

## MELBOURNE WEDDING & BRIDE SUMMER EXPO JANUARY 2022

### COVID EVENT PLAN: EVENT ORGANISERS

#### VACCINATION STATUS:

All staff/patrons/vendors/exhibitors must be fully vaccinated, and must present proof of vaccination upon entry, to attend event.

#### PHYSICAL DISTANCING:

The event has a strict limit of a minimum of 2sqm per person.

Hygiene instruction signage to be displayed in areas of public access

- Entry/Exit points
- Toilets
- Food and Beverage outlets
- Patron public seating areas

Masks must be worn by all staff/patrons/vendors/exhibitors inside the venue, except for singers, brass and woodwind playing musicians and children under the age of 12 years. Masks are not mandatory whilst eating and drinking at designated seated areas.

Event Organisers and Vendors must carefully manage shared spaces to ensure physical distancing, including staggering entry.

Staff/vendors/patrons are not permitted to attend the event when arriving from interstate, unless proof of a negative COVID test within 72 hours upon arrival to Victoria is provided.

Staff/vendors/patrons are not permitted to attend the event when arriving from overseas, unless proof of a negative COVID-PCR test within 24 hours of arriving in Victoria is provided.

Any staff/vendors/patrons between 12 and 17 years of age arriving from overseas who are not fully vaccinated must quarantine for 7 days and provide proof of a negative COVID-18 PCR test on day 5 of quarantine.

#### HYGIENE & CLEANING:

The main point of entry and the Registration desk will be equipped with hand sanitiser, antibacterial wipes, surgical masks.

Exhibitors must maintain strict hygiene standards and conduct disinfection.

Ensure staff are informed and trained to implement safety measures

Maintain attendance records for the purposes of contact tracing.

- Designated COVID Marshals will complete the mandatory training.
- A minimum COVID Marshal ratio of 1:200 will be adhered.
- Will be easily identified by wearing a high vis vest and will carry antibacterial wipes and hand sanitiser.
- They will supervise and manage physical distancing protocols during the event.
- Manage shared spaces and equipment including queuing and pinch points.
- Single Flow entry and exit systems with the use of barriers/signage and supervision.
- Ensure supply and restocking of hand washing/sanitiser stations, contactless payment where possible, ventilation systems, cleaning of shared devices and waste management facilities.

#### RESPONSE PLANNING:

A record of all staff/vendors/patrons will be used via the Victorian Government QR Code Service, an alternative record will be provided for those without smartphones.

QR Codes will be displayed in a prominent location by the entry.

A record of all patrons will be logged on the Eventbrite ticketing system

All staff/vendors and patrons are advised to inform the Event organisers or the COVID Marshals should they feel unwell.

If anyone shows symptoms of being unwell, they should seek out a security guard and get a COVID test in the designated area onsite.

The designated first aider will decide based on the unwell persons circumstances on how best they should be removed from the event.

An incident report is required, and the information should be recorded and forwarded to the Event Organiser, the venues local Government and the Department of Health in that state.

#### VENDORS/EXHIBITORS:

Vendors must carefully manage shared spaces to ensure physical distancing.

Must visibly provide hand sanitiser at their exhibitor space.

Exhibitors should encourage patrons to practice hand hygiene before and after visiting their space.

Identify if their staff/volunteers are unwell or show symptoms.

Avoid cash transactions and the sharing of devices where possible, practice hand sanitation before and after the exchange if unavoidable.

#### PERFORMERS:

Performers can play music in indoor and outdoor venues. Restrictions apply to keep customers, staff and performers safe.

- It is recommended that performers keep two meters distance from each other.
- The stage and performers should not be positioned directly near the audience.
- Soap and hand sanitiser must be available for all workers and patrons before and after any interactive or hands-on experiences.
- Vendors must carefully manage shared spaces to ensure physical distancing

#### HAIR & MAKEUP:

- Vendors must carefully manage shared spaces to ensure physical distancing
- Must visibly provide hand sanitiser at their exhibitor space.
- Equipment and seating should be cleansed after each demonstration.
- Ensure all makeup stations are at least 1.5m apart.
- Soap and hand sanitiser must be available for all workers and patrons before and after any interactive or hands-on experiences.