

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



Your COVID-19 Safety Plan

Functions and conferences

Business details

Business name	Be Challenged Team Building
Business location (town, suburb or postcode)	2067
Completed by	Karen Pellicano
Email address	karen@bechallenged.com.au
Effective date	15 January 2021
Date completed	21 January 2021

Wellbeing of staff and attendees

Exclude staff and attendees who are unwell from the event. Ensure attendees and staff are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms.

All efforts are made prior to the event in email and phone communications from the Event Manager to staff and the client and venue contacts to remind staff and attendees not to attend if they feel unwell and what the effect the slightest symptoms can have.

Provide staff with information and training on COVID-19, including when to get

tested, physical distancing, wearing masks and cleaning.

Be Challenged staff are updated on a regular basis both verbally at weekly meetings and in writing with information, training and instruction on the risks in relations to COVID-19 and the control measures implemented to mitigate those risks. All internal procedure documentations are updated inline with the NSW Government requirements / advice. This includes when and how to get tested, physical distancing and all cleaning and hygiene practices.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

All staff have in writing their leave entitlements in their employment contract and on their personal employee profiles online. This is also reiterated in the company handbook which all employees have access to a link upon starting with Be Challenged so they always have access to the up to date version.

Display conditions of entry (website, social media, venue entry).

Be Challenged adhere to a COVIDsafe Events Framework for our events including prominent signage during all programs with physical distancing requirements / hygiene practices and sign in requirements.

Think about ways attendees can be involved through a video broadcast or live stream, if they cannot attend due to illness or travel restrictions, or are a vulnerable person and wish to avoid gatherings. Consider options to stream the event.

With the uncertain times we are living in we have created a suite of hybrid programs which allow clients to have the option of their attendees being face to face and virtual at the same time for their program. This would need to be organised with their Event Manager prior to commencement of the event.

Consider including arrangements and options for virtual attendance, such as a live stream, for attendees who are at high-risk of developing COVID-19 complications such as elderly people or people with conditions affecting their immunity.

As mentioned above, with the uncertain times we are living in we have created a suite of hybrid programs which allow clients to have the option of their attendees being face to face and virtual at the same time for their program. This would need to be organised with their Event Manager prior to commencement of the event.

If you intend to serve alcohol consider ways to encourage responsible use, such as

limiting bar tabs or drink packages.

We do not serve alcohol at our events.

Physical distancing

Capacity at functions and conferences must not exceed one person per 4 square metres of publicly accessible space (Greater Sydney) and one per 2 square metres (other regions).

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Be Challenged work closely with venues to ensure that the physical distancing requirements are adhered to for any set up and monitor attendees actions during the program to ensure that they are also following the most up to date restrictions applicable for that day.

For conferences, consider allocating people to topic-specific streams to minimise co-mingling between groups, and allocating specific seating areas to these streams for larger plenary sessions.

As above ... Be Challenged work closely with venues to ensure that the physical distancing requirements are adhered to for any set up and monitor attendees actions during the program to ensure that they are also following the most up to date restrictions applicable for that day.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

As above ... Be Challenged work closely with venues to ensure that the physical distancing requirements are adhered to for any set up and monitor attendees actions during the program to ensure that they are also following the most up to date restrictions applicable for that day. All staff are informed of what the most up to date

requirements are for social distancing verbally and in writing by the event manager.

If a conference has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.

This will be determined by the Event Manager in discussions with the client depending on the venue / location chosen to host the event to ensure requirements for physical distancing can be met as per the NSW Government guidelines.

Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or for food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.

Be Challenged work closely with venues to ensure that the physical distancing requirements are adhered to and have the equipment to mark out specific areas should there be a requirement.

Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.

Be Challenged work closely with their clients to determine the best way to reduce mingling by the attendees. This includes but is not limited to specific allocated seating for those physically present and the option to host programs virtually (depending on the program)

In indoor areas, alcohol should only be consumed by seated patrons. There should be no dancefloors.

Not applicable

Promote online ticket purchasing and electronic ticket checking where possible. Consider whether event registration and information packs can be provided online, such as through an app or via post.

Not applicable. We do not sell tickets to our events.

Consider presenting event posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.

Not applicable.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

Be Challenged has taken all reasonable steps to ensure as far as is reasonably practicable that each person in the workplace, or entering or leaving the workplace, maintains a distance of at least 1.5 metres from each other and that the total number of people present in a single space does not exceed the one person per 4 square metres rule. Face masks are also available to all staff and attendees as well as sanitising stations.

Use telephone or video for essential staff meetings where practical.

Be Challenged have licensing for video conferencing for internal and external meetings as well as programs should it be required.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

Be Challenged strive to ensure that all staff adhere to all physical distancing requirements. Staggering starting times of our event staff is not practicable.

Review regular deliveries and request contactless delivery and invoicing where practical.

Information for staff and contractors has been displayed in public areas to ensure that employees and other entering the workplace understand what they must do to follow the requirements and keep our workplace safe. Our regular deliveries have been given authority to leave packages in a secure location for contactless delivery.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Be Challenged work closely with venues to ensure that the physical distancing requirements are adhered to and have the equipment to mark out specific areas should there be a requirement.

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events if crowding on public transport may occur.

Not applicable.

Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.

Not applicable

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand sanitisers have been provided to all offices in entry ways and common areas, disposable hand towels have been provided in place of permanent hand towels and signage for safe practices hung in all office locations including the bathrooms. Hand sanitising stations are available on site before, during and after all events.

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

As above, Hand sanitisers have been provided to all offices in entry ways and common areas, disposable hand towels have been provided in place of permanent hand towels and signage for safe practices hung in all office locations including the bathrooms. Hand sanitising stations are available on site before, during and after all events.

Have hand sanitiser at key points around the facility, such as entry and exit points.

As above, Hand sanitisers have been provided to all offices in entry ways and common areas, disposable hand towels have been provided in place of permanent hand towels and signage for safe practices hung in all office locations including the bathrooms. Hand sanitising stations are available on site before, during and after all events.

Avoid self-serve or buffet-style food service.

Not applicable

Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.

Not applicable

Menus should be laminated (clean between use), displayed or be single use.

Any event information that is provided to clients is mostly single use. All laminating documents are thoroughly cleaned between events.

Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.

All surfaces are wiped with disinfectant, floors cleaned and kitchens and bathrooms disinfected. Surfaces including door knobs, hand rails, keyboards and phones are also cleaned. Disinfectant wipes are also available for use in all areas.

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.

All care is taken to ensure that all chemicals are used in accordance with the manufacturer's instructions.

Develop strategies to address cleaning of very high-touch surfaces such as door knobs and chair arms. Consider having disinfectant wipes available for patrons to use.

As previously noted, all surfaces are wiped with disinfectant, floors cleaned and kitchens and bathrooms disinfected. Surfaces including door knobs, hand rails, keyboards and phones are also cleaned. Disinfectant wipes are also available for use in all areas.

Staff are to wash hands thoroughly with soap and water before and after cleaning.

Information on how to wash hands and how to limit the spread of germs have been posted around all offices and signs requesting people limit touching items, surfaces are also provided. Masks have been provided for employees who wish to wear them. Information has been displayed in public areas to ensure that workers and others entering the workplace understand what they must do to follow the requirements to keep our workplace safe

Encourage contactless payment options.

Be Challenged only have contactless payment options.

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

Be Challenged work closely with venues to ensure that all care is taken to promote a

healthy environment for all its events.

Record keeping

Functions and conferences should consider registering their event through nsw.gov.au

Be Challenged is registered as a COVID-safe business and have been supplied with a QR code for all its face to face programs.

Keep a record of the name, contact number and entry time for all staff, dine-in customers and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

Be Challenged is registered as a COVID-safe business and have been supplied with a QR code for all its face to face programs.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

By using the NSW Government QR codes, Be Challenged has no access to the collected details as the system sends customer information directly to Service NSW. No details are stored by Be Challenged.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

Be Challenged have made their staff aware of the COVIDSafe app and its benefits and it

is up to the individual staff members to determine if they wish to use the app. All our events commence with a COVIDSafe briefing as well as clear and vocal reminders through the program.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Be Challenged staff will work closely with venues and clients post event to ensure all parties cooperate fully with NSW Health should their be notification of a positive case at the workplace or during an event.

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

Yes