

COVID SAFE PLAN

Background

COVID-19 has been shown to spread through respiratory droplets from an infected person and anyone in close contact. Most who contract COVID-19 develop a mild illness. However, some can develop severe symptoms

The most important risk factor for severe COVID-19 illness is older age. Risk increases substantially above 70 years of age. Some medical conditions also increase risk. People who have higher risk of severe disease include those who:

- are 70 years of age or over
- have had an organ transplant and are on immunosuppressive therapy
- have had a bone marrow transplant in the last 24 months or are on immune suppressive therapy for graft versus host disease
- have blood cancer, e.g. leukaemia, lymphoma or myelodysplastic syndrome (diagnosed within the last 5 years)
- are having chemotherapy or radiotherapy.

Other conditions also add risk. More information on these conditions is available at the Department of Health website (<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/advice-for-people-at-risk-of-coronavirus-covid-19>)

If there are only a few cases in the local community, the actual risk of getting COVID-19 is low, regardless of your age or health, especially when basic precautions are maintained.

Planning a COVID Safe event

The following requirements must be met when planning a COVID Safe event for the Associations:

- All relevant local legal requirements must be met, including any premises, PPE and social distance restrictions mandated by the Local, Territory, State and Commonwealth Governments. In case there are contradictions among various requirements and guidelines, the more cautious and stringent requirements should apply.
- Staff, volunteers and participants must be provided with a copy of this document and they must confirm that they agree to comply with prior to attending the event.

Premises

1. The venue must provide adequate space to allow for physical distancing requirements to be met, both inside the room where the presentation and seating are located, lunchrooms and any other rooms where breaks are held, and on entry.
2. All seats should be set up 1.5m apart from each other.
3. The venue must provide clear indication of maximum capacity of the room in accordance to local restrictions.
4. Where possible and safe, windows and doors should be opened to allow for airflow.
5. There should be easy access to hand sanitiser, hand washing facilities equipped with running water, soap and provision for hand dryer or disposable paper towels.

Attendance Guidelines

1. Individuals (staff or attendees of the Associations events) should stay home if you have ANY of the following symptoms no matter how mild:
 - Fever (temperature of 37.5 degrees or higher)
 - Cough
 - Runny nose
 - Shortness of breath - Loss of smell
 - Sore throat
2. If during the session it is observed that any individual showing respiratory illness symptoms or found to be in breach of any of the COVID Safe guidelines must leave and return home immediately.
3. It is also advised that individuals should self-isolate if you have been in contact with a confirmed case of coronavirus or if you have been overseas within the last 14 days.
4. A full registrants, staff and volunteers list are available at the door. All individuals attending the event must first report to the registration station and have their attendance, temperature check and screening questions ticked off. The list must contain the name, email address and phone details of each individual for contact tracing purposes.
5. Individuals will be screened against the attendance guidelines and temperature checked when they first arrive to ensure they are fit to enter the premises. The screening must be ticked off on the registration list. A standard script for the screening questions will be used.
6. The registration list will be kept in strict confidence by DHAA for 14 days.

Hand Hygiene and PPE

1. While the mandate requirements for wearing face coverings vary with local regulations, staff and attendees of Association events are strongly encouraged to wear a face mask that covers the nose and mouth entirely.
2. Alcohol based hand sanitisers must be available at strategic locations around the premises. DHAA has secured a sponsor for hand sanitisers so please contact Shida Taheri sponsorship@dhaa.info to access the supplies as needed.
3. Serving of food and drinks must comply with local guidelines. However hand sanitisers should be made available and to be used by all attendees prior to handing food and drinks. Self-serve style or shared plate arrangements of food serving are not permitted.

Other measures

Attendees should be reminded to keep a 1.5m distance from each other as much as possible.

Presenters must use hand sanitiser prior to presenting at the podium and handling computer equipment and clickers etc. for the presentation.

Sharing of equipment, pens, writing pads and flap chats etc. must be avoided. Attendees are provided with their own set or asked to bring their own to the activity.

COVID Safe marshals should be available to ensure compliance to the COVID safe plan by staff and attendees. They should not be asked to perform any other duties throughout the event. The recommended ratio of marshal to attendees is 1 to 20.

Single-use name stickers are used, and re-usable name badges are not allowed.

Evaluations and assessments are to be collected or conducted by electronic means. Collection of hard copy results are not permitted.

Physical contact will be avoided wherever possible.

Approved by the DHAA Board for immediate implementation of all DHAA face to face events from 26 October 2020 until further notice.

Approved by the ADOHTA Board for immediate implementation of all ADOHTA face to face events from 13 December 2020 until further notice.

COVID Safe Plan - Safety Risk Assessment Checklist

Event Name			
Venue address			
Event Date		Person - in charge	
Event start time		Event finish time	
Number of attendees		Number of staff volunteers and presenters	
Check Items		Yes/No	Comments
<i>Venue and catering</i>			
Does the venue provide adequate space to meet all COVID Safe requirements?			
Is there easy access to hand washing and drying facilities?			
Are food serving arrangements COVID Safe?			
Are the availability and location of hand sanitisers adequate?			
Are there arrangements made for doors and windows to be open during the activities to enhance airflow safely?			
<i>Registration and screening</i>			
Is a copy of the COVID Safe Plan available to all registrants?			
Have all staff and volunteers on duty read, understood and agreed to adhere to the COVID Safe Plan?			
Is a registration list available for signing attendees in and recording of screening results?			
Do you have adequate COVID Safe marshals available on duty (1:20)			
<i>Additional local COVID Safe requirements - please list them and comment on measures in place to ensure compliance</i>			

<p><i>Requirements:</i></p>		<p><i>Measures in place to comply:</i></p>	
<p>Person - charge sign off</p>		<p>Date</p>	

Screening procedure

All staff, presenters, and attendees must be screened when first enter the premises for face to face events.

Step 1:

The individual must be temperature tested using a non-contact device. The reading must be BELOW 37.5-degree C. Anyone who has a reading of 37.5 degree or higher must leave the premises immediately, and the incident noted against the registrant on the registration list.

Step 2:

Once temperature test is completed and satisfied, ask the person to use the hand sanitiser and proceed with the screening using the following scripts:

Do you have ANY of the following symptoms no matter how mild:

- *Fever (temperature of 37.5 degrees or higher)*
- *Cough*
- *Runny nose*
- *Shortness of breath - Loss of smell*
- *Sore throat*

Have you ever been exposed to a close contact of COVID-19, or required to self-isolate? If so, please provide details. (Refuse entry if affirmative response within the last 14 days).

Step 3:

Seek confirmation that the individual agrees to comply with the COVID Safe Plan (previously emailed or read on the spot).

Step 4:

Enter screening results onto the registration list, check and confirm the contact details of the individual and ask the person to collect own name sticker.

Sample registration list:

Name of event				Event date	
Venue address					
Time staff arrive		Time event completed		Time all staff left premises	
Surname- First name (All staff, presenters, attendees)	Passed Temperature Test	Passed Screening questionnaire	Confirmed compliance to Safe Plan	Email	Phone No.

Signed MOU with DHHA & ADOHTA 12 December 2022