



COVID-19 Safety Plan

Effective 24 July 2020

Conferences, functions and corporate events

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your attendees that they can safely visit your business. You may need to update the plan in the future, as restrictions or advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](https://www.nsw.gov.au)

BUSINESS DETAILS

Business name: TEAM BONDING

Plan completed by: HELEN SALTER

Approved by: CATE RICHARDS

Wellbeing of staff and attendees

REQUIREMENTS

Exclude staff and attendees who are unwell from the premises.

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

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

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

ACTIONS

Check with all staff and event organiser 1 hour beforehand that everyone is well.

All Staff provided with training on signs to look out for if feeling unwell themselves or observing an unwell client, event procedures in regards to physical distancing, masks, hand sanitiser and cleaning of all equipment touched by anyone during our activities.

Contract team members will have an additional contractual obligation to inform Team Bonding Management during one hour check if they are feeling unwell or unable to attend the event due to self-isolating or Covid symptoms. Staff will be paid for the shift if they need to isolate.

Covid Safety rules on our website & in emails to include: Team Leaders discretion to refuse entry to anyone who appears unwell. Rules will be clearly stated regarding physical distancing throughout our activity, recommended mask wearing (with masks provided by client) and hand sanitiser and spray disinfectant provided.

Consider whether appropriate cancellation or flexible booking is available where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).

Clause in Customers sale documents:

As our clients are corporations, we offer them postponement if the situation changes. We retain any deposit paid as a credit for them to be used at a later date of their choosing. This is clearly shown in our terms and conditions on all correspondence

Physical distancing

REQUIREMENTS

Capacity must not exceed one person per 4 square metres of space (excluding staff). Corporate events cannot exceed 150 people.

Alcohol can only be served to seated patrons.

Seated groups should be separated by 1–2 empty seats on both sides to support physical distancing. Develop strategies to achieve this, such as allocated seating or an allocated seating area. Have strategies in place to ensure physical distancing between non-household groups.

Have strategies in place to prevent co-mingling of spectator groups, such as by using alternate sections and closing access corridors. Each section should have a designated entry/exit where practical.

Consider exiting each section in staggered times to avoid crowding outside the venue. If a facility has multiple grounds, consider staggering the start times of different shows/matches to minimise crowding.

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 to order food or drinks, or in areas where people stand, such as along the railing at racetracks. Use separate doors or rope barriers to mark the entry and exit wherever practical.

ACTIONS

Our events are held outdoors in large spaces (for eg the Royal Botanic Gardens Sydney) We have protocols to ensure 1.5 metre safe distancing during the event.

A team member will be made responsible for ensuring safe distancing throughout the event and teams will be given frequent reminders.

No alcohol served

If a task requires sitting, event staff will remind the team to leave at least 1.5 metres between them.

On arrival 'Spacers' will be placed to advise clients where to stand for opening address to all.

Each team of 5-6 people will have staggered times to move to the next task, to keep all at a safe distance from each other.

Spacers will be used wherever participants are required to sit or queue for a task.

Hygiene and cleaning

REQUIREMENTS

Adopt good hand hygiene practices.

Avoid handing out pamphlets, signs or other sponsored materials. Consider digital alternatives.

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

Staff should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Encourage contactless payment options.

ACTIONS

Hand sanitiser will be provided to each team leader for use of their group. On arrival, all will be required to hand sanitise.

Leaders will be advised to regular instruct participants to sanitise prior to commencement of each task.

Tasks will be on laminated sheets in a folder with a pen for use of only one team member. All equipment will be sanitised prior to the event and after.

Solutions will be in accordance with manufacturers instructions.

Staff will be advised in their Covid safety notes.

Payment and all documentation is done prior to the event electronically.

Record keeping

REQUIREMENTS

Keep a digitised record of name and a contact number for all staff, attendees and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

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

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.

ACTIONS

Event Record Sheet will include name and mobile of all staff, we will ask for this to be supplied ahead of time and check in the briefing that everyone is included. The organiser will be required to supply the names to us ahead of the event to form the Event Record Sheet.

COVIDSafe app will be used by all staff and included in the Covid safe rules supplied to customers and discussed in the opening address.

We will notify SafeWork NSW if any concerns and endeavour to follow all Covid safe rules noted above.