



halogen

# THE NATIONAL YOUNG LEADERS DAY

## COVID SAFE CHECKLIST AND PLAN

Updated 16.02.22

This plan is created based on the criteria requested of all Australian State Governments.

It should be noted that many aspects of providing a Covid-Safe environment for this event are the responsibility of the world-class venues that are used. Information can be obtained direct from the venues in [Sydney](#), [Melbourne](#), [Brisbane](#), [Adelaide](#) and [Perth](#).

The checklist below incorporates additional protocols specific to the National Young Leaders Day. This Covid Safe Plan is in addition to the existing risk management plan available [HERE](#).

---

### **1.0 Contact Tracing**

- On arrival adults will be required to provide contact details using the state government check in app and, when required, the details of those minors in their guardianship. Paper forms are available on request.
- Halogen will, if requested by health authorities, provide the contact details of registered groups.

### **2.0 Vaccination Status**

- If the venue ruling requires vaccination for entry, this will be specified in an email to registered groups at least 14 days in advance of the conference. Venues are also required to display this ruling at the point of entry.
- Confirmation of vaccination status, if applicable as per above, will take place at the entry point to the venue.
- All Halogen staff have been confirmed as fully vaccinated.

### **3.0 Enhanced Cleaning**

- The venue operator will ensure a clean and sanitary environment prior to the arrival of attendees, and throughout the event.
- Frequently touched items, such as microphones, will be sanitised throughout the conference.

### **4.0 Health and Hygiene**

- Handwashing facilities are available, as well as hand sanitiser at entry points.
- Signage will remind attendees to advise their guardians if they are feeling unwell, so that steps can be taken to isolate them from the event.
- Halogen staff will hold microphones being used for Q&A to reduce attendees having to touch these.

## **5.0 Distancing**

- Groups will be guided to assigned seating by ushers, over a 30-45 minute arrival window to reduce queuing.
- Seating allocation will support the 'cohorting' strategy of schools. We will provide gaps in the seating between school groups (eg empty rows), so that their main exposure is to those whom they already share space with on a daily basis.
- Interaction between students from different schools will be non-existent or will only be short (ie a few seconds), incidental, and infrequent, with no physical contact.
- If attendees have the opportunity to meet speakers during breaks, measures will include:
  - Only allowing a single group photo with the speaker to make the time of exposure to others negligible, and to maximise the flow of the queue. (ie no individual photos)
  - Prohibiting autographs which would require physical contact.
  - Prohibiting conversations with speakers which would increase exposure time and reduce queue speed.
  - Structured queuing using tensa-barriers.
- Maximum entry and exit points will be utilised to reduce queuing.

## **6.0 Restrictions and Mandates**

- If singing and dancing is restricted at the time of the event, measures will be in place to comply. No dancefloor will be permitted. Instruction on learning dance movement is part of the program but will take place with attendees staying in their allocated rows, structured instruction given, no person-to-person contact, and only small portions of activity lasting only a few minutes each.
- Health mandates that may be current at the time of the event (eg mask wearing, density limits) will be adhered to and reminders given if needed

## **7.0 Staff Safety and Training**

- Halogen staff will not attend an event if they exhibit any Covid-19 symptoms or are required under health directives to isolate.
- Halogen staff are trained in the requirements of this Covid Safe plan.

Name of person responsible for implementing this checklist:

Ronan McGinniss  
Managing Director  
Halogen Australia Pty Ltd  
Signed 20<sup>th</sup> January 2022



---

Current version of this plan available at [halogen.org.au/corona](https://halogen.org.au/corona)