



COVID SAFE PLAN

7th September 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 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 info@gripleadership.com

Regards,

Ronan McGinniss
Managing Director
GRIP Leadership

PROCEEDING WITH CONFERENCES

- Even once a conference is scheduled, it will only proceed to the extent that government restrictions in the relevant jurisdiction continue to allow it to do so.

VENUE CAPACITIES AND SEATING

(Applicable to conferences in jurisdictions where restrictions require social distancing)

- Registration is required in advance, guaranteeing that total attendance will remain within the numbers allowed under the restriction stage that has been declared in the relevant jurisdiction.
- Permitted attendance will be capped such that it meets the '2/4 square metre per person' capacity requirement of the conference room.
- In rooms that have movable seating, additional free space will be allocated between rows.
- In rooms that have fixed theatre seating, empty rows will be allocated between different school groups.
- 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.

ACTIVITIES AND HUMAN CONTACT

(Applicable to conferences in jurisdictions where restrictions require social distancing)

- Regular signage will appear on the conference screens reminding participants to keep 1.5 metres from others.
- Games and activities will be structured/modified such that no physical contact is required.
- Attendees will be briefed on the relevant aspects of this Covid Safe plan at the commencement of the conference.

PREPAREDNESS FOR CONTACT TRACING

- 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.

SANITISING

- GRIP Leadership will provide hand sanitiser at each entrance to the conference room, to be used on occasions that this isn't already provided by the venue.

PHYSICAL ITEMS

- Microphones will only be held by GRIP staff and not passed to students to hold.
- Booklets will be placed on seats prior to arrival by students and teachers. GRIP staff will sanitise their hands before placing these on seats.
- Students will bring their own pen with them to the conference.
- Merchandise items displayed for sale will be 'samples' and actual items provided will be stored away from public access.

HIGH-TOUCH SURFACES

- Doors will be propped open to prevent door handles having to be touched.
- Any high touch surfaces (eg staircase balustrades) will be cleaned during breaks.
- Equipment used by GRIP staff will be suitable sanitised during breaks.

SIGNAGE

(If venue does not already display equivalent signage)

- 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 any symptoms.

HYGIENE OF GRIP STAFF

- 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.

RESPONDING TO AN ATTENDEE SHOWING 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 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.

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.