on social media and at venue entry when applicable.

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.

Wherever possible and practical, WMLIG events will be broadcast electronically for attendees who cannot participate due to illness or travel restrictions.

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.

Wherever possible and practical, WMLIG events will be broadcast electronically for attendees who cannot participate due to illness or travel restrictions.

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

WMLIG will always promote responsible service and consumption of alcohol at all events and functions.

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.

WMLIG will adhere to all current COVID19 guidelines relating to social distancing and rules regarding allowable density of people in venues (persons per square meters)

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.

Where required and appropriate at conferences and events, WMLIG will ensure events are structured to minimize co-mingling between groups- and when possible will organize specific seating for attendees.

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.**

All WMLIG events and functions will encourage 1.5m physical distancing for all staff and attendees and where appropriate will mark spaces in areas of queues (such a toilets, entrance & exit points ect)

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

Whenever possible and practical, WMLIG staff will organize events so that there is multiple sessions with staggered stop/start times to minimize crowding at certain areas and spread attendees out.

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.

All WMLIG planned events will be organized in a way that reduces crowding and

promotes physical distancing. Wherever practical, WMLIG will utilize separate marked entrances and exits, and use rope barriers.

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

Whenever appropriate and possible, WMLIG staff will organize events in a way that decreases physical mingling where it isn't necessary or appropriate.

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

At no WMLIG event will there be dancing permitted, and all indoor consumption of alcohol will be permitted only when attendees are seated.

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.

Tickets to all WMLIG events will be sold via online ticket web pages, and WMLIG staff will provide support to those who cannot access tickets via these web pages.

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

WMLIG will advertise for events virtually. Posters may be used in appropriate areas where crowding will not occur at WMLIG discretion.

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.

Physical distancing will always be maintained and promoted at all WMLIG events and functions.

Use telephone or video for essential staff meetings where practical.

Telephone and video will be encouraged to be utilized to attend WMLIG meetings when appropriate and necessary, minimizing physical contact.

Where reasonably practical, stagger start times and breaks for staff members to

minimise the risk of close contact.

Close contact will be discouraged, and staff start and finish times may be staggered when appropriate to lessen the risks of physical contact.

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

Contactless delivery of goods will always be preferred by WMLIG staff, as well as electronic invoicing.

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

WMLIG will not allow gatherings of people directly outside of the WMLIG office or any event/function premises and will promptly move people on if necessary to discourage unnecessary physical contact.

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.

WMLIG will utilize private transport for staff and attendees for events and functions wherever possible to lessen the risk of attendees having to utilize public transport to attend events.

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.

WMLIG will be mindful of private car options parking at events and promote the use of private transport to attend events. Wherever appropriate, WMLIG will provide reimbursement or discounts for the costs of any parking to promote private travel and lessen the risks of public transport.

Hygiene and cleaning

Adopt good hand hygiene practices.

WMLIG will always follow good hand hygiene practices. Hand washing signs are displayed clearly at all suitable locations, hand wash and sanitizers are also provided constantly at WMLIG office and at all events and functions.

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

All rest rooms at WMLIG office and at all events will be stocked sufficiently with hand soap, paper towel and hand sanitizer. This will be monitored and re-stocked constantly.

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

Hand sanitizer will be provided at key areas at the office and at all WMLIG planned events and functions. Stocks will be monitored and re-stocking will be prompt when necessary.

Avoid self-serve or buffet-style food service.

WMLIG provide single serve catering as much as possible and practical. At all events, this style of catering is preferred, and when not possible- professional service of food will be organized to lessen the risks of self service of food and drink.

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

All catering will be assessed and wherever appropriate, all cutlery and tableware will be cleaned thoroughly. This process will be overseen by WMLIG event organizers to ensure protocols are followed.

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

All menus provided at WMLIG events and functions will be laminated and displayed in a way to minimize attendees touching them, and where this is not avoidable WMLIG staff will ensure the menus are sanitized and cleaned between use.

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

WMLIG staff will ensure at all events and functions that all surfaces and frequently used areas and well as surfaces are cleaned at least daily with detergent and disinfectant.

Maintain disinfectant solutions at an appropriate strength and use in accordance with

the manufacturers' instructions.

WMLIG will ensure all sanitizers and detergent cleaning solutions are used at correct strength and used according to manufacturers instructions in the office and at all events.

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.

WMLIG have systems in place to ensure there is sufficient cleaning of all high touch surfaces at all events and functions. Where a function is held at an external function area, WMLIG will ensure the hosting business/manager has systems in place to also ensure this.

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

All WMLIG staff have been trained to wash hands thoroughly with soap and water before and after cleaning. WMLIG will always ensure the same requirements are in place from external event hosts.

Encourage contactless payment options.

WMLIG encourage and promote the use of contactless payment for events and membership. WMLIG use online event ticket sales web pages for all events and provide support to all attendees who need additional support to make online purchases.

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).

WMLIG will promote natural ventilation in appropriate areas where possible, and where air conditioning is essential WMLIG will ensure settings maximize intake of outside air which will reduce recirculation of air inside the premises.

Record keeping

Functions and conferences should consider registering their event through

All functions and events organized by WMLIG will be registered as COVID SAFE.

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.

All events and functions organized by WMLIG require online ticket sales and a QR Code login. This collects the personal data of the attendees, and this data is accessible to WMLIG administration staff only in the case of contact tracing communication. There are minimum contact detail requirements that must be completed by attendees before they can purchase tickets or sign in to an event or function.

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

All personal records and contact data collected by WMLIG is only accessible by WMLIG administrative staff, and stored in secure electronic locations with passwords protecting it.

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

WMLIG encourages the use of the Covid Safe app verbally and also by having adequate signage in place at events and at the WMLIG office.

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.

WMLIG will always fully cooperate with NSW Health if contacted for any reason regarding COVID 19 contact tracing.

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

Yes