

SU ACT COVID-19 Event Safety Plan

Event Host: Scripture Union ACT (SU ACT)

Event Name: March Training Day

Event Location: St. Benedict's Catholic Church, 10 Tallara Parkway, Narrabundah

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Key Event Information

Event Location	St. Benedict's Catholic Church, 10 Tallara Parkway, Narrabundah The Collins Wing and Parish Centre
Room Capacity (using 2 square M rule)	40 (parish centre), 60 Collin's Wing
Number of Patrons expected	30-50
Duration of the event	8:30am – 3:30pm
Entertainment	N/A
Does the venue have a QR code for the Check in CBR app?	Yes All patrons will be required to use the CBR check-in app upon arrival. This will be communicated via email prior to the event and upon arrival.
Is this a ticketed event?	Yes All participants are required to pre-register.
What information do we collect from each registrant?	Required information we collect: <ul style="list-style-type: none"> • First and last name • Email • Mobile phone number • Suburb • Food allergies- if opting in for lunch • Church group
How will you keep a record of who actually attends the event?	Our staff will record who attends the event via a registration check in table. This information will be recorded in our database and kept for longer than 28 days.
Is the seating assigned?	No. However, seats will be placed appropriately apart and participants will be split into pre-assigned workgroups. These workgroups will not have assigned seating, but, we will know who was in each room.
How many patrons will be seated per table?	8-10
How will the meal be served?	The meal will be ordered by caterers who will provide individual lunch boxes for those who have ordered one. Otherwise, participants will eat their own pre-packed lunch. Catered lunch boxes will be handed out from the kitchenette whilst wearing gloves and not opening the boxes. Participants will eat sitting down and appropriately spaced.

Will attendees be free to move around or seated?	Attendees will be required to remain seated during mealtimes and requested to remain seated during the seminars/workshops. However, they will move around throughout the day and in the informal time slots.
Will alcohol be served at this event? Will food be served at the event?	No alcohol will be served. Food will be served in two ways, either by a small team of volunteers who will make tea/coffee orders and hand out individually wrapped snacks for morning tea, and the prepared lunch boxes by the catering company- Trevs@Dickson. Or, the specific volunteers will hand out the tea/coffee and snacks at morning tea, and the participant will eat their own lunch that they have brought onto site. All food will be eaten whilst seated, the surfaces cleaned before and afterwards. Participants will be given hand sanitiser so as to sanitise their hands before and after eating.

Wellbeing of Staff and Patrons

Requirements	Response
Exclude staff, volunteers and patrons who are unwell or who have been exposed to a COVID-19 hotspot.	No one will be allowed to come who is unwell or has been potentially exposed to COVID-19. Anyone who is well but has symptoms such as a persistent cough, runny nose will not be permitted to attend.
Display conditions of entry and communicate key health messages prior to and at the event.	In the lead up to the event, participants will be notified of the COVID-19 restrictions through email and text message. They will be asked not to attend if they: <ul style="list-style-type: none"> ● Feel unwell ● If they have been in an ACT Health declared hot spot in the last 14 days. ● If they have been in contact with a known active case of COVID-19 ● Travelled overseas in the past 14 days ● Are awaiting results of a COVID-19 test
Encourage good personal Hygiene Practices and physical distancing	<ul style="list-style-type: none"> ● All patrons will be asked to sanitise their hands at registration ● Our welcome/introduction talk will contain information about remaining seated during the seminars/workshops, practicing good hand hygiene and maintaining physical distancing. It will also include our overview of Covid Safe rules for the day.
Keep up-to-date on public health directions related to COVID-19	The event organizers will keep up-to-date with ACT Health Travel restrictions, declared hot spots, and any changes to public health directions and notify participants of any changes to who can and cannot attend the event.
Ensure that the COVID Safety Plan is executed and that those who either arrive at the event unwell or become unwell are well managed.	One staff member will be designated as the COVID-19 Safety Officer who will be identified to all participants and be responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to. This responsibility includes overseeing social distancing, cleaning and ensuring the accuracy of record keeping.

	The COVID Safety Officer will also be responsible for handling participants or staff who arrive at the event and present with symptoms or who become ill during the event.
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Physical Distancing

Requirement	Response
Where reasonably practical, ensure patrons maintain physical distancing requirements at all times.	<p>Registration</p> <ul style="list-style-type: none"> • Patrons will be asked social distance whilst waiting to register. • Registration will happen in two waves, those doing the ChildSafe Training and those just attending workshops. • Everyone will be required to scan St. Benedict's QR code on the Check-in CBR app. • Volunteers will be encouraged/reminded remain 1.5m apart. Seating will be arranged to accommodate this. • Participants will be asked to take their seats when they arrive and stay in their seats as much as possible. <p>Room set up</p> <ul style="list-style-type: none"> • Tables are spaced a minimum of 2 meters apart to allow ample room for patrons to move around and maintain physical distancing. Tables will be wiped down/sanitised. <p>Other areas (ie. Foyer/toilets)</p> <ul style="list-style-type: none"> • Patrons will be reminded to abide by the max capacity of area of St. Benedict's, as indicated by signs provided by St. Benedict's.
Where practical, use separate doors for entry and exit.	There are not enough doors to accommodate this, however, the doors will be left open to minimise the frequency of being touched and allow for better ventilation.

Hygiene and Cleaning

Requirement	Response
Encourage good personal Hygiene Practices and physical distancing	<ul style="list-style-type: none"> • All patrons will be asked to sanitise their hands at registration • Our welcome/introduction will provide information about remaining seated during the event, practicing good hand hygiene and maintain physical distancing.
Disinfect High Touch Surfaces	<ul style="list-style-type: none"> • Windows will be opened to allow for ventilation and the Parish Centre and Collin's Wing doors will remain open during the day. • Tables and chairs will be wiped down by participants at the end of each workshop.

	<ul style="list-style-type: none"> • Door handles will be disinfected at the start and end of the day. • All rooms, tables and chairs used for the event will be sanitised at the beginning and end of the day.
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Record Keeping

Requirement	Response
Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. For households, one contact is sufficient to support contact tracing. Ensure records are used only for the purposes of tracing COVID-19 infections and are <u>stored confidentially and securely</u> .	<p>All patrons are required to pre-register. Required information we collect:</p> <ul style="list-style-type: none"> • First and last name • Email • Mobile phone number • Suburb and State • Food allergies- if opting for a catered lunch • Church group <p>This information will be securely stored in our database for more than 28 days.</p>
Use the Check-in CBR app in order have one person per two square meters.	St Benedict's is registered with Check-in CBR and has a QR code for all patrons to check-in upon arrival on the Collin's Wing doors. This will be communicated via email and text message prior to the event.

Contingency Plans

Considerations	Response
Consider what plans or actions might be taken if the situation in the ACT worsens and restrictions are tightened in the Public Health Directions.	<ul style="list-style-type: none"> • We are prepared to cancel or postpone the event if necessary. Ideally, we will move the event online should we need to cancel. • If we should have to cancel the event due to lockdown, we are prepared to take our event online.
Consider how unexpected gathering outside or around the venue might be managed.	If there is an emergency evacuation, we will encourage our patrons to wait in their cars until we send them a text message with further instructions.