

COVID-safe Plan

2022 Australian Neurofibromatosis Clinical Symposium

Friday 19th August 2022

Performance Space, Library at The Dock

107 Victoria Harbour Promenade DOCKLANDS VIC 3008

The 2022 Australian Neurofibromatosis Clinical Symposium (NFAU2022) is intended to bring together scientists, health professionals and researchers from around Australia to learn the latest in NF management and research as well as provide the opportunity for networking and collaboration across institutions and states in the NF space.

This event is planned to be held as a hybrid event and will be available virtually for anyone who is unable to attend in person. This plan applies to speakers and delegates who attend in person.

Key Public Health Initiatives

1. Implement Best Practice Governance Initiatives

This event will be held in accordance with all Library @ The Dock and City of Melbourne COVID-safe measures in place at the time of NFAU2022.

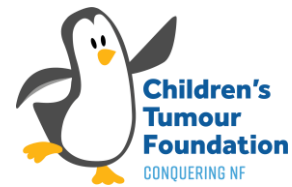
This plan and other venue, council and state plans will be reviewed 2 weeks out from the event, 1 week out and the day prior to the event and amendments made as required at those times.

As the event approaches www.coronavirus.vic.gov.au will be monitored daily for updates to restrictions and regulations. Should changes occur, the team will meet as soon as is practicable to determine the impact of these changes and to amend the event plan accordingly.

Should changes to the event plan be required these will be communicated by email to all in-person delegates planning to attend, or if on the day prior or day of the event they will be communicated via SMS to ensure immediate receipt of key information by attendees.

Attendees will receive an email a week out from the event inviting them into the Delegate Connect platform at which time they will also receive reassurance that the event will go ahead as a planned hybrid event or that as per prior correspondence with them the event is now fully virtual as appropriate to the circumstances at that time.

On event day, the site will be reviewed by Natalie McCloughan or another designated Children's Tumour Foundation staff member to ensure no changes have occurred overnight and the event can go ahead as planned. Should a change to the event plan be



required, these will be communicated with the full team before a decision is made regarding next steps, which will then be communicated to in-person attendees.

Key components of this COVID-safe plan will be communicated on the event page of the CTF website and updated regularly.

Promotional materials sent out from now until the event will include COVID-safe health messaging, measures being put in place to ensure COVID safety as appropriate to the communication piece and should include refund policies for unwell attendees along with the policy surrounding ticket conversion.

A sign/notice will be printed and visible at the entry point and registration area stipulating that anyone who is unwell with COVID symptoms will be required to leave and obtain a COVID test as per health guidelines.

Queries from attendees and potential attendees prior to and during the event received via any CTF channel will be responded to promptly and flexibly to ensure the safety of all staff, volunteers and delegates.

2. Physical Distancing Requirements

Delegates will be encouraged, where possible, to socially distance as they enter and move around the venue.

The speaker lectern will be placed at least 1.5 metres from the front row of seats.

Seating will be prepared with a spare seat between delegates/groups of delegates travelling together will be recommended and encouraged.

Delegates will be guided with regards to one way traffic to enter and exit the auditorium space.

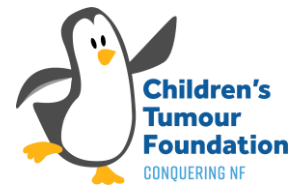
3. Enhance Public Health Measures

Staff, volunteers and attendees will be encouraged to stay home if they have signs or symptoms of COVID-19 including cough, fever, sore throat, fatigue, loss of smell or taste, vomiting, diarrhea or shortness of breath.

Attendees will be sent an email/SMS the day prior to the event reminding them to stay home should they be experiencing symptoms.

Symptom screening for all staff, volunteers and attendees on-site will occur verbally at registration.

Screening on arrival will include questions about overseas travel, contact exposure and symptoms. Anyone who is experiencing symptoms or is at high risk for COVID-19 will be refused entry to the event. Arrangements will be made to isolate the delegate until it is safe for them to depart the venue should it be required and safer to do so to reduce the risk to other delegates, staff and volunteers.



Proof of vaccination may be requested, but not stored on file.

All staff, volunteers and delegates will be required to sign into the event via QR code or on paper.

A final wipe down of well-used surfaces will be undertaken at the end of the event.

Hand washing facilities will be available in public bathrooms.

Two hand sanitizer stations will be set up at the registration area and just inside the auditorium door for use by delegates and staff

All event staff and volunteers will wear a fitted face mask during the course of the event.

Delegates will be encouraged to wear face masks during the event due to the likelihood of instances during the event where social distancing is not possible to the suggested extent.

The CTF will provide face masks for attendees in the event they have not brought their own.

4. First Aid Plans

The CTF will establish protocol for contacting first aid and COVID support as per the event venue requirements.

A simple first aid kit will be available for use on site. Library facilities will be utilized to support this during their usual business hours.

Staff and volunteers will call 000 in the case of an emergency.

Venue-Specific Public Health Measures

1. Entry Points

A pathway will be established to allow for the movement of attendees through and away from the entry point to allow space for newly arrived delegates to receive assistance registering.

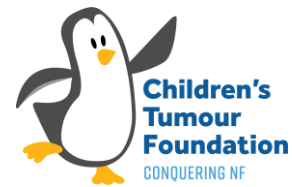
Staff and volunteers will be cautioned against touching delegates unless essential to do so.

2. Indoor spaces

Where possible external doors and windows will be left open to encourage ventilation of the space.

Banners and other large objects will not be located in front of doors or windows to ensure ventilation attempts are most effective.

Staff and volunteers will assist with maintaining one-directional traffic flow and distancing where appropriate.



Delegates will be encouraged to utilize the same seat throughout the day.

3. Toilet Facilities

Toilet facilities will be shared with visitors to the public library.

Hand sanitiser will be available in all bathrooms alongside usual hand hygiene facilities.

4. Food and Beverage Preparation and Service

Catering will be sourced to ensure where possible items are individually wrapped or a staff service of all food and drink is provided.

Caterers and servers will all adhere to industry directed hygiene protocols and will wear gloves at all times when handling food and/or cutlery and crockery.

5. Stage

All equipment will be wiped and sanitized between speakers.

The stage set-up will ensure there is 1.5 metres between the speaker and the first row of delegates.

Speakers will be asked to remove their face mask during their presentation to assist with audibility of their presentation, particularly for recording.

6. Egress

Where more than one exit exists from the event site, attendees will be encouraged to utilize all exit points when departing for the day.

7. Emergencies and Emergency Services Access

All protocols and procedures for emergencies, evacuations and emergency services access established by the venue will be adhered to.

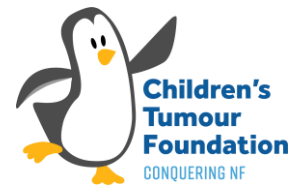
8. Service of Alcohol

Alcohol will be served in adherence to venue, liquor licensing and other City of Melbourne requirements during the networking event only.

Event Staff

All work health and safety policies and procedures held by CTF will be in place for all CTF staff and volunteers during the event.

Contracted event staff will adhere to their own company policies, or this plan should its requirements be more stringent than those held by their own organization.



An induction with the event venue will be held at least one week prior to the event to ensure all details pertaining to policies and regulations on site are known to the team and will be communicated to all event staff as needed to ensure their, and the safety of all attendees.

This plan will be shared with all staff and event contractors.

Business Victoria hotline can be reached on [13 22 15](tel:132215). Coronavirus Hotline can be reached on [1800 675 398](tel:1800675398).