

Diversified Communications Australia

# Integrate & Security 2021 COVID Safe Plan

Exhibitor and attendee safety has always been our top priority. We are working in consultation with suppliers, venues, contractors and local and state governments to ensure that Integrate and Security are delivered in a safe and controlled environment, within COVID-19 government guidelines.

This plan outlines how Diversified Communications plans to safely deliver Integrate and Security 2021 scheduled for 21-23 July 2021.

This plan is based on restrictions of 1 person every 2sqm as per current NSW government guidelines, as at 1 April 2021.

## Pre event

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### 1. Event Paperwork and risk assessments

- An Integrate and Security COVID safe plan has been developed and completed
- Diversified Communications Australia Risk assessment has been completed
- An Incident Management Plan, outlining steps to be taken if an outbreak occurs has been developed and communicated to key stakeholders
- A communications plan has been developed and will be implemented if an outbreak were to occur. This will be communicated to our PR team and all key stakeholders involved

### 2. Pre event communications – exhibitors

- Dedicated information will be outlined in the exhibitor online manual and on the Integrate and Security websites under heading *Event Safety Guidelines*, including advice on hand hygiene and cough etiquette, not attending the event if unwell, terms and conditions of entry and changes to event logistics to cater for COVID restrictions
- Exhibitors will receive the information again in an email two days prior to the event

### 3. Pre event communications – visitors

- Dedicated information will be displayed on the Integrate and Security websites and registration page under the heading *Event Safety Guidelines*, outlining advice on hand hygiene and cough etiquette, not attending the event if unwell, terms and conditions of entry and changes to event logistics to cater for COVID restrictions
- Visitors will receive the information again in an email two days prior to the event

#### 4. Pre event communications - contractors

- Contractors are required to upload names and contact details of all staff working onsite
- Contractor staff are to complete a Diversified Communications COVID induction prior to arrival onsite outlining changes to operational logistics, hand hygiene, cleaning requirements, physical distancing requirements, not attending if sick, time frames to work in and sign in requirements
- Contractors will attend a pre-show contractor briefing where they will be reminded to monitor staff for symptoms and their obligations onsite

#### 5. New South Wales Government

- Diversified Communications will continue to monitor government websites for information regarding any local outbreaks and any changes to event requirements
- All people onsite will be requested to sign into the venue using the Service NSW safe app
- All people onsite will be requested to have the Fed government COVID safe app

#### 6. Risk management

- A detailed response plan has been created outlining how attendees can notify Diversified Communications of infection. This includes the communication to key stakeholders

## Prevention onsite

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#### 1. Move in/out

- The move in and move out phase will be scheduled and all contractors and exhibitors will only be provided access to the site at their dedicated time. This will assist with managing the number of people on site at any one time and ensuring there is space for people to move around
- All contractors and exhibitors will be required to bring their own safety vests and personal protective equipment on site. Safety vests will be available for purchase from the organiser office if required

#### 2. Contact Tracing

- All attendees onsite (contractors, exhibitors, visitors) are required to download and sign in via the Service NSW app before entering the building

- Exhibitors and visitors are required to register online and collect their name badge before entering the exhibition. Name badges must be worn at all times in the venue. Exhibitors and visitors will be scanned into and out of the exhibition
- Contractors are required to register online and complete an induction before being allowed to enter the site.
- The terms of conditions of entry for everyone on site will include: no attendance if you are feeling unwell or being requested to isolate by a medical or government authority or waiting the results of a COVID test; maintaining physical distancing; refraining from shaking hands or other forms of physical contact; utilising the hand sanitiser provided and notifying the organisers if they become unwell on site.

### **3. Access**

- There will be a dedicated entry and exit into and out of the venue
- The number of people allowed in Halls 5, 6 and 7 at any one time is capped at 6300 people. This number excludes exhibitors and organiser staff
- Signage and tensa barriers will be used for queue management during the event

### **4. Signage**

- Additional signage will be located in all common areas reminding guests of physical distancing requirements, hand hygiene and cough etiquette and their obligations not to attend if unwell

### **5. In the halls**

- Exhibitors must be mindful of their stand size and the requirement to maintain 1.5m physical distance between people on their stand
- COVID marshals will be present to monitor the pavilions to ensure exhibitors and visitors adhere to COVID requirements
- Catering outlets will serve pre-packaged food using single use utensils
- Feature areas will be capped at 50% of normal capacity, with capacity strictly monitored
- Food retail outlets operated by the ICC Sydney will be cashless

### **6. In the meeting rooms**

- Number of people allowed in each meeting room at any one time will be restricted depending on the size of the room
- Attendees will be required to register if they plan on attending a seminar session in a meeting room
- Cleaning will be conducted in between each session
- Microphones will be changed over and cleaned after each use
- Catering to be served using pre packaged single use utensils

## 7. Cleaning

- Hand sanitiser units will be provided around the venue and, in the halls
- Increased cleaning in public and targeted areas will take place, including toilets and catering areas
- Cleaning will take place in between sessions in theatres
- Stands will be cleaned nightly by Diversified Communications. Additional stand cleaning is to be sourced by the exhibitor

## In the case of an outbreak

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### 1. Onsite Infection

- A dedicated quarantine area will be identified where a patron can be isolated should the need arise
- There will be pre-event communications to educate and direct people who become unwell onsite to notify the COVID Marshals or organiser office onsite
- Diversified Communications will notify the venue and call an ambulance if someone becomes unwell onsite
- If an infected person has attended the event, Diversified communications will notify all exhibitors, visitors and contractors and instruct attendees to get tested.

### 2. Infection confirmed post event

- Diversified Communications will notify the venue, contractors, exhibitors and visitors of a confirmed positive test, and will instruct all patrons to get tested.