

## Face-to-Face Event Delivery Procedures

### Definitions

For the purposes of this policy:

- *Jurisdiction* means state, territory or New Zealand.
- *Local government* means any local, state or national government that issues directives/regulations in relation to COVID-19 in that jurisdiction.
- *Community transmission* means a case of COVID-19 that has occurred within that community as per definitions provided by State and/or Federal/National Health departments.
- *Location of concern* means any venue or location that has been identified by the State and/or Federal/National Health departments.

### Overarching requirements

To deliver face to face events, the following requirements must be adhered to:

- Local government public gathering / event requirements must be met,
- Jurisdictional ambulance service guidelines on education events must be met, and
- The College requirements detailed below must be met.

When a face-to-face event is organised, the College Member Committee Chair in that jurisdiction is required to communicate with their jurisdictional ambulance service, so they are aware of the planned start of face-to-face activities and can advise the College of any objections.

### Venue

Venues selected for College events will:

- Provide a Covid safe plan and ensure venue staff follow the policy and procedures in the plan.
- Adhere to local government capacity and gathering restrictions.
- Provide QR code for easy venue log in.
- Provide adequate hand sanitiser and frequently clean and disinfect communal areas.
- Ensure event attendees are aware of and comply with venue Covid safe rules.

### Community transmission management

Where an event has been planned or advertised and a case of community transmission is identified, then a decision will be made on a case-by-case basis by the College CEO as to whether the event will go ahead or will need to be postponed. Factors to be considered are:

- Further community transmission after the initial case (is it a one off?).
- The location of the community transmission case proximity to the event location (is it close to where the event will be run?).
- The timeframe to the event (can we re-schedule successfully?).

Face-to-face events may be changed to online events as required.

### **Event attendance advice**

We require members, event attendees, volunteers, and staff not to attend College events if, on the day of the event:

- You are unwell, including exhibiting symptoms ranging from mild to severe illness, and include (but not limited to) fever, cough, sore throat, fatigue, shortness of breath, loss of taste or smell.
- You have been or have any reason to suspect you have been exposed to someone with or suspected to have COVID-19.
- You have been tested for COVID-19 and are awaiting results.
- You live or work in an identified “hotspot” or place with known community transmission.
- You, or someone you live with, are in self-isolation because you / they have visited or travelled overseas within the past 28 days, or
- You, or someone you live with, are in self-isolation due to having visited a location of concern or had contact with someone with suspected or diagnosed COVID-19.

### **Event fee refund**

In relation to events with an attendance fee, the College will refund the full ticket price to anyone unable to attend due to the above advice.

### **Event procedures**

The College ensure social distancing and good hygiene practices at our face-to-face events. We require attendees to:

- Not attend if they are unwell or leave the event if they begin feeling unwell (advise organiser/staff of illness)
- Sign into the event with their full name, email address and phone number through the QR provided
- Wash their hands regularly / use hand sanitiser (hand sanitiser must be available at events)
- Minimise physical contact with other event participants (no handshakes, hugs and kisses)
- Minimise touching of your nose, face or mouth
- Meet local government requirements on mask wearing, physical distance and public gatherings
- Meet jurisdictional ambulance service requirements for staff attendance at events
- Sit apart and maintain physical distancing where possible (minimum of 1.5m)
- Move away from others if you need to cough or sneeze, and
- Practice respiratory hygiene (such as coughing or sneezing into bent elbow or tissue and disposing of that tissue appropriately).

### **Food and Drink**

If food or drink is to be provided, then it must be in individual drinks, meal or snack packs to reduce the risk of transmission for attendees. For shorter educational events (two hours or less), no food or drinks are to be provided.

### **Event cancellation**

Where a face-to-face event must be cancelled due to a Covid outbreak, and the event had an attendance fee, attendees will receive a full refund of the attendance fee.

### **Streaming / recording of face-to-face events**

Where possible and appropriate, we will live-stream and record all face-to-face events and stream live or provide recorded footage to members through our website.