

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Hospitality

Business details

Business name	Aspire Events, Venues and Catering
Business location (town, suburb or postcode)	Event Center, The Central Building, Level 2, UOW Innovation Campus North Wollongong NSW 2500
Select your business type	
Function centres	
Completed by	Samantha Hammond
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Effective date	1 November 2021
Date completed	7 November 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Advise both staff and customers of company expectations when flu symptoms are

known or visible - non attendance.

Encourage staff/customers to make contact with a medical professional for advice as soon as possible.

Discuss discretely with staff or customers, symptoms they are displaying and advise of company expectations to not be on site if unwell.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning. Train staff in the process of how to collect and store contact details of patrons.

Agree

Yes

Tell us how you will do this

Aspire staff members have been encouraged to complete the Australian Government Department of Health, Infection Control Training - COVID 19

Staff will continue to receive communication from UOW Pulse in regards to Health and Safety.

For event bookings, staff will be provided with;

- Prepared floor plans ensuring physical distancing meet the current guidelines
- A cleaning schedule will be incorporated during break times
- Products and gloves to be provided for cleaning
- Products for hand sanitation for staff and clients to be provided
- Masks for use
- NSW government QR code to be used for all guests at all events. All staff trained in its use.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

Print and display all required signage, including;

- Social distancing
- Simple steps to stop the spread
- Hygiene and cleaning
- Record keeping
- Vaccination requirements

- Aspire provided capacity signage
- All guests to register via the NSW government mandated QR code, displayed at each venue.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, customers and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: This requirement applies at hospitality venues, gaming lounges, nightclubs, strip clubs, and premises at which a significant event is being held, other than a small funeral or memorial service or small wedding service.

Agree

Yes

Tell us how you will do this

Aspire will ensure posters outlining vaccination requirements are clearly visible at all times, check vaccination status upon entry and only accept valid forms of evidence of vaccination. We have fully trained staff on ways to check proof of COVID-19 vaccination status and we will remind customers of vaccination requirements with clearly displayed posters and verbally on arrival by staff.

People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household at higher risk premises including most hospitality venues.

Note: This does not apply to a person aged under 16 who is on the premises to carry out work.

Note: Higher risk premises and hospitality venues are defined in the Public Health (COVID-19 General) Order 2021.

Agree

Yes

Tell us how you will do this

At all entry points a COVID Marshall will be present to check vaccination status. Should someone under 16 attend our premises we will confirm residential details of both parties and document who the responsible person is and keep on record in case needed.

Physical distancing

Capacity must not exceed one person per 2 square metres of space of the premises.

Note: This does not include a vessel used for commercial tours for scuba diving, snorkelling or marine animal watching if there are less than 50 persons on the vessel.

Agree

Yes

Tell us how you will do this

Aspire creates individual floor plans which will show maximum capacity of the venue for each event and this will be issued to the client at the time of contracting.

As per Monday 08 November, Events will still be required to abide by the density limit of the 2 sqm rule. The capacity limit in the Event Center will be 207.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Aspire will utilise covid marshals to manage guests and their movements to avoid cues, and to keep guests socially distanced should any lines form.

All guests will be checked in using the government QR code and have their vaccination status checked by staff. Guests will be ushered to take their seats immediately.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Aspire will utilise covid marshals to manage guests and their movements to avoid cues and to keep guests socially distanced should any lines form.

After the event guests will be asked to move outside and to depart as soon as possible.

Have strategies in place to manage gatherings that may occur outside the premises and in any designated smoking areas.

Agree

Yes

Tell us how you will do this

Guests asked to move on immediately from the venue post event.

Ensure the Covid Marshall is monitoring guests and keeping them distanced.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

Mechanical ventilation via air conditioning systems is utilised for the duration of the event and where possible natural ventilation including opening doors will take place.

We regularly inspect, maintain and clean our heating, ventilation and air conditioning systems.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Early arrivals may be asked to wait outside the building prior to being escorted to their seats. At the conclusion of the event, guests will be moved outside as soon as possible and asked to move on as quickly as possible.

In indoor areas, increase natural ventilation by opening windows and doors where possible.
Agree

Yes

Tell us how you will do this

We will have all doors from the Event Center to the foyer area open where feasible and encourage event organisers to have breaks, outdoors.

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree

Yes

Tell us how you will do this

Mechanical ventilation via air conditioning systems is utilised for the duration of the event and where possible natural ventilation including opening doors will take place.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

We regularly inspect, maintain and clean our heating, ventilation and air conditioning systems through Facilities management.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

UOW Pulse Facilities Manager is in regular contact with UOW Facilities team to ensure the maintenance is up to date and in optimum working order.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, and by public facing staff in outdoor areas of hospitality venues, unless exempt.

Note: Hospitality venues are defined in the Public Health (COVID-19 General) Order 2021.

Agree

Yes

Tell us how you will do this

All staff are given a UOW and Pulse face mask and we have ample disposable masks available for guests and staff alike.

On Entry, all guests will be told the requirements while at our indoor venues, in conjunction with applicable signage displayed.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Multiple Hand sanitizer stations and Australian Government issued signage for 'Simple steps to stop the spread' will be displayed.

All Staff are directed to regularly wash hands and practice good hygiene.

Additional cleaning scheduled for high traffic areas.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

Additional cleaning will be scheduled for high touch areas in and around the Event Center restrooms. This will also ensure paper towel and soap are readily available at all times.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant.

Clean frequently touched areas and surfaces several times per day, and clean tables, chairs

and any table settings between each customer.

Agree

Yes

Tell us how you will do this

All Staff are directed to regularly wash hands and practice good hygiene.
Additional cleaning scheduled for high traffic areas.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

QR code will be displayed at all entry points and the Covid Marshall will also have additional on hand should they be required.

All guests must check in and show the green tick and vaccination status, prior to access to the venue being granted by staff.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

QR codes will be clearly displayed at all entry and exit points, along with our staff and Covid marshals having them available. A Green tick and proof of vaccination must be sighted by Aspire Staff before access to the venue will be granted.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

Staff will be available to help any guests who are unable to use the QR code. All details will be collected manually and made available on request within the 4 hour time frame.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

At the entry points of the Event Center, all guests are required to check in via the QR code and the green tick shown, along with vaccination status. When guests enter the main building foyer, they will also be required to check in using that QR code. The guests will be checked by Aspire Staff for both the main building check in and the event specific check in.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes