



COVID-19 SAFETY PLAN



NOTE: THIS IS NOT A RISK ASSESSMENT PLAN, THAT IS A SEPARATE DOCUMENT

Name of Event	Evatt UN Youth - - External Oratory Programs, Competitions and Performances	
Date of Event	Tuesday 31 May 2022	
Venue(s) of Event	Macindoe Research Centre Level 3 MSR - Macindoe Seminar Room Open Area	
Name of Organiser	Lynette Hawkey	
Is this event necessary for the normal operations of the school and will only be joined by staff and students? INCLUDES VISITORS including adjudicators and spectators	YES* <input type="checkbox"/>	

SCOPE

- This guidance is for an event that involves **students, staff and visitors** and is based on NSW Government guidelines for COVID Safe Businesses
- Health advice may change from time to time, for up-to-date information visit: nsw.gov.au

REQUIREMENTS

There are some requirements that must be complied with, including the number of people who can attend the event. Refer to the latest advice from *NSW Health/NESA/AIS/school policies*.

GUIDELINES

Consider the actions you will need to put in place to keep attendees safe. **Be detailed in your responses.**

CONSIDERATIONS	ACTIONS - how will you enact this?
Wellbeing of attendees	
How will you notify attendees that they must not attend if they have any COVID symptoms?	Attendees comprise - students and staff and visiting students/ staff/ parents/ and officials Students and visitors will be advised that all school COVID protocols are to be followed, including <u>not attending if unwell or have any symptoms.</u> In line with Service NSW guidelines, COVID Close contacts should be masked indoors in places that are not their own homes for 7 days after exposure and return a negative RAT test

	<p>https://www.nsw.gov.au/covid-19/management/household-contacts</p> <p>COVID Safety plan sent to officials for distribution to attendees</p> <p>Attendees presenting as unwell during event will be handled appropriately and sensitively <i>masked, socially distanced from the group</i></p>
<p>What will you do if an attendee has symptoms?</p>	<p>COVID Symptoms include:</p> <ul style="list-style-type: none"> ● fever (37.5 degrees Celsius or higher) ● cough ● sore throat ● shortness of breath (difficulty breathing) ● runny nose ● loss of taste ● loss of smell. <p>Other reported symptoms may include:</p> <ul style="list-style-type: none"> ● fatigue ● acute blocked nose (congestion) ● muscle pain ● joint pain ● headache ● diarrhoea ● nausea/vomiting ● loss of appetite. <p>Students presenting as unwell during event will be handled appropriately and sensitively <i>masked, socially distanced from the group and asked to leave</i></p> <p>Student -if unwell - will be sent back home Staff - if unwell - will not come onto school grounds Parents - if unwell - requested to not attend</p>
<p>How will you isolate any suspected case?</p>	<p>Students presenting as unwell during event will be handled appropriately and sensitively <i>masked, socially distanced from the group</i></p> <p>Student -if unwell - will be sent back home Staff - if unwell - will not come onto school grounds Parents - if unwell - requested to not attend</p>
<p>Physical distancing</p>	
<p>How many attendees are permitted at your event according to the current rules?</p>	<p>Participants and attendees will be socially distanced where possible</p> <p>Event take place in Macindoe Research Centre Under 4 sq. mtr. the total number of people permissible</p>

	<p>Request to limit event to participant and one support person per participant. Preference for masks to be worn unless presenting</p> <p>Level 3 =60 people</p>
How many students? parents? visitors? will attend?	Approx 45 people
What are the current rules for distancing for your event?	<p>Social distance 1.5 mtrs</p> <p>All participants preferably keep face masks on at all times indoors.</p> <p>During speeches, masks may be removed to present and/ or make meaning/ communication clear then replaced after speaking</p>
How will you ensure adequate space between attendees at the event?	<p>Attendees will be seated, with physical distance between each family/ school group</p> <p>In short notice speech prep rooms will be sanitised between groups if rooms are reused</p>
How will you ensure spaced entry and exit of attendees?	<p>Students must enter in a socially distanced manner on GROUND FLOOR prior to entry to various levels in Macindoe.</p> <p>Attendees encouraged to take the stairs where possible and avoid the elevator</p>
How will you remind attendees to stay physically distanced?	Verbal reminders will be made at the beginning and end of event
Hygiene and cleaning	
How will you ensure attendees are aware of the need for hand sanitising and other good hygiene behaviours?	<p>Verbal reminders to be given by staff/ officials in charge of event. Hand sanitiser will be available for attendees on entry and exit of MSR</p> <p>Additional masks will be carried by staff for distribution should these be requested or required</p>
Will hand sanitisers be provided?	Yes. Hand sanitiser to be placed around the venue and students are advised to have their own supply on hand in case of emergencies
How will you ensure that the venue has been cleaned before use?	<p>School cleaning protocols are in place.</p> <p>Tables and chairs will be sprayed in all relevant rooms before and after set up</p>
Do you need to make cleaning products available? How?	Additional disinfectant spray, masks and santisier will be carried to Oratory events

Record keeping	
How will you acquire a digital record of the name and contact details of each attendee?	No longer required under Public Health Orders but officials will hold master list of student participants and schools
How will this digital record be stored for the required 28 days?	No longer required