

Diversified Communications Australia

# AOG Energy 2021 COVID Safe Plan

Exhibitor and attendee safety has always been our top priority. We are working in consultation with suppliers, venues, contractors and local and state governments to ensure that AOG Energy is delivered in a safe and controlled environment, within COVID-19 government guidelines.

This plan outlines how Diversified Communications plans to safely deliver AOG Energy 2021 scheduled for 10-11 March 2021.

This plan is based on restrictions of 1 person every 2sqm as per current WA government guidelines.

## Pre event

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### 1. Event Paperwork and risk assessments

- An AOG Energy COVID safe plan has been developed and completed
- PCEC Event Organiser Risk Assessment has been developed and completed
- Diversified Australia Risk assessment has been completed
- An Incident Management Plan, outlining steps to be taken if an outbreak occurs developed and communicated to key stakeholders, has been completed
- A communications plan has been developed and will be implemented if an outbreak were to occur. This will be communicated to our PR team and all key stakeholders involved.

### 2. Pre event communications – exhibitors

- Dedicated information will be outlined in the exhibitor online manual and on the AOG website under heading *Event Safety Guidelines*, 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
- Exhibitors will receive the information again in an email two days prior to the event

### 3. Pre event communications – visitors

- Dedicated information will be displayed on the AOG website and registration page under the heading *Event Safety Guidelines*, 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 will receive the information again in an email two days prior to the event

#### 4. Pre event communications - contractors

- Contractors are required to upload names and contact details of all staff working onsite
- Contractor staff are to complete a Diversified Communications COVID induction prior to arrival onsite outlining changes to operational logistics, hand hygiene, cleaning requirements, physical distancing requirements, not attending if sick, time frames to work in and sign in requirements
- Contractors will attend a pre-show contractor briefing where they will be reminded to monitor staff for symptoms and their obligations onsite

#### 5. Western Australian Government

- Diversified Communications will continue to monitor government websites for information regarding any local outbreaks and any changes to event requirements
- All people onsite will be requested to sign into the venue using the Safe WA safe app
- All people onsite will be requested to have the Fed government COVID safe app

#### 6. Risk management

- A detailed response plan has been created outlining how attendees can notify Diversified Communications of infection. This includes the communication to key stakeholders

## Prevention onsite

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### 1. Contact Tracing

- All attendees onsite (contractors, exhibitors, visitors) are required to download and sign in via the Safe WA app before entering the building
- Exhibitors and visitors are required to register online and collect their name badge before entering the exhibition. Name badges must be worn at all times in the venue. Exhibitors and visitors will be scanned into and out of the exhibition
- Contractors are required to register online and complete an induction before being allowed to enter the site. Contractors are also required to scan into and out of the exhibition space.

- The terms of 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 venue
- Pavilions are capped at 2500 people for the event
- Signage and tensa barriers will be used for queue management during the event

## 3. Signage

- Additional signage will be located in all common areas reminding guests of physical distancing requirements, hand hygiene and cough etiquette and their obligations not to attend if unwell

## 4. In the pavilions

- Where possible, aisle sizes will be increased to allow for greater physical distancing
- The number of exhibitors on stands are capped depending on stand sizes
- COVID marshals will be present to monitor the pavilions to ensure exhibitors and visitors adhere to COVID requirements
- Catering outlets will serve pre-packaged food using single use utensils
- Feature areas will be capped at 50% of normal capacity, with capacity strictly monitored.

## 5. Cleaning

- Hand sanitiser units will provided around the venue and, in the pavilions for all patrons
- Increased cleaning in public and targeted areas will take place, including toilets and catering areas
- Cleaning will take place in between sessions in theatres
- Microphones will be changed over and cleaned after each use
- Stands will be cleaned nightly by Diversified Communications. Additional stand cleaning is to be sourced by the exhibitor

## In the case of an outbreak

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### 1. Onsite Infection

- A dedicated quarantine area will be present where a patron can be isolated should the need arise
- There will be pre-event communications to educate and direct people who become unwell onsite to notify the COVID Marshals or organiser office onsite
- Diversified Communications will notify the venue and call an ambulance if someone becomes unwell onsite
- Diversified Communications will notify WA Health of an infection discovered at the event
- Diversified communications will notify all exhibitions, visitors and contractors in the event of an infection at the event, instruction all patrons to get tested

### 2. Infection confirmed post event

- Diversified Communications will notify the venue, contractors, exhibitors and visitors of a confirmed positive test, and will instruct all patrons to get tested.