

2021 Coast to Coast National Conference

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Pullman Cairns International

12.05.2021

Monday 26 July 2021, 12:00pm

Thursday 29 July 2021, 4:30pm

Approx 200 delegates

The Coast to Coast Conference will be held at the Pullman Cairns International and will feature pre-conference workshops, plenary sessions + concurrent ses



- Stay at home if unwell or have a cough, fever, sore throat, fatigue or shortness of breath.
- How to seek assistance if becoming unwell during the event (locate security, event officials or first aid)
- Maintaining physical distancing is the individual's responsibility.
- Communicate security requirements via social media and event website to prevent crowding at entry points.
- Place signs at entry points to instruct attendees not to enter the venue if they are unwell, have COVID-19 symptoms, have been overseas in the last 14 days, or have been in close contact with a confirmed case. The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the venue.
- Prominently display hygiene placards (for example, hand washing practices).
Electronic copies of hygiene placards can be accessed from the [Safe Work Australia](#) website.

b. During the event

- Use loud speakers and/or a megaphone to disseminate information about the public health measures implemented at the event.
- Ensure signs about enhanced public health measures are maintained and visible.

3. Maintain Physical Distancing

a. Before the event

- Determine the total number of people allowed on site at any given time, as per the occupant density requirements.
- Establish a system to monitor the numbers of people entering and exiting the event site, to ensure no more than:
 - Maximum site capacity; and
 - 500 people for indoor events; or
 - 1,499 people for outdoor events.
- Develop and implement practices to manage the number of people inside discrete areas of the event (for example, toilet facilities, retail spaces and food service areas) at any given time (for example, using signage).
- Place floor markings, wall markings or signs to identify 1.5 metre distance between persons queuing at all relevant locations (for example, at all entries, ticket offices, and toilet facilities).
- Consider using physical barriers in high foot traffic areas to separate crowds.
- Ensure one-way flow of foot traffic is established where practical.
- Use separate entries and exits within discrete areas of the event site.
- Limit the use of cash transactions by encouraging customers to use tap and go, direct deposit or other contactless payment options.
- Where practical, direct delivery drivers or other contractors visiting the event to do so prior to the event and to minimise physical interaction with others. Use electronic paperwork where possible. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.

b. During the event

- Monitor and encourage physical distancing and occupant density in each discrete area.
- Monitor queuing arrangements to maintain physical distancing.

4. Screening

a. Before the event



- Implement symptom screening for staff, contractors and volunteers. These persons should, at a minimum, be screened upon shift commencement. This may include verbal/print questionnaire or electronic solutions.
- Establish areas where attendees who become unwell during the event can be isolated from other attendees.

b. During the event

- At entry points that have event staff or security personnel, ask screening questions of attendees such as:
 - In the last 14 days have you travelled from overseas, a COVID-19 hotspot or COVID-19 exposure site?
 - Have you been in close contact with a person who is positive for COVID-19?
 - Are you an active COVID-19 case?
 - Are you currently, or have you recently experienced cough, fever, sore throat, fatigue, loss of smell or taste, vomiting, diarrhoea or shortness of breath?

If yes to any of the above:

- Isolate the attendee in the nearest designated isolation space.
 - Provide the affected person with appropriate personal protective equipment.
 - Refuse entry to the event and refer the person to first aid, medical or in-event health services if available.
- Screening questions can be undertaken concurrently with other entry activities, for example during ticket purchasing or bag checking.

5. Facilitate Contact Tracing

a. Before the event

- A record of all on-site staff including contractors and volunteers must be established to identify the persons: name, phone number, email address, home address, organisation affiliation, discrete areas of work (for example, security at front gate, cleaner in retail space), time of entry to the event site, time of leaving the event site.
- For ticketed events only, records for at least one person per group must be kept that include: name of attendee, contact phone number, email address, home address (or residential postcode at minimum).

b. During the event

- Records must adhere to standards in the *Privacy Act*. Records must be securely stored for 56 days after the event for contact tracing purposes.
- Records of contact information for staff and attendees to be provided immediately upon request by public health officials from Queensland Health.

6. Regular and Thorough Cleaning

a. Before the event

- Refer to pages 6-9 of the [Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy](#) and ensure appropriate personal protective equipment is available for use by staff
- Establish cleaning protocols for discrete areas of high foot traffic (e.g., bathrooms, catering areas). This should include a frequency of cleaning for the discrete area dependent on usage from attendees.
- Ensure that there are enough supplies of cleaning products (e.g. detergent, sanitiser, bleach, etc) to last the duration of the entire event. Cleaning products, such as sanitiser and detergents must adhere to the standards set out by the [Office of Industrial Relations](#).

b. During the event

- Toilets - adopt and implement practices to ensure that frequently touched areas and surfaces are cleaned regularly with detergent or disinfectant (including shared surfaces such as taps, basins,

