

Diversified Communications Australia

Be Summit Melbourne 2021

COVID Safe Plan

Delegate and attendee safety has always been our top priority. We are working in consultation with the venue, contractors and local and state governments to ensure that Be Summit is delivered in a safe and controlled environment, within COVID-19 government guidelines.

This plan outlines how Diversified Communications plans to safely deliver Be Summit Melbourne 2021 scheduled for 7th June 2021.

Pre event

1. Event Paperwork and risk assessments

- A Be Summit COVID safe plan has been developed and completed
- Diversified Communications Australia Risk assessment has been completed
- An Incident Management Plan, outlining steps to be taken if an outbreak occurs has been developed and communicated to key stakeholders
- A communications plan has been developed and will be implemented if an outbreak were to occur. This will be communicated to our PR team and all key stakeholders involved

2. Pre event communications – Delegates

- Dedicated information will be outlined on the Be Summit website under heading *Event Safety Guidelines*, including advice on hand hygiene and cough etiquette, not attending the event if unwell, terms and conditions of entry and changes to event logistics to cater for COVID restrictions
- Delegates will receive the information again in an email two days prior to the event

3. Pre event communications - contractors

- Contractors are required to upload names and contact details of all staff working onsite
- Contractor staff are to complete a Diversified Communications COVID induction prior to arrival onsite outlining changes to operational logistics, hand hygiene, cleaning requirements, physical distancing requirements, not attending if sick, time frames to work in and sign in requirements

4. Victorian Government

- Diversified Communications will continue to monitor government websites for information regarding any local outbreaks and any changes to event requirements
- All people onsite will be requested to sign into the venue using the Service Victoria app
- All people onsite will be requested to have the Fed government COVID safe app

5. Risk management

- A detailed response plan has been created outlining how attendees can notify Diversified Communications of infection. This includes the communication to key stakeholders

Prevention onsite

1. Set up/pack down

- The move in and move out phase will be scheduled and all contractors will only be provided access to the site at their dedicated time. This will assist with managing the number of people on site at any one time and ensuring there is space for people to move around
- All contractors will be required to bring their own safety vests and personal protective equipment on site. Safety vests will be available for purchase from the organiser office if required

2. Contact Tracing

- Delegates are required to register online and collect their name badge before entering the summit. Name badges must be worn at all times in the venue. Delegates will be scanned into and out of the venue.
- Contractors are required to register online and complete an induction before being allowed to enter the venue. Contractors are also required to scan into and out of the venue.
- The terms of conditions of entry for everyone on site will include: no attendance if you are feeling unwell, or being requested to isolate by a medical or government authority or waiting the results of a COVID test; maintaining physical distancing; refraining from shaking hands or other forms of physical contact; utilising the hand sanitiser provided and notifying the organisers if they become unwell on site.

3. Access

- There will be a dedicated entry and exit into and out of the venue
- Signage and tensa barriers will be used for queue management

4. Signage

- Additional signage will be located reminding guests of physical distancing requirements, hand hygiene and cough etiquette and their obligations not to attend if unwell

5. Event Catering

- Food safety guidelines will be strictly applied
- All food to be served using single use utensils

6. Cleaning

- Hand sanitiser units will be provided around the venue
- Increased cleaning in public and targeted areas will take place, including toilets and catering areas

In the case of an outbreak

1. Onsite Infection

- A dedicated quarantine area will be identified where a patron can be isolated should the need arise
- There will be pre-event communications to educate and direct people who become unwell onsite to notify the COVID Marshals or organiser office onsite
- Diversified Communications will notify the venue and call an ambulance if someone becomes unwell onsite
- If an infected person has attended the event, Diversified Communications will notify all delegates and contractors and instruct attendees to get tested.

2. Infection confirmed post event

- Diversified Communications will notify the venue, contractors and visitors of a confirmed positive test, and will instruct all attendees to get tested.