NADA COVID-19 EVENT SAFETY PLAN

December 2020

The following is provided in addition to NADA's COVID-19 Safety Plan to provide specific advice regarding face to face events.

Venue requirements

- NADA will only engage with COVID safe venues and suppliers who have measures in place as recommended by the Australian Government Department for Health and the NSW Ministry of Health, to help ensure the safety of staff, attendees and facilitators. NADA will work closely with COVID safe venues and will be guided by their processes and procedures.
- Venue safety plans will be shared with attendees and facilitators before the event.
- As per relevant government guidelines, social distancing will be implemented in all training rooms and breakout areas. Appropriate signage is placed outside each conference room advising the maximum number of people allowed within the enclosed space.
- Seating capacities and floor plans will be reviewed on an event by event basis to ensure appropriate physical distancing that follows regulatory requirements

NADA Staff, Attendees and Facilitators

- All NADA event staff have undertaken the relevant COVID-19 training to ensure full understanding and safety requirements are always adhered too.
- All face to face events will have undergone a risk assessment before holding the event to ensure the safety of staff, attendees and facilitators.
- All names and contact numbers of attendees and facilitators will be provided to the venue and be recorded internally for the purposes of tracing COVID-19 infections.
- Upon entry, temperature checks may be requested or by the venue for each person entering the venue. Should any person have a temperature over 37.5°C or have any flu-like symptoms, the member will be asked to return home and seek further medical advice.
- Masks will be available for staff and attendees, should it be requested.

Managing an outbreak of COVID-19

- In the event an attendee shows signs of COVID-19, they will be asked to leave the conference facility, and Management will advise the necessary government agencies, and follow their instructions accordingly.
- In the event NADA are advised from health officials that an attendee who attended the event within the past two weeks has tested positive to COVID-19, contact details will be provided to them so contact tracing can occur.

References
https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training
https://www.nsw.gov.au/covid-19/social-distancing
https://www.eventbrite.com.au/l/covid19-event-safety/
https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/mobile-consultants-and-client-engagement-9
https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training