



GRIP LEADERSHIP

COVID SAFE EVENT PLAN

8th December 2020 and Updated as Required

To Whom it May Concern,

GRIP Leadership is committed to making our events a safe environment, including provisions relating to the risk of infection from COVID-19.

We utilise professional event venues, who are each required to implement COVID Safe protocols expected by the government in their own jurisdictions. In addition, GRIP Leadership has a customised plan which incorporates additional protocols suitable to the GRIP Student Leadership Conference.

This COVID Safe Plan is in addition to the existing risk management plan already in place at GRIP Leadership events (copy available at www.gripleadership.com)

This document outlines these procedures. Should you have additional questions please contact me on ronan@gripleadership.com.au.

Regards,

Ronan McGinniss
Managing Director
GRIP Leadership

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1.0 EVENT INFORMATION

Business Name

GRIP Leadership Pty Ltd

Key Contact

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Position

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Name of the event

GRIP Student Leadership Conference

Durations of the Event (start and finish times):

- Doors open at 8:30am
- Event starts at 9:00am for Secondary events and 9:15am for Primary events
- Event ends at 2:30pm.
- There is a 30min break for morning tea at 10:30am for Secondary events and 10:45am for Primary events
- There is a 30min break for lunch at 12:30pm

Overview of activities that will be occurring at the event

The GRIP Student Leadership Conference is an event, designed for primary aged school students (ages 11-12) OR secondary aged students (aged 15-17). The students that attend generally have a leadership position within their school.

Schools enter the venue and will be seated in theatre style with an aisle down the middle, all attendees will bring their own food just like they would on a normal school day.

GRIP Staff will give teaching presentations on leadership from a stage using microphone and PA system.

Students participate in group discussions within their own social group, but remain in their allocated seats for this.

GRIP STUDENT LEADERSHIP CONFERENCE COVID SAFE EVENT PLAN

2.0 EVENT DETAILS

2.1 Event name

GRIP Student Leadership Conference

2.2 Event description

The GRIP Student Leadership Conference is an event designed for primary aged school students (ages 11-12) OR secondary aged students (aged 15-17). The students that attend generally have a leadership position within their school.

2.3 Event date

Various

2.4 Bump-in/out dates and times (when event staff, but not attendees will be on-site)

7:30am bump in, 3:00pm bump out on the day of the event

2.5 Event commencement and completion times (when event staff and attendees will be on-site)

Doors open at 8:30am and the event concludes at 2:30pm

2.6 Timings of key activities/performances

- Event starts at 9:00am for Secondary events and 9:15am for Primary events
- Event ends at 2:30pm.
- There is a 30min break for morning tea at 10:30am for Secondary events and at 10:45am for Primary events
- There is a 30min break for lunch at 12:30pm

2.7 Link to event website

www.gripleadership.com.au

3.0 VENUE/SITE DETAILS

3.1 Venue Name and Capacity

Various

3.2 Site Map

Our events will adhere to the venue operators Event Site Map. Our events will adhere to the capacities set out to us from the venue operators for the maximum number of people permitted on site and the maximum number of people permitted in discrete areas.

Confirmation of maximum people in discrete areas, will be done on the morning of the event via a conversation with the venue contact.

3.3 Explanation of Access Management Arrangements

Students remain in their school group and only teacher goes to check-in. This will ensure students don't interact with other school groups and keeps the congestion at check-in low.

Once checked in, school groups will be ushered to their seats.

Ushers will stagger school groups when taking them to their seats.

4.0 ANTICIPATED ATTENDANCE

The anticipated total attendance and peak patron attendance is the same and is listed in the appendix.

4.1 Expected Crowd Demographic

School Students and their teachers. For primary conferences the students will be 11-12 years old, for the secondary conferences the students will be 15-17 years old.

5.0 KEY PUBLIC HEALTH PRINCIPLES

5.1 General Governance

GRIP Leadership will communicate via email the intent to hold the events set out in the appendix to the appropriate authorities and to local health authorities. The events will not proceed without the appropriate approval.

This plan will be reviewed 14 days before the event.

The Managing Directors will be responsible for implementing this COVID Safe Event Plan as well as facilitating the review of the Plan.

Updates regarding public health directions will be frequently monitored and if there are any changes to the regulations and restrictions then they will be adapted as necessary.

During the event, COVID safe event strategies will be monitored on an ongoing basis but particular attention will be given to the start of the event when schools are entering and at the morning tea and lunch breaks when schools will be moving outside the auditorium.

Documentation will be kept of any lessons that have been learnt and brought up in the review at the conclusion of each event.

5.2 Communicate Expectations to Event Staff and Attendees

An email will be sent to the attending teacher of every school group 3 weeks prior to the event date outlining information regarding first aid and physical distancing measures.

The GRIP Leadership refund policy on the website indicates that full refunds will be given if the event is affected by COVID-19 restrictions. This would include someone needing to miss the event as they have symptoms and therefore should remain home.

An official announcement will be made at the start of the event ensuring all attendees know where first aid and hand sanitiser are, and what they should do if attendees start to feel unwell or show symptoms. There will also be signs on the projection screens informing attendees of the up-to-date symptoms as listed on government websites.

5.3 Physical Distancing

Signs will be placed around the venue reminding attendees to keep 1.5m distance between them and others from different school groups.

Where possible, GRIP Leadership will ensure one-way flow of foot traffic whenever there is movement, giving particular attention to separate entries and exits.

Whenever there is queuing or movement, GRIP Leadership team members will monitor and verbally encourage attendees to maintain 1.5m distance.

Regular signage will appear on the conference screens and announcements reminding participants to keep 1.5 metres from others.

Activities will be structured such that no physical contact is required.

This plan allows for an exemption that allows members of the same school group to sit together in defined areas distanced from other school groups by 1.5m where possible.

Any signs that GRIP Leadership put up prior to the event will be removed once all attendees have left.

5.4 Screening

An email will be sent to the attending teacher of every school group 3 weeks prior to the event date encouraging attendees to stay home if they have signs of COVID-19. Event staff will be regularly asked if they have symptoms of COVID-19 via the GRIP Leadership team WhatsApp group.

Digital signage will be on the projection screens at the commencement of the event that will ask the following screening questions:

- In the last 14 days have you travelled from overseas or a COVID-19 hotspot?
- 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 PPE.
- Refer the person to first aid, medical or in-event health services if available.
- Refuse entry to the event upon recommendation from the first aid, medical or in-event health services.

5.5 Facilitate Contact Tracing

An email will be sent to the attending teacher of every school group 3 weeks prior to the event date encouraging attendees to download the Commonwealth Government COVID-19 app prior to attending the event.

GRIP Leadership has multiple forms of contact information for each school group attending the conference, including the teacher/adult responsible for the group's attendance. Existing school excursion policies mean that contact lists of each student attending will be maintained by the school.

Each adult attending will be required to complete their contact details upon entering the venue, but the students will not as the adults/teachers attending have their own duty of care to know what minors they have attending the event.

Contact details will be stored securely for 56 days after the event and not used for any other purpose, prior to being destroyed.

5.6 Regular and thorough Cleaning

Doors will be propped open to prevent door handles having to be touched.

Any high touch surfaces (e.g., staircase balustrades) will be cleaned during breaks.

Equipment used by GRIP staff will be suitably sanitised during breaks.

Attendees will be ushered to their seats and will remain in their seat for the duration of the event.

5.7 Hand Sanitiser and Hand Wash Facilities

GRIP Leadership will provide alcohol-based hand sanitisers and ensure that they are readily available and maintained throughout the event for staff and attendees.

Hand sanitiser will be provided at each entrance to the conference room and in various other places inside the auditorium.

Announcements and signage will be made to encourage participants to regularly wash their hands and to inform attendees where the hand sanitisers are.

All staff will carry out regular hand washing.

All staff will carry their own hand sanitiser to be used on an hourly basis, and as required.

All staff are supported to refrain from attending an event if they are showing any symptoms or sickness.

5.8 Face Masks

All GRIP Leadership events are ticketed and therefore can have up to 100% capacity. If an event allows more than one person per 2 square metres, attendees will be encouraged to wear a mask when they are not in their allocated seat and it is not possible to physically distance.

An email will be sent to the attending teacher of every school group 3 weeks prior to the event date encouraging all attendees to wear a mask when entering the venue.

Digital signs and announcements will be made reminding attendees to wear a mask whenever they are not in their allocated seat.

5.9 First Aid Plan

If there is a suspected case of COVID-19 at an event the relevant government health authority will be notified immediately.

A reminder of the symptoms of Covid-19 will be displayed at entry doors and notification for students to advise teachers or GRIP staff if they are showing an symptoms.

The attendee will be removed from the group and treated with care in an outdoor area, or similar suitable space.

The teacher/adult responsible for the student showing symptoms will be required to organise for the individual to be promptly removed from the venue to seek appropriate care and investigation.

GRIP staff assisting with the situation will wear a face mask, gloves and sanitise accordingly.

The teachers responsible for other school groups will be notified that an attendee showed symptoms, and later updated on the outcome of that potential case investigation.

If there is a confirmed or probable case of COVID-19 infection at an event, GRIP will ensure the medical professional who confirms the diagnosis and the relevant testing laboratory notifies the relevant government authority.

If a notifiable incident occurs, the records of the notice will be kept for 5 years from the day it is given to the regulator.

6.0 EVENT -SPECIFIC PUBLIC HEALTH STRATEGIES

6.1 Entry Points

All events have online ticket reservations.

Students remain in their school group and only the teacher goes to check-in. This will ensure students don't interact with other school groups and keeps the congestion at check-in low.

Once checked in, school groups will be ushered to their seats.

Ushers will stagger school groups when taking them to their seats, therefore reducing the queuing.

It will be documented via a hand written diagram where each school group is seated.

To facilitate egress after sessions, different rows will be dismissed at staggered intervals to eliminate congestion in aisles.

The maximum number of entry and exit points will be used.

6.2 Indoor Spaces

Doors and windows will be opened where appropriate in order to maximise ventilation.

One-way movements throughout the indoor spaces with different exit points will be established if possible.

Ventilation and airflow will be monitored.

Movement of event attendees will be monitored.

6.3 Toilet Facilities

Toilet facilities will be monitored for queues.

6.4 Other Queuing Areas

Wherever there is potential for queuing, it will be monitored to ensure that the queues do not cross other foot traffic areas. If physical distancing cannot be maintained, GRIP will cease operating whatever is causing the queue.

6.5 Grandstand and Stadium Seating

Although the majority of GRIP Leadership events are not in grandstands, there are some events that have fixed conference room seating.

In rooms that have movable seating, additional free space will be allocated between rows.

In rooms that have fixed theatre seating, ushers will be instructed to stagger any spare seats to the side and in front/behind school groups to enable the attendees to be spread out as much as possible from other school groups.

During the event the seating will be monitored to ensure that people are not moving between their allocated seats.

6.6 Stages

GRIP Leadership staff will present from the stage area. From time to time throughout the event they will pick students from the crowd to join them on stage to read an answer to a quiz or participate in an activity. This will only happen so long as the presenter and the students can maintain physical distancing requirements.

Microphones will only be held by GRIP staff and not passed to students to hold. Microphones and other equipment used by GRIP staff will be given a disinfectant wipe-down before and after use.

6.7 Egress

All doors will be opened to allow for exit options. Announcements will be made as people are exiting, directing crowds to less congested exits.

6.8 Evacuation

All events are bound by the venues Emergency Evacuation Plan.

An announcement from stage will be made at the start of the event informing all attendees of the Evacuation Plan.

If an evacuation is ordered, staff will direct attendees to either their nearest or least congested exit. Once attendees are safe in assembly areas, they will be encouraged to physically distance as practically as possible.

6.9 Event Organisers and General Event Staff

All GRIP staff will be given appropriate PPE mask, gloves etc to help protect them from the spread of COVID-19.

All GRIP staff will have a copy of this COVID Safe Event Plan.

All GRIP staff will monitor crowd behaviour and movements to ensure the key principles of this plan are maintained.

6.10 Conferences

If a venue has a COVID Safe Site Specific Plan which has been approved, the event will be conducted in accordance with the arrangements set out in the Site Specific Plan.

Practices and programming will be modified so that attendees can always maintain physical distancing requirements.

Attendees will be briefed on the relevant aspects of this COVID Safe Plan at the commencement of the conference.

Stagger arrivals, departures and breaks where possible, to reduce congestion at points of entrance and exit and in common areas.

Signage will be used to encourage physical distancing. Regular signage will appear on the conference screens and announcements reminding participants to keep 1.5 metres from others.

All school groups will be ushered to their seats and sat in school groups for the duration of the event. Once the school group is seated a GRIP Leadership staff member will complete a diagram of where each school is seated and this will be monitored for the duration of the event.

At break times all attendees will be encouraged to go outside and maintain physical distancing while they are having their break.

At each event there are resources for schools to purchase. These resources are all electronic downloads and there is a contactless payment system in place.

Alcohol-based hand (at least 60% ethanol or 70% Isopropyl) sanitiser will be provided at the entrance to all venue spaces.

Repeated messaging throughout the event to reinforce COVID safe measures to attendees will be displayed on the projection screen as well as regular announcements from stage.

Activities will be structured such that no physical contact is required.

Between sessions, GRIP Leadership staff will clean and disinfect touch points including AV equipment utilised by multiple people such as presenters and delegates e.g. Microphone, lectern, power point clicker, tables and seating.

7.0 ONGOING CHANGES TO THESE PROTOCOLS

GRIP Leadership will regularly seek updated information from authorities regarding restrictions and 'best practice' in order to adjust this Covid Safe Plan as required.

GRIP Leadership will have a specific 'Covid Safe' preparation discussion with a suitable venue representative prior to the commencement of each event to ensure collaboration towards a safe environment.