

COVIDSafe Information Guide

Health & Safety

It's everybody's business

an initiative of





WELCOME

**to ImpactInstitute's
COVIDSafe Information
Guide.**

At ImpactInstitute, health and safety is part of our core business and an integral component of our day-to-day work. To achieve a safe environment we must work together to ensure that our events are a safe place to work and visit.

A microscopic image showing numerous coronavirus particles. The particles are spherical with a distinct outer layer and a darker, textured interior. They are scattered across the frame, with a higher concentration in the center. The background is dark, making the particles stand out.

Coronavirus.... WHAT IS IT?

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

Prevention, Transmission & Symptoms

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

Stay informed:

[Protect yourself: advice for the public](#)

[Questions and answers](#)

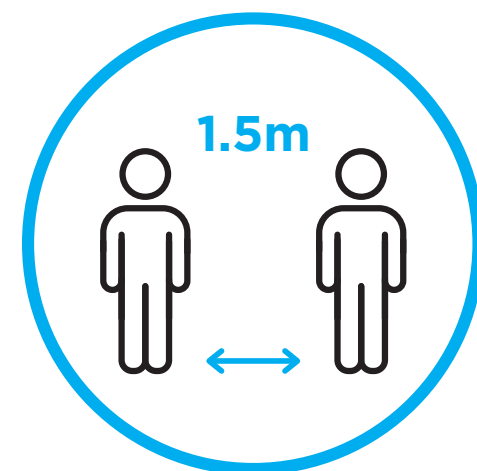
[Situation reports](#)

[All information on the COVID-19 outbreak](#)

Prevention, Transmission & Symptoms



**We have a
COVID-19 Safety Plan
and are committed to
keeping you safe.**



Physical distancing



Hygiene and cleaning



Wellbeing of staff and customers

To prevent infection and to slow transmission of COVID-19, do the following:

- Wash your hands regularly with soap and water, or clean them with an alcohol-based hand rub.
- Practice physical distancing at all times and maintain at least a 1.5 metre.
- Avoid touching your face.
- Cover your mouth and nose when coughing or sneezing.
- Stay home if you feel unwell.
- Wear a Mask, especially when distancing cannot be maintained

Prevention, Transmission & Symptoms

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization.

Most common symptoms:

- Fever
- Dry Cough
- Fatigue

Less common symptoms:

- Loss of Taste or Smell
- Nasal Congestion
- Conjunctivitis
- Sore Throat
- Headache
- Muscle or joint pain
- Different types of skin rash
- Diarrhoea
- Chills and Dizziness

Serious Symptoms:

- Shortness of Breath
- Loss of Appetite
- Confusion
- Persistent Pain or Pressure in Chest
- High Temperature

Prevention, Transmission & Symptoms



BE AWARE...TAKE ACTION

Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility.

People with mild symptoms who are otherwise healthy should manage their symptoms at home.

On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

*This information has been sourced from the World Health Organisation website.

To keep informed on the latest updates please go to:

www.who.int/health-topics/coronavirus#tab=tab_1

Duty of Care

As the event organiser, ImpactInstitute, together with the venue, have primary responsibility of ensuring the Expo is a COVIDSafe event.

The health and safety of all patrons remain the number one priority, with event specific health, hygiene and density monitoring being implemented to help support these strategies. Although regulations and restrictions continue to evolve, ImpactInstitute, as well as the venue, have implemented COVIDSafe Strategies across all areas of our expo to ensure our event is COVIDSafe, these being;

- **Conditions of Entry**
- **Cleaning & Hygiene**
- **Physical Distance**
- **Floor Plan & Stage**
- **COVIDSafe Plan**

There are 5 areas of focus in this guide

1 Conditions of Entry

2 Cleaning & Hygiene

3 Personal Interaction

4 Floor Plan & Stage

5 COVIDSafety Plan

When you are well...

Everyone – even when well – can help slow the spread of COVID-19. You can do your part by:

- washing your hands often with soap and water
- use alcohol-based hand sanitisers when you can't use soap and water
- avoid touching your eyes, nose and mouth
- clean and disinfect surfaces you use often such as benchtops, desks, seats and doorknobs
- clean and disinfect objects you use often such as mobiles, keys, wallets and event passes

NOTE: There is no evidence that alcohol-free hand rubs are effective against viruses like COVID-19. [Experts](#) recommend you don't use them.

What we will do!

To help create a COVIDSafe event and support the measures identified as potentially slowing the spread of COVID-19, ImpactInstitute, together with Venue Management, will provide the following;

- **Hand Sanitisers and Disinfectant Wipes** – positioned throughout the venue
- **Cleaning Contractors** – to manage overall cleanliness of the common areas and keep toilets clean and well stocked with soap, paper towels and toilet paper

When you are sick...

To continue to be COVIDSafe, it is important that you stay at home if you feel unwell. You should also continue to practise good hygiene.

If you have cold or flu like symptoms you should seek medical advice and [get tested](#) for COVID-19. You should get tested even if your symptoms are mild.

If you have COVID-19 you must [isolate](#) and follow the directions of your local Public Health Unit.

What you can do!!

ImpactInstitute and Venue Management ask that any visitors to the Expo please avoid coming should they feel unwell or identify that they may be suffering from COVID-19 symptoms, **PLEASE STAY HOME, GET TESTED** and **ISOLATE!**

Should any persons be notified that they are a casual or close contact or and visited a 'Hot Spot', **PLEASE STAY HOME, GET TESTED** and **ISOLATE!**

*This information has been sourced from the Australian Department of Health website. To keep informed on the latest updates please go to:

www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/good-hygiene-for-coronavirus-covid-19

How can we all do our part to help create a COVIDSafe event?



Use hand
sanitiser

Make use of the Hand Sanitiser Stations that will be positioned in high traffic areas around registration and within the Expo



Cleaning
surfaces

Be sure to wash your hands using soap for 20 seconds. Wash basins located in all toilets and will be monitored by cleaning



Washing
hands

Wipe down all surfaces and equipment before and after use. Venue cleaning maintaining common areas, kiosk and toilets

Ensuring overall cleanliness and good hygiene is everyone's responsibility!!

Although the venue cleaning contractors will be maintaining the general common area's, kiosk and toilets, every person that enters our event can play their part by ensuring that any surfaces or equipment they use is wiped down using a disinfectant wipe.

Good Hygiene requires everyone to wash their hands regularly with soap and water for at least 20 seconds and dry them completely, preferably with clean, single-use paper towels. If paper towels are unavailable, other methods such as electric hand dryers can be used, however, hands will still need to be dried completely. Everyone must wash and dry their hands:

- before and after eating
- after coughing or sneezing
- after going to the toilet, and
- after touching potentially contaminated surfaces

As previously highlighted in both the **Prevention, Transmission & Symptoms** and the **Cleaning & Hygiene** section of this guide, we are ALL responsible in preventing, slowing down transmission and being well informed about the COVID-19 virus and any developments. **Wash your hands or use an alcohol based rub frequently** and **do not touch your face**

ADDITIONALLY, PLEASE REMEMBER TO:

Practice respiratory etiquette (for example, by coughing into a flexed elbow).

These points are emphasised when interaction takes place in or around booths and in high traffic areas.

Things and high traffic areas to consider:

● Social & Physical Distancing

● Number of people permitted per booth

● Registration

● Kiosk



Coronavirus
(COVID-19)

1.5M

HELP
STOP THE
SPREAD
AND STAY HEALTHY

What is social distancing and why is it important?

Physical distancing includes ways to stop or slow the spread of infectious diseases. It means less contact between you and other people. Physical distancing is important because COVID-19 is most likely to spread from person-to-person through:

- direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared
- close contact with a person with a confirmed infection who coughs or sneezes, or
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face

So, the more space between you and others, the harder it is for the virus to spread.

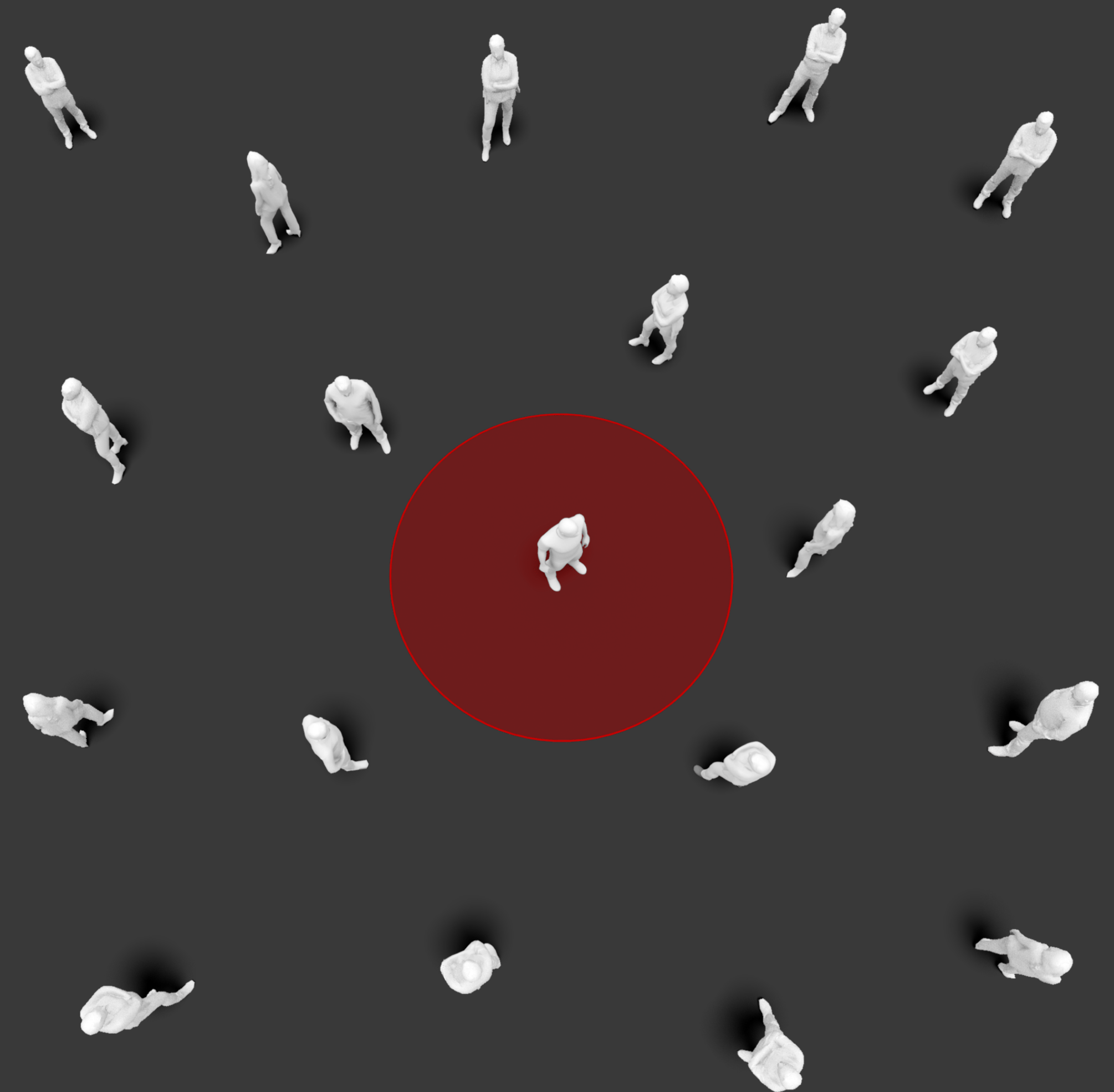
One way to slow the spread of viruses, such as coronavirus, is social distancing.

The more space between you and others, the harder it is for the virus to spread.

Physical distancing in public means people:

- keep 1.5 metres away from others wherever possible
- avoid physical greetings such as handshaking, hugs and kisses
- practise extra care if you are using public transport, avoid crowds – if you see a crowded space do not enter
- practise good hygiene
- stay at home if you have any cold or flu symptoms. Seek medical advice and get tested for COVID-19

Social Distancing of 1.5 metres



- Initiation of a single point ENTRY and EXIT
- Patron counting to help manage crowd density
- Incorporating ONE WAY directional flow
- Crowd Barriers positioned at high traffic areas
- Providing 2x separate service points for the Kiosk with TAP only payments accepted, meaning no cash
- Position signage and floor stickers to encourage and remind of Social & Physical Distance measures in place

**What we are
doing to help
reduce
your risk!**

**ImpactInstitute, together with
Venue Management, have
initiated measures to help
manage crowd numbers and
encourage social distancing to
reduce the risk for everyone at
the venue.**

Direct Interaction

Registration

The Registration area has been identified as a high traffic zone. To help reduce risk, ImpactInstitute, together with Venue Management, have implemented some additional COVIDSafe measures that we all must adhere to. These being;

- **Crowd Barriers set up for queues:** In place to direct crowd to appropriate areas and manage traffic flow
- **Physical Distancing Signage:** Signage and Floor stickers positioned to ensure high visibility and promote social distance requirements
- **Pre-registration for ticket:** Available online and encouraged to obtain so as to reduce person to person contact
- **Registration Desk:** Perspex in place, alcohol wipes on hand to maintain cleanliness
- **Single Point Entry & Exit:** Implemented as per state regulations
- **Hand Sanitiser:** Available upon entry and exit of the venue

The Kiosk area has also been identified as a high traffic zone. To help reduce risk the ImpactInstitute, together with Venue Management, have implemented some additional COVIDSafe measures that we all must adhere to. These being;

- **Crowd Barriers set up for queues:** In place to direct crowd to appropriate areas and manage traffic flow
- **TAP and GO payment:** To reduce person to person contact Venue Catering staff will be encouraging payment via TAP and GO card transactions
- **2x separate Kiosk and service locations:** Available to provide multiple options of food and beverage service so as to reduce crowd density
- **Patron capped seating area:** Seating positioned to ensure social distancing with patron caps managed and enforced
- **Hand Sanitiser:** Available upon entry and exit of the venue
- **Cleaning:** Venue cleaning and catering staff to oversee cleanliness of these areas



To ensure our expo's are a COVIDSafe Event, ImpactInstitute has been required to review the Floor Plan and Stage area and implement COVIDSafe measures in order to adhere to the restrictions and regulations in place.

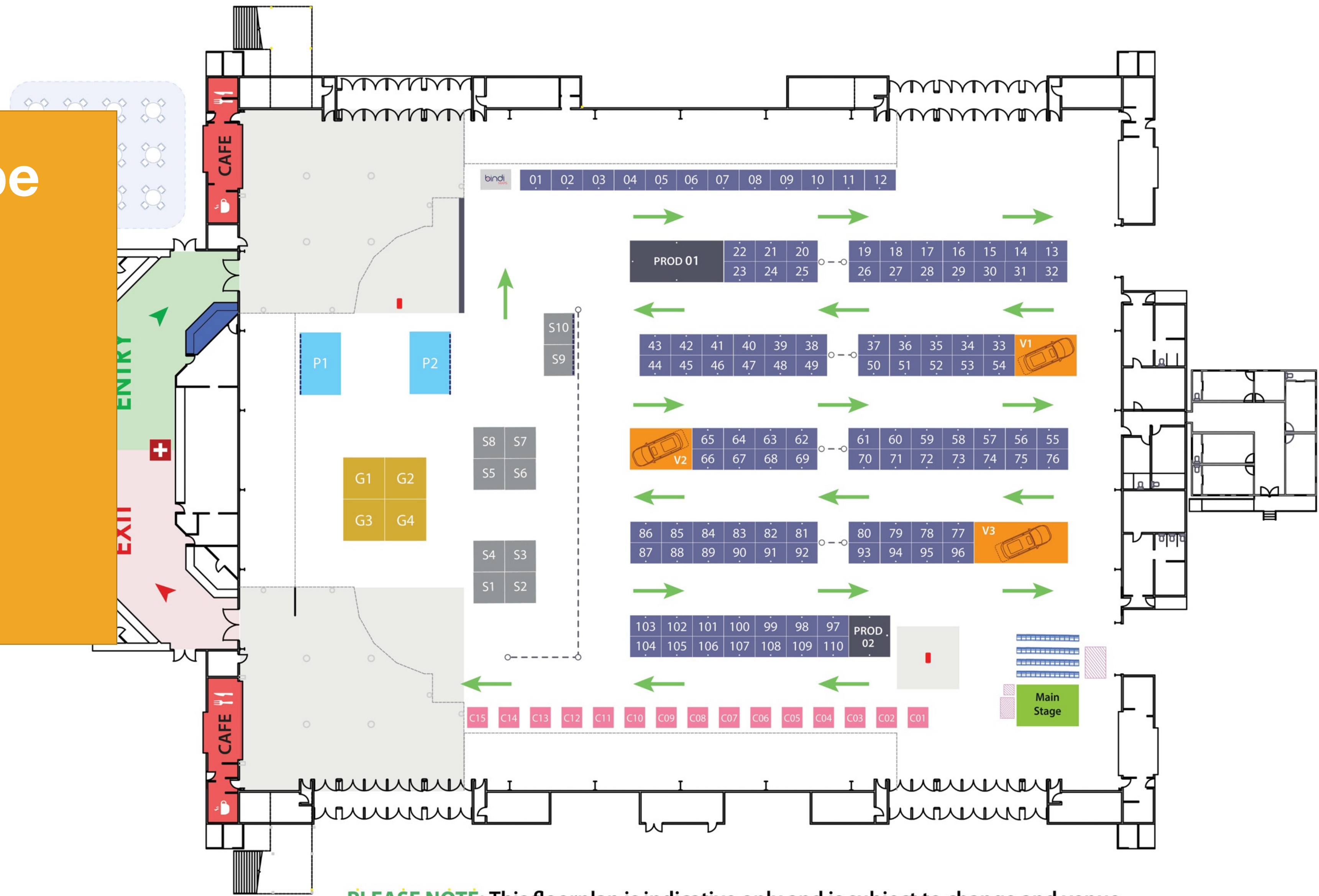
Floor Plan

Singular points of Entry and Exit as well as directional aisle flow has been incorporated to help assist with physical distancing and encourage patron flow.

Signage in place encouraging social distancing and recommended hygiene. Face Masks available upon entry

Floor Plans will be designed with COVIDSafety considerations being incorporated

*Image is an example only



PLEASE NOTE: This floorplan is indicative only and is subject to change and venue approval. We can not guarantee booth locations until the final floor plan is issued.

* PROD - product booth

bindi - Bindi Maps booth

Legend

Floor Plan & Stage

The Stage area has been identified as a high risk area due to the potential of large audience numbers. Strategies have been implemented to ensure COVIDSafety measures are maintained. These strategies are:

- Crowd barriers in place to manage crowd numbers
- Stage Capacity restricted as per the physical distance requirements at the time of event
- Seating set 1.5metres apart as per social distance requirement
- Lectern positioned 5metres from audience



Stage Area



ImpactInstitute is an approved COVIDSafe business. All our events will adhere to COVIDSafe restrictions and regulations set out by local and national governments at the time of each individual event. A thorough COVIDSafety Plan has been put in place to ensure the event operates as a COVIDSafe event.

Additionally, we have introduced additional protocols and completed thorough Risk Assessments to not only ensure our events are a COVIDSafe events but to also mitigate risk across the events entirety.

All Staff/Exhibitors/Attendees that attend the event do so at their own risk. Whilst at the venue, it is expected that all persons in attendance, whether this be as an Exhibitor, Attendee or Staff member, adhere to all direction communicated by both ImpactInstitute and Venue Management and abide by all COVIDSafe measures implemented.

ImpactInstitute accepts and understands the COVIDSafe measures are required for risk mitigation. Should you have any follow up enquiries please contact us on:

Email: events@impactinstitute.com.au

Phone: (02) 9025 9380

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THANK YOU FOR TAKING THE TIME
TO REVIEW THIS IMPORTANT
COVID SAFE INFORMATION