



APPEA2021

CONFERENCE AND EXHIBITION

COVID Safe Plan

At APPEA, safety has always been a top priority for our delegates, exhibitors and contractors. APPEA is consistently working with suppliers, venues, contractors and local and state government to ensure that the APPEA 2021 Conference and Exhibition is delivered in a safe and controlled environment, within COVID-19 government guidelines.

This plan outlines how APPEA 2021 will be delivered during 14–17 June 2021 at Perth Convention and Exhibition Centre.

This plan operates in line with current WA Government guidelines, in relation to venue capacity restrictions.

An APPEA 2021 COVID Decision Group has been created to monitor, assess and act accordingly to provide a safe event for all parties.

The APPEA Conference website is

www.appeaconference.com.au



Pre event

1. Event paperwork and risk assessments

- ✓ This document is the official APPEA 2021 COVID Safe Plan, which has been developed and implemented and is updated as required.
- ✓ PCEC Event Organiser COVID Risk Assessment has been completed and approved.
- ✓ An Incident Management Plan outlining steps to be taken if an outbreak occurs has been established and communicated to key stakeholders.
- ✓ Communications have been developed and will be implemented in the event of significant COVID developments.

2. Pre event communications—exhibitors

- ✓ Specific communication will be issued to exhibitors prior to the event. Late exhibition bookings will not be accepted to ensure that all exhibitors have adequate time to appropriately prepare to be COVID safe onsite.
- ✓ Detailed information is outlined in the exhibitor online manual and on the APPEA Conference website under heading COVID-19, 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.
- ✓ All exhibitors are requested to download the SafeWA App and COVID Safe app before arriving at the event to allow for immediate 'check in' as they enter the building.
- ✓ Exhibitors will receive email updates and reminders in relation to COVID-19 guidelines and practices.

3. Pre event communications—registered delegates

- ✓ COVID relevant communication and reminders will be issued to delegates who have pre-registered to the event.
- ✓ Detailed information will be displayed on the APPEA Conference website and registration page under the heading COVID-19, 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.
- ✓ All registered delegates are requested to download the SafeWA App and COVID Safe app before arriving at the event to allow for immediate 'check in' as they enter the building.
- ✓ Delegates will receive the information again in their confirmation email issued 7 days prior to the event.

4. Pre event communications—visitors

- ✓ This group of attendees will have been invited by exhibitors to visit their stands within the exhibition.
- ✓ Dedicated information will be displayed on the APPEA Conference website and registration page under the heading COVID-19, 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 are expected to comply with onsite direction and COVID safe practices as listed on the APPEA website, with particular reference to downloading the SafeWA App and COVID Safe app before arriving at the event to allow for immediate 'check in' as they enter the building.

5. Pre event communications—contractors

- ✓ Contractors are required to upload names and contact details of all staff working onsite. If onsite contractors arrive without uploaded details, a manual sign in sheet will be required to be completed.
- ✓ Contractor staff are to complete an online PCEC Safety induction prior to arrival onsite.
- ✓ Contractors are required to acknowledge on entry, COVID safe practices and conditions of entry to the exhibition work site from a COVID perspective highlighting, hand hygiene, cleaning requirements, safe physical distancing, not attending if sick.
- ✓ Scheduling on exhibition docks ensures minimal cross over of contractor companies.
- ✓ All contractors are requested to download the SafeWA App and COVID Safe app before arriving at the event to allow for immediate 'check in' as they enter the building.
- ✓ Contractors will be communicated in writing prior, and will be visited by the COVID Marshall or APPEA representative onsite, in relation to their obligations towards COVID safe practices.

6. Western Australian Government

- ✓ APPEA will continue to monitor government websites for information regarding any local outbreaks and any changes to event requirements.
- ✓ APPEA has a dedicated representative assigned to liaise directly with key WA government bodies and interstate bodies to receive current, accurate information on any COVID issues that will affect the event or affect individuals attending the event.
- ✓ All people onsite will be requested to 'check in' at the venue using the SafeWA app.
- ✓ All people onsite will be requested to have downloaded the Australian Government COVID safe app.

Prevention onsite

1. Contact tracing

- ✓ All attendees onsite (contractors, exhibitors, visitors and delegates) are required to download (see pre event activities) and 'check in' via the SafeWA app as they enter the building.
- ✓ Attendees are requested to 'check in' EACH DAY they attend the event.
- ✓ All registered attendees will be asked at the time of registration if they have checked in to the SafeWA app. If they have not—they will be asked to do so, there and then *or* asked to complete the manual contact register at the registration desk before they participate in the event.
- ✓ All attendees including trade visitors are required to register online and collect their event documentation including their name badge before entering the event rooms. Name badges must be worn at all times in the venue.
- ✓ Contractors are required to register online and complete a safety induction before being permitted to enter the site. Contractors are also required to scan into and out of the exhibition space.
- ✓ The terms and 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.

2. Access

- ✓ There will be a dedicated entry and exit into and out of the exhibition and the main plenary.
- ✓ Pavilions are capped at 2500 people for the event.
- ✓ Signage will indicate maximum numbers for every room booked for APPEA 2021 to enable delegates to accurately assess if they can enter without exceeding capacity limits.
- ✓ Ushers will monitor access to each plenary and session room and limit access if a room's capacity has been reached. No standing will be permitted in the session rooms.
- ✓ Signage and tensa barriers will be used for queue management during the event.

3. Signage and verbal cues

- ✓ Additional signage will be located in all common areas reminding attendees of physical distancing requirements, hand hygiene, to check in with the SafeWA app, cough etiquette, the requirement not to shake hands and their obligation not to attend if they feel unwell.
- ✓ Additional digital signage will remind attendees of COVID safe practices as outlined above.
- ✓ Delegates will be reminded by announcements to operate in a COVID safe manner at the start of each morning and each afternoon's bank of sessions.
- ✓ Verbal announcements will be delivered each morning within the exhibition hall, reminding exhibitors to adhere to COVID safe practices.

4. In the exhibition pavilions

- ✓ Where possible, aisle sizes will be increased to allow for greater physical distancing.
- ✓ Exhibitors are requested to adhere to COVID safe practices within their stand.
- ✓ A COVID marshal will be present to monitor the pavilions to ensure exhibitors and visitors adhere to COVID safe practices.
- ✓ Catering will be served by the PCEC in accordance with the WA Government guidelines with strict monitoring of food safety practices.
- ✓ Feature areas will be capped at 50% of normal capacity, with capacity strictly monitored.

5. Cleaning and protection

- ✓ Hand sanitiser units will be provided around the venue and, in the exhibition pavilions for all patrons.
- ✓ Increased cleaning in public and targeted areas will take place, including toilets and catering areas.
- ✓ Registration desks will have sneeze guard protectors installed to protect both server and recipient. Name badges will be printed by automatic machines.
- ✓ Microphones will be changed over and cleaned after each use.
- ✓ Lecterns will be wiped down after each presentation, where practically possible. All lecterns will be wiped down between each session. Hand sanitisation wipes will be available to all speakers at the lectern.
- ✓ Hand sanitiser will be available within each meeting room booked by APPEA, where meetings/sessions have been booked to take place.
- ✓ Additional stand cleaning is to be sourced by the exhibitor.

In the case of an outbreak

1. Onsite infection

- ✔ Two dedicated quarantine areas have been nominated by the venue where a patron can be isolated should a person with COVID symptoms be identified.
- ✔ There will be pre-event communications to inform and direct people who become unwell onsite to notify the COVID marshals, venue representative or organising staff of their symptoms.
- ✔ APPEA will notify the venue who will assess the situation and call an ambulance should it be deemed necessary.
- ✔ APPEA will notify the WA Health Department if there is a suspected COVID case identified at the event.
- ✔ APPEA will notify all exhibitors, visitors, contractors and delegates in the event of an infection at the event, with clear instructions on how to proceed in line with WA Government and WA Health Department guidelines.

2. Infection confirmed post event

- ✔ If APPEA becomes aware of an infection confirmed post event, APPEA will notify the venue, contractors, exhibitors and delegates and will instruct all participants to act in line with WA Government and WA Health Department guidelines.
- ✔ APPEA will work closely with all appropriate departments to ensure clear, accurate communication is provided to all relevant persons.

3. Infection in the community

- ✔ In the event of a COVID-19 community transmission, there is an APPEA 2021 COVID Decision Group that will meet promptly to discuss the event climate in response to any escalating restrictions to reduce the spread of COVID-19 in WA or interstate.

Useful links

- ✔ [Click here for SafeWA app](#)
- ✔ [Click here for WA Government COVID website](#)
- ✔ [Click here for Australian Government COVID website](#)

We look forward to seeing you at APPEA 2021.