

Diversified Communications Australia

Built Environment 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 the Built Environment Expo and Industry summit is delivered in a safe and controlled environment, within COVID-19 government guidelines.

This plan outlines how Diversified Communications plans to safely deliver the Built Environment Expo and Industry summit scheduled for 10-12 May 2022.

This plan is based on restrictions outlined by the Victorian Government and the MCEC's VenueSafe Plan, as at 26 April 2022.

Pre event

1. Event Paperwork and risk assessments

- Diversified Communications Australia Risk assessment has been completed
- An Incident Management Plan, outlining steps to be taken if an outbreak occurs has been developed and communicated to key stakeholders
- 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 Design Build and Total Facilities websites under heading *Event Safety Guidelines*, including advice on hand hygiene and cough etiquette, not attending the event if unwell, and terms and conditions of entry
- Exhibitors are advised that whilst close contacts are no longer required to quarantine, that if they are a close contact they must wear a mask to the event.
- Exhibitors will also receive the information in an email two days prior to the event

3. Pre event communications – visitors

- Dedicated information will be displayed on the Design Build and Total Facilities websites and registration page under the heading *Event Safety Guidelines*, outlining advice on hand hygiene and cough etiquette, not attending the event if unwell, and terms and conditions of entry
- Visitors are advised that whilst close contacts are no longer required to quarantine, that if they are a close contact they must wear a mask to the event.
- Visitors will also receive the information in an email two days prior to the event

4. Pre event communications - contractors

- Contractor staff are to complete a Diversified Communications COVID induction prior to arrival onsite reminding them of hand hygiene, cleaning requirements, physical distancing requirements, not attending if sick, and contractor 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. Victorian Government

- Diversified Communications will continue to monitor government websites for information regarding changes to event requirements

6. Risk management

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

Prevention onsite

1. Move in/out

- The move in and move out phase will be scheduled and all contractors and exhibitors will only be provided access to the site at their dedicated time. This will assist with managing the number of people on site at any one time and ensuring there is space for people to move around

2. Signing In

- 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.
- 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.

3. Access

- Signage and tensa barriers will be used for queue management during the event

4. 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

5. In the halls

- COVID marshals (provided by Security contractor SecureEvent) will be present to ensure exhibitors and visitors adhere to COVID requirements
- Food retail outlets operated by the MCEC will be cashless

6. In the meeting rooms

- Cleaning will be conducted in between each session
- Microphones will be changed over and cleaned after each use

7. Cleaning

- Hand sanitiser units will be provided around the venue and, in the bays
- Increased cleaning in public and targeted areas will take place, including toilets and catering areas
- Cleaning will take place in between sessions in theatres
- Stands will be cleaned nightly by Diversified Communications. Additional stand cleaning is to be sourced by the exhibitor

In the case of an outbreak

1. Onsite Infection

- 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 if someone becomes unwell onsite

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 notify their workplace, monitor for symptoms, wear a mask indoors and avoid sensitive settings.