

COVID-19 SAFE PLAN

2021 SUICIDE AWARENESS CAMPAIGN DINNER

to be held at the
National Convention Centre, Canberra
on 24 July 2021

This specific **2021 Suicide Awareness Campaign Dinner COVID-19 Safe Plan** operates in conjunction with the overarching COVID-19 Safe Plan of the National Convention Centre Canberra.

July 2021

THE 2021 SUICIDE AWARENESS CAMPAIGN DINNER

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1. INTRODUCTION

The **2021 Suicide Awareness Campaign Event (the 2021 Event)** is an annual charity event coordinated by a small group of volunteer Registered Nurses (Suicide Awareness Campaign Pty Ltd (ABN: 14 650 175 947 ACN: 650 175 947) for the purposes of funding the following year's (2021/2022) much needed suicide prevention programs, acute mental health crises responses and supporting research for the Canberra community. COVID-19 has escalated the incidence of acute mental health crisis in the ACT and resulting in unprecedented demands within acute and primary care settings.

The event has been planned through the National Convention Centre Canberra (NCCC) and is scheduled on Saturday 24 July 2021 from 630 -1130 pm. Set up will be also on 24 July 2021 from 8 am- 5 pm and load out will be on Sunday 25 July 2021 from 8 am – 12 pm. The 2021 Event will be held in the Exhibition Hall at the NCCC and will host 900 seated dinner guests on 91 tables for a seated two course dinner and accompanying beverages package. An auction to raise programs funds will be conducted by a professional auctioneer. ACT Legislative Assembly will be represented by Ministers Stephen-Smith and Davidson, and Federal House of Representatives by Mr David Smith MP.

Notes: This **2021 Suicide Awareness Campaign Event COVID-19 Safe Plan (the 2021 Event Plan)** operates in conjunction with the **overarching COVID-19 Safe Plan of the National Convention Centre Canberra (the NCCC Plan)**.

2. RESPONSIBILITIES

The 2021 Event is a charity event and conducted by volunteers. The 2021 Suicide Awareness Campaign Event Leaders, Shannon Narracott and Britt Shephard have overall responsibility for ensuring:

- the 2021 Event COVID-19 Safe Plan is developed and maintained, communicated, adhered to, up to date and aligns to in line ACT Government Health Directions and guidance.
- volunteers are trained on the 2021 Event COVID-19 Safe Plan, have the resources to follow the Plan and that it is followed by them.
- the 2021 COVID-19 Safe Plan is communicated clearly and accurately to guests during the event planning phase.

The NCCC in house Event Executive, Aniket Jhaveri, is responsible for ensuring that the venue and the event management operates in compliance with the NCCC's overarching COVID-19 Safe Plan (June 2021).

3. TRAINING - VOLUNTEERS

All volunteers will also be guests at the Ball and included within total number of guests – 900.

All volunteers are trained in COVID-19 Safe practices and complete ongoing refresher training to include correct hand washing and sanitising, Infection protection control principles, and correct use of PPE. The Event Leaders will keep records of volunteers' COVID-19 training for one year.

The majority of volunteers are also professionally trained as registered nurses in COVID-19 Safe practices by the ACT Government and fully COVID-19 vaccinated.

4. VOLUNTEER HEALTH.

All volunteers will also be guests at the Ball and included within total number of guests – 900. All volunteers:

- will be instructed to absent themselves from the venue if feeling unwell or displaying any symptoms of COVID-19, have been in close contact with a known active case of COVID-19, have travelled overseas in the previous 14 days or have been to a COVID-19 affected area in the previous 14 days (refer www.covid.act.gov.au).
- will receive a COVID-19 briefing on relevant COVID-19 Safe and regulation updates, the specific COVID-19 Safe plan elements for the 2021 Event and their role in maintaining a COVID-19 Safe environment, prior to the 2021 Event.
- will sign in at the start of each session of volunteering using the CBR Check In App and complete a health declaration.

Volunteers are not permitted to be involved in the direct service of food and beverage to guests as this is the work of the NCCC staff who have a dedicated NCC COVID-19 Safe Plan and Instructions (the NCCC Plan).

5. SYMPTOMATIC GUESTS/VOLUNTEERS

Under the NCCC COVID-19 safe Plan, signs are placed at all front of house entry points explaining the venue management have the right to refuse entry and may insist that anyone with symptoms leave the event.

The 2021 Event Leaders will distribute frequent messaging in the two weeks prior to the event which encourages volunteers and guests to stay home if they are unwell or have COVID-19 symptoms.

If volunteers or the Event Leaders identify a guest or a volunteer showing signs of COVID-19, the guest will be asked by the Directors of the 2021 Event to immediately leave the venue and strongly recommended to seek COVID-19 testing in accordance with the ACT's health guidelines. Details of COVID-19 testing clinics will be provided to the guest or volunteer (obtained from the ACT Government COVID-19 website as updated). At all times, the Directors and volunteers will maintain social distancing when attending to the guest.

The guest or volunteer is not to re-enter the venue. If they have belongings inside arrangements will be made to have these belongings brought to them ensuring PPE is used to minimise any risk of transmission.

The Directors will inform the NCCC event manager that there is a guest or volunteer attending the event that is displaying symptoms of COVID-19 and we have requested they leave the venue and The NCCC COVID-19 Safe Plan has protocols for this eventuality.

6. GOOD HYGIENE

Under the NCCC COVID-19 Safe Plan, the NCCC will provide:

- hand sanitiser stations throughout the building including all entry/exit points and foyers. The Facilities Management team will be monitoring and topping these up prior to each event and on a regular basis as required during the event. The 2021 Event Leaders will notify the NCCC Event Manager if there is a depletion.
- signage reminding guests and volunteers to maintain good hygiene displayed throughout foyers, on entry and via digital signage throughout the building.
- audio announcements reminding guests to regularly wash and sanitise their hands made via the in house PA system during events on arrival and during all breaks.
- touchless hand wash facilities in all front of house bathrooms and are regularly monitored during events by the Facilities Management team.
- sanitising wipes in all bathrooms and signage on correct handwashing is displayed in all bathrooms.

Prior to the event, the 2021 Event Leaders will communicate to guests via email and Facebook reminding and encouraging them to ensure good hygiene, in addition to COVID-19 specific messaging

7. CONTACT TRACING

The NCCC has registered and is using the Check In CBR app for all attendees to the Convention Centre, and its best endeavours to ensure all guests and contractors check in.

To support this, the 2021 Event Leaders will also use best endeavours to ensure all volunteers, guests and any contractors check in using the CBR Check In App and to encourage this at and in the leadup to the 2021 Event.

The 2021 Event is a ticketed event through Try Booking. All guests are advised not to attend if feeling unwell, have been in close contact with a known active case of COVID-19, have travelled overseas in the previous 14 days or have been to a COVID-19 affected area in the previous 14 days (refer www.covid.act.gov.au).

Under the NCCC COVID-19 Safe Plan, the NCCC provides multiple locations throughout the venue with the Canberra Check In App displayed including on all entry points and reception for the use of guests, volunteers and contractors.

Where the Canberra Check In App cannot be used such as during a loss of internet and mobile access, the NCCC COVID-19 Safe Plan requires the NCCC to provide processes to enable NCCC staff to sign in guests via the CBR Check In Manual sign in forms. These forms are kept by NCCC for 28 days in a central folder stored in the Admin Office.

8. CAPACITY CONTROL

The 2021 Event Leaders have taken exclusive use of the NCCC so there are not multiple events at the same time.

The 2021 Event to be held in the Exhibition Hall will host 900 seated dinner guests on 91 tables which falls within the Public Health direction dated 14 April 2021 and determined capacity or for the NCCC Exhibition Hall, as per the NCCC COVID-19 Safe Plan,

The 2021 Event Leaders have worked with the dedicated NCCC in-house Event planner to ensure floor plans and general event details adhere to capacity guidelines and room floor plans is in line with the current ACT Health Public Health direction.

Capacity monitoring processes will be undertaken by the NCCC in-house Event Team and the 2021 Event Organiser will conform with NCCC compliance checks and advice on capacity during the Event. One way flow and assigned ushers for each 10 tables will be used to facilitate seating as quickly as possible. The 2021 event MC will make regular announcements reminding guests of the need to avoid any congestion, to socially distance and to adhere to COVID-19 safe principles.

ACT Government Health Directions will be regularly monitored by the 2021 Event Leaders pre-event, on the night and post-event to ensure current regulations and guidance continue to be understood and are adhered to.

9. SOCIAL DISTANCING

Under the overarching NCCC COVID-19 Safe Plan, social distancing signage is displayed by the NCCC at the 2021 Suicide Awareness Campaign Event venue:

- on all front of house entry points to the building using ACT Government posters.
- on digital signage throughout the building and social distancing behaviours via regular PA announcements.
- via floor decals in high congestion points such as at reception, registration and any lines.
- Additional room barriers and floor markings will indicating one way traffic flow and facilitating greater social distancing.

Guests will be advised both pre event and during the event to maintain social distancing where ever possible.

On the night, The 2021 Suicide Awareness Campaign Event MC will make regular announcements reminding guests of the need to avoid any congestion, to socially distance and to adhere to COVID-19 safe principles

10. PEOPLE FLOW

Under the NCCC COVID-19 Safe Plan:

- access to the 2021 Suicide Awareness Campaign Event is controlled with one-way entry and exit flows as well as ACT Government COVID-19 Safe posters, relevant updated Health Direction notices and capacity limits.
- all front of house building entry points will be controlled during the 2021 Event in line with CBR Check In App registration and contact tracing processes.
- one way entry and exit flow is created via signage and bollards.
- a dedicated COVID-19 Safe Marshall is provided by NCCC to monitor COVID-19 Safe practice and take action as required. This is a senior operations staff member.

Potential congestion points during an event have been identified with the NCCC in-house Event Manager during the event planning process as:

- The entry point to the Exhibition Hall: Bollards, one way flow, 10 volunteer ushers and monitors of congestions flow have been put in place to control the risk. There will be no onsite ticket collection or registration to avoid congestion around a registration point.

11. REMOVAL AND MANAGEMENT OF HIGH TOUCH POINTS

Under the overarching NCCC COVID-19 Safe Plan, high touch points will be cleansed and sanitised every two hours during the 2021 Suicide Awareness Campaign Event by the NCCC event staff and contractors.

Specifically, the NCCC ensures that their audiovisual contractor, Encore, will ensure regular sanitization of lecterns, microphones and other high touch equipment including in between changeover of presenters.

Each of the 900 guests will have a separate menu and dinner table setup. Hand sanitizer will be shared.

POS devices will be regularly cleansed and sanitized by the Event Leaders.

12. COMMUNICATION & CONTACTS

The 2021 Suicide Awareness Campaign Event Leaders will ensure:

- volunteers are trained, as previously detailed.
- pre event briefings are conducted for event volunteers covering relevant COVID-19 Safe information prior to the 2021 Suicide Awareness Campaign Event.
- best endeavours are used to communicate to all guests in the lead up to the event to all guests including:
 - to not attend if feeling unwell or displaying any symptoms of COVID-19-19, have been in close contact with a known active case of COVID-19-19, have travelled overseas in the previous 14 days or have been to a COVID-19 affected area in the previous 14 days (refer www.covid.act.gov.au).

- that that physical distancing may not be possible at all times as larger gathering sizes are approved at the venue and more than one event may be on at the venue at the one time.

This Plan will be published on the website of the 2021 Suicide Awareness Campaign at www.suicideawarenessball.com and a link provided from the Event Facebook page Suicide Awareness Ball 2021.

The NCCC, under the overarching NCCC COVID-19 Safe Plan, will ensure that:

- ACT Government signage is displayed on all front of house entry points covering basic COVID-19 Safe principles and any relevant ACT Health directions.
- Room capacities are displayed on entry to the building and every room in use.
- PA announcements in rooms and foyers are made reminding attendees of basic COVID-19 Safe principles

13. CATERING BY NCCC

All catering for the two course sit down dinner with beverages package will provided by the NCCC, and COVID-19 safe delivery will be the responsibility of the NCCC under the overarching NCCC COVID-19 Safe Plan.

Where possible high touch items will be removed from set ups and wine and water will be served to individual guests. Menus will be individually provided for each guest..

As this is a plated sit down meal served individually to each guest, glassware will be placed upside down for set up and prior to guest arrival at their table, cutlery set per individual place setting, butter and bread served once guests are seated.

14. VENUE CAPACITY

The attendance of 900 people at the NCCC and sit down dinner in the Exhibition Hall is within the approved COVID-19 Safe capacity for the venue.

15. CONTACT DETAILS FOR THE EVENT LEADERS

Shannon Narracott & Britt Shephard
 Event Leaders, Suicide Awareness Campaign Dinner & Auction, 24 July 2021
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Canberra, ACT

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