

### **Face-to-Face Event COVID-19 Safe Plan**

As we transition to living with COVID-19 in our community and return to the delivery of face-to-face events, it is vital that proactive steps are in place to minimise the risk of exposure and spread of COVID-19. This plan provides organisers and attendees of an event guidance on operating in a COVID-19-safe way and helps identify and mitigate risks during the ongoing pandemic.

Specific COVID-19 regulations will vary dependent on where the event is taking place. Please refer to the specific event details for an event/venue specific COVID-19 Safe Plan.

### **Purpose**

The College is dedicated to the health, safety and wellbeing of all attendees, speakers, contractors, and staff. In this pandemic environment, we acknowledge additional precautions are required to deliver face-to-face events and these are outlined in this COVID-19 Safe Plan.

### **Attendance**

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

1. You have tested positive to COVID-19 on either a Rapid Antigen Test or PCR test within the previous ten days.
2. You have been tested for COVID-19 and are awaiting results.
3. 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.
4. You are currently subject to a stay-at-home order.
5. You have been or have any reason to suspect you are a close contact to someone with or suspected to have COVID-19.

### **Vaccination**

The College will follow the guidelines set by the local state health department around the vaccination status of attendees at College events.

Depending on the venue location, you may be unable to attend if you are not fully vaccinated and/or unable to provide proof of your vaccination status.

In line with the College's position on vaccination, we strongly encourage all members and attendees to get their full COVID-19 vaccination course.

## Venue

Venues selected for College events will:

- Provide a COVID-19 safe plan, if required by government, 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 where required.
- Provide adequate hand sanitiser and frequently clean and disinfect communal areas.
- Ensure event attendees are aware of and comply with venue COVID-19 safe rules.

## Venue access and attendee flow

To control the flow of people into and through the venue, we will:

- Display information on the College event webpage and at the entrance to the venue outlining the requirements of entry. These requirements will vary depending on venue location however will include such things as: showing proof of vaccination, completing a Rapid Antigen Test prior to arrival, checking into venue, wearing a face mask, adhering to social distancing requirements of venue.
- Provide access to hand-hygiene products upon entry and exit (and at appropriate locations throughout the venue), such as an alcohol-based hand sanitiser or hand-washing facilities.

## Response to COVID-19 risk for planned event

Where an event has been planned or advertised and a risk to event attendees 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. Face-to-face events will be changed to online events where possible.

## Event fee refund

If a registered attendee cannot attend the event due to any of the items listed above under "Attendance", or the event is cancelled due to a COVID-19 risk, the College will offer them the option to transfer their registration to an online ticket (where possible) or receive a full refund.

A refund will not be offered if an attendee is refused entry to the event due to not meeting the vaccination requirements. Information around vaccination requirements will be publicised on the College event webpage for each specific event.

## Response to a confirmed COVID-19 case at a College event

- If an attendee tests positive to COVID-19 within two days of attending a College event, they must notify the College immediately of their positive status.
- If an attendee tests positive more than two days after attending the event **but** had symptoms during the event, they must notify the College immediately of their positive status.
- Please email [education@paramedics.org](mailto:education@paramedics.org) to notify the College of a positive COVID-19 case.
- The privacy and confidentiality of the person who tested positive for COVID-19 will always be maintained.
- On receiving advice of a positive COVID-19 case at a College event, the College will:
  - Notify all event attendees. Attendees will be asked to monitor for symptoms and test if symptoms occur.
  - Notify the venue. If the event is a multi-day event, the venue will be required to thoroughly clean and disinfect all potential areas of exposure.

### **Event procedures**

The College will 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 the QR code provided, if required at the venue.
- Wash their hands regularly / use hand sanitiser (hand sanitiser will 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.
- Practice respiratory hygiene (such as coughing or sneezing into bent elbow or tissue and disposing of that tissue appropriately).