



Event Hygiene Management Policy

The following policy is to be communicated as follows:

- On the company and all event websites managed by CMS Events.
- To all contractors, service providers and volunteer at events.
- To the community and public through the ticketing platform, EDM transmissions, social media posts as required.

CMS Events is committed to protecting staff, contractor and service companies, volunteers and the community throughout their event program.

Consistent with government guidelines, there will be restrictions for all staff and personnel involved with events who have travelled to or through any of the stated or countries identified as high risk. A nominal 14 day isolation period or until cleared by health authorities will be in place for all personnel prior to being allowed in the office or on site at events.

All visitors should observe government policy when visiting any event. Please refer to:

- www.healthywa.wa.gov.au/coronavirus
- www.wa.gov.au/government/coronavirus-COVID-19

1. Communications

The policies within this document to be reflected on CMS websites, Humanitix (ticket platform) and with links in communications.

Signage on site will reflect current advice and health regulations.

2. Management must complete qualifications for AHA COVID-19 Hygiene Officer Course.

Hygiene Officer

The WA State Government has mandated that as a condition of re-opening, the hospitality and tourism business must have a Hygiene Officer on duty at all times.

Hygiene Officers will help ensure staff and venues remain compliant with COVID-19 restrictions and hygiene standards. By having a more detailed understanding of the following training modules contained in the AHA COVID-19 Hospitality & Tourism Hygiene Course, Hygiene Officers will ensure best practice is adhered to so that patrons and staff remain safe.

3. Staff working at events are preferred to complete qualifications for AHA Hospitality & Tourism COVID-19 Hygiene Course.

Workers in the hospitality and tourism industry have a role in supporting safe and healthy venues and practices. The AHA Hospitality & Tourism COVID-19 Hygiene Course has been backed by the Western Australian Government and is designed to provide hygiene awareness and procedures.

- Understanding COVID-19 and the WA Hospitality & Tourism Industry.
- Reporting of personal health issues.
- Maintaining personal and work environment hygiene practices.
- Contactless procedures and reducing cross contamination.
- Effective cleaning and sanitising practices.

4. CovidSafe App

All people on site at events to be strongly encouraged to download and use the CovidSafe app for increased health and safety and automatic response should any issues arise.

5. Temperature Checking

Temperature checking will be required to assist identifying anyone who may be infected by Covid-19.

The temperature check to be carried out only as required.

Should a high temperature (38°C or above) be recorded, the person will be requested to leave after recording all of their details. Replacement staff will be required as needed. An attendee sent home will be provided with a full refund. PPE will be provided and exit will be through back of house to minimise risk.

Anyone recording a higher than normal temperature will be suggested to check with health officials to undertake a Covid-19 test.

6. Exhibitors and Participants

All exhibitors and event participants will be advised of the following regulations as part of their participation:

- If they feel unwell or have a fever, they are not to attend
- If they have been interstate or overseas in the previous 14 days, they are not to attend
- If they have come into contact with anyone who has tested positive for Covid-19 in the previous 14 days, they are not to attend
- They should download and use the CovidSafe App while on site
- They should bring with them their own hygiene needs including sanitiser and bench wipes or spray. If they do not have their own hygiene needs, the organisers will provide what is needed.
- They should use sanitiser at least every thirty minutes while working

7. Public Admission

All admissions to be by pre-registration where possible.

If anyone does attend who has not registered – they will need to complete a registration form which will include at least the same details as required by pre-registered attendees:

- Name
- Email
- Mobile phone number

They must also declare the following at the time of booking:

- They are well
- They will not have been overseas in the prior 14 days to the event
- To their knowledge they have not come into contact with anyone who has tested positive for Covid-19 in the previous 14 days.
- They also commit to advise if any of these conditions have changed since the time of booking. If they are unable to attend because of a change in circumstances after booking they will be entitled to a full refund.

8. Physical Distancing

The event is to comply with government physical distancing regulations at the time of the event.

Attendees will be encouraged to take advantage of the space available in the venue in a practical manner to alleviate any congestion.

9. Numbers Attending

Numbers inside the venue at any one time will comply with government event venue regulations.

10. Hand Washing and Sanitising

The organisers will supply stations for patrons as appropriate people with the following:

- Hand Washing
- Hand Sanitiser
- Potable Water for drinking

The organisers will also provide hand sanitiser for each stand for public use.

11. Attendee On-Site Actions

- Cover coughs and sneezes using a flexed elbow.
- Wash hands often.
- It is encouraged for visitors to carry their own anti-viral / anti-bacterial hand wash solution.
- If already at the event and they feel unwell or have flu like symptoms, report to the first aid station or advise organisers of your details before going home.

12. Cleaning

A cleaning log is to be kept throughout the event duration.

Public surfaces will be sprayed prior to starting each day / session with “Ablesan Surface Sanitiser” or similar product. The liquid is safe for public use.

Surfaces will also be cleaned with appropriate detergent during the day on an ongoing basis with areas being cleaned logged after they are completed.

13. Entry Queueing

Guards will control entry queueing to reflect physical distancing regulations.

Temperature checks will occur as required.

Only registration and payment will occur at the entry desk.

Collection of additional material will occur at a secondary station.

14. Medical Support & PPE

First Aid will be on site. Any actions for patrons are to be recommended by their staff.

Staff and attendees are welcome to wear PPE at their own discretion and supplied by them.

The organisers will stock a reasonable quantity of masks and latex gloves for use as required.

Staff attending to symptomatic patients must comply with the below:

- Wear gloves, eye protection and disposable mask
- Call Covid Public Hotline 13 COVID (13 26843) or 9328 0553 (after hours) and follow advice of public health officers

15. Safety & Monitoring

Events will be monitored closely by event staff, however should a Safety Marshall be required, they must comply with the below duties:

- Complete ‘Covid-19 Infection Control Training’ Course
- Police Clearance within the last 12 months
- Wear Hi Vis to be easily recognisable
- Must not be simultaneously performing another role at the event

Duties of the Safety Marshal include but are not limited to the below:

- Promote and ensure infection control practises are followed
- Promote and take practical steps to ensure safe physical distancing is adhered to
- Ensure all Covid Safe and Covid Management Plans are implemented and followed
- Ensure sufficient hand washing facilities are provided and cleaning regimes are followed
- Be present, supervising the event space

16. Resources

AHA Hygiene courses: <https://hospitalityhygiene.com/>

Sanitising products: <https://www.westchem.com.au/>

Health Regulations: <https://ww2.health.wa.gov.au/>

Covid-19 Updates: https://ww2.health.wa.gov.au/Articles/A_E/Coronavirus

Event Registration: https://ww2.health.wa.gov.au/en/Articles/A_E/Events-registration

Covid-19 Test Clinics: https://www.healthywa.wa.gov.au/Articles/A_E/COVID-clinics

Phone: 13 268 43

Environmental Cleaning:

https://ww2.health.wa.gov.au/~/_media/Files/Corporate/general%20documents/Infectious%20diseases/PDF/Coronavirus/COVID19-Environmental-Cleaning-for-workplaces.pdf

World Health Organisation:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports>