

# COVIDSafe Event Plan

## VGA Conference Friday 29 April 2022

### Aim

- To create a COVIDSafe environment for all staff, volunteers and attendees at the 2022 Victorian Greenhouse Alliances Conference.
- To minimise the risk of the transmission of COVID-19 to the greatest extent possible during the event.

### Purpose of this document

- To explain the responsibilities and requirements of all staff, volunteers and attendees at the 2022 Victorian Greenhouse Alliances Conference to maintain a COVIDSafe environment.

### Protocols

#### *Before the event*

Emails to attendees before the event will make clear the protocols to be in operation throughout the day. Attendees will be encouraged to consider taking a RAT before they leave home.

#### *Arrival: MCEC's Conditions of Entry*

1. Visitors must not enter if:
  - They are an active COVID-19 case.
  - They have any of the following symptoms, however mild: fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, loss of sense of smell or taste.
2. All visitors must sanitise their hands when they arrive.
3. All visitors are required to maintain physical distancing whilst inside the venue.
4. Any Victorian requirements on face masks are to be followed. As of April 2022 masks are not required unless you are a close contact – see the [latest advice from the Department of Health](#)) but **are** recommended for everyone, especially when social distancing is difficult, and all attendees must have a mask with them unless they have a medical reason not to.
5. MCEC reserves the right to refuse entry to or remove anyone who behaves in disorderly, unlawful or offensive way or fails to abide by these measures.

***Please note that anyone who needs to stay home because they are experiencing symptoms, or due to testing positive for COVID-19, or who chooses to stay home due to being a close contact, will be eligible for a full refund as long as you [contact us and request a refund](#) before or during the event.***



Environment,  
Land, Water  
and Planning

### Throughout the day

The organisers and attendees are responsible for maintaining COVIDSafe protocols on the day. There will be COVIDSafe coordinators circulating to answer questions, provide support and ensure protocols are being followed (see Roles over page).

In accordance with MCEC's EventSafe plan the following key actions are required of all staff, volunteers and attendees at the 2022 Victorian Greenhouse Alliances Conference:

- Conditions of entry – see page 1. N.B. Staff and volunteers are **required** to stay home if positive or experiencing any covid-like symptoms. If, **during the day**, you develop any symptoms, notify a COVIDSafe coordinator immediately.
- Social/physical distancing – attendees are required to maintain physical distancing (of 1.5M) where possible.
- Masks – while masks are no longer mandatory, they are still recommended, especially when social distancing is not possible, and all attendees (including staff and volunteers) must have a mask with them. Extra masks will be available.
- Sanitising – attendees will be encouraged to wash or sanitise their hands throughout the day, especially on arrival and at meal-times.
- Cough and sneeze etiquette - if you need to cough or sneeze, do so into your elbow, even if masked.



MCEC COVIDSafe signage like the above will be present around the venue.

MCEC has improved ventilation to up to 100 per cent outside air during occupied periods through the automated building management system.

Specific measures and protocols for particular spaces and parts of the day are detailed over page.



Environment,  
Land, Water  
and Planning

### **Check-In and reception**

Note that there is no longer any requirement to check in via the Service Victoria app, nor are vaccination certificates or exemptions required. Extra masks will be available at reception.

### **Plenaries and Break-outs**

- Seating will be arranged with extra distancing where possible (however this will not be 1.5M).
- We will avoid the need to share microphones as much as possible.
- Audience microphones will be free-standing and participants will be asked to queue up to use them.

### **Breaks for networking and meals**

- Attendees are asked to maintain distancing (especially when unmasked) and wash or sanitise hands at meal-times.
- Food can be taken outside if preferred.

## **Roles**

- COVIDSafe Coordinators are staff members on the organizing committee who have been designated to oversee COVIDSafety during the event.
- The role of these coordinators is to:
  - Oversee set up of COVIDSafe measures
  - Keep an eye on any potential problem areas such as queues and massing at meal-times and guide attendees to distance appropriately
  - Be a first port of call for attendees and other staff and volunteers regarding and COVID safety questions, concerns or reports (e.g. if someone becomes a close contact on the day)
  - Be a conduit to MCEC staff regarding any COVIDSafety matters.
- MCEC COVID Safety Advisor – available to assist if a COVIDSafety issue arises.
- Everyone is responsible for maintaining a safe working environment on the day.



Environment,  
Land, Water  
and Planning