

# COVID Safe Event Plan 2022



## Purpose

The Government of Western Australia is gradually easing public health and social measures as part of the transition to living with COVID-19.

Rural Health West is dedicated to the health, safety and wellbeing of all our staff, presenters, event participants and stakeholders. This plan provides guidance on operating in a COVID-safe way, and helps identify and mitigate risks during the ongoing pandemic.

This COVID Safe Event Plan applies to all Rural Health West events.

## Rural Health West

In order to minimise the risk to all those attending Rural Health West events, the following applies:

- Rural Health West will review and assess its schedule of events and may postpone or cancel events if the risk to staff, presenters, stakeholders or event participants is too high.
- Rural Health West events will be organised to comply with WA Government public health and social measures in place at the time the event is being held with consideration of the event location/venue.
- If required, event participants will be registered using the Services WA/SafeWA app and an event register at the venue.
- On registering to attend an event held within a hospital or health care setting, event participants will be required to declare they are fully vaccinated or have a medical exemption at the time of registration, and be able to provide this evidence in order to attend the event.
- If a person who has attended a Rural Health West event advises Rural Health West they have been infected with the COVID-19 virus while at the event, Rural Health West will issue a communication to all who attended the event, advising them of the potential exposure.

There are several factors, including public health and social measures that are out of the control of Rural Health West and may require a change to workshop, forum, conference or event plans. It is important that all event participants acknowledge there are inherent risks associated with attending any event including but not limited to, COVID-19 transmission; travel restrictions being imposed; requirements for quarantine or isolation affecting attendance; and/or the sudden cancellation of the event.

If a Rural Health West event is cancelled due to public health and social measures, Rural Health West will issue a full refund to event participants. If face to face events are not able to proceed, Rural Health West will endeavour to postpone the event, or if possible, adapt education and training programs to be delivered online.

## Venues

- Appropriately sized venues will be booked to allow for social distancing and where possible, adequate ventilation.

### Events held at a hospital or health care setting:

Where a Rural Health West event is held at a hospital or health care setting, all attendees including Rural Health West staff, presenters and event participants must follow the current WA Government public health and social measures in place at the time of the event.

This includes, but is not limited to;

- Wearing a facemask at all times while in a hospital or health care setting.
- Showing proof of vaccination or medical exemption before entering the venue.
- People who are symptomatic or have been identified as a close contact will not be permitted to attend.

## Presenters

- All presenters are required to declare they are fully vaccinated or have a medical exemption and provide evidence to Rural Health West before attending Rural Health West events.
- Where possible we will engage local presenters or limit presenting team size.
- Social distancing and proper hygiene will be strongly encouraged and hand sanitiser will be available for regular use. During close proximity scenarios, presenters will be provided with facemasks and gloves. Facemasks will be encouraged where physical distancing is not possible.
- Presenters will emphasise the importance of hand hygiene and social distancing during events and monitor event participant's adherence to advice, including wiping down equipment and high touch areas between scenarios.
- If a presenter is unwell, symptomatic or has been identified as a close contact, they are required to notify Rural Health West. They will not be permitted to attend the event and where possible, alternative presenters will be sourced.
- If a presenter becomes unwell during an event, they will be required to leave immediately.

## Event Participants

- All event participants must be signed in to the event.
- Social distancing and proper hygiene will be strongly encouraged and hand sanitiser will be available for regular use. During close proximity scenarios, event participants will be provided with facemasks and gloves. Facemasks will be encouraged where physical distancing is not possible.
- Event participants are advised to stay home if unwell, symptomatic or if they have been identified as a close contact. Registration fees will be refunded if event participants contact Rural Health West and provide adequate supporting evidence prior to the event.
- If an event participant becomes unwell during an event, they will be required to leave immediately.

### Events held at a hospital or health care setting

Event participants will be required to declare they are fully vaccinated or have a medical exemption at the point of registration. Event participants must follow the current WA Government public health and social measures in place at the time of the event. This includes, but is not limited to;

- Wearing a facemask at all times while in a hospital or health care setting.
- Showing proof of vaccination or medical exemption before entering the venue.
- Event participants who are symptomatic or have been identified as close contacts will not be permitted to attend.

## Rural Health West Staff

- Rural Health West's COVID-19 Vaccination Policy requires all staff and Board Directors to be fully vaccinated (including boosters).
- Rural Health West staff will be responsible for signing event participants in to Rural Health West events and providing adequate signage, hand sanitisers, facemasks and gloves where appropriate.
- Rural Health West staff will monitor hand hygiene, social distancing and adherence to WA Government public health and social measures in place at the time of the event. All staff attending events will have completed the COVID-19 infection control training provided by the Australian Government Department of Health.
- Rural Health West staff will maintain cleaning and hygiene standards including but not limited to; wiping down AV equipment, chairs, tables and high touch areas during breaks and scenarios.
- Rural Health West staff will not attend events if they are unwell or if they have been identified as a close contact.
- If a Rural Health West staff member becomes unwell during an event, they will be required to leave immediately.

