

shift

2022 Roadshow

COVID-19 SAFETY PLAN



BACKGROUND

Shift is hosting an event roadshow across 3 cities – Brisbane, Sydney and Melbourne. The events will feature national and local talent on stage, followed by 1 hour networking with canapés and beverages.

Date: 15th, 17th and 22nd March 2022

Organisers: Usual Suspects Creative PTY LTD

Email Contact: sharice@uscreative.com.au

STATEMENT

The health and wellbeing of all guests and staff at our events is our top priority and one that is monitored according to State Government regulation and guidelines. We have put in place a number of procedures and preventative measures to minimise risk as well as take action in the event of an occurrence at the event. We will continue to evolve our plans to ensure a safe environment is developed. The below outlines our key measures to provide a safe environment under the current regulations and guidance in each state.

ATTENDEE AND GUEST CHECK-IN

Due to company policy, all attendees must be double vaccinated to attend this event in all cities and will be required to show proof of vaccination via the state government app.

All guests are required to register via a ticketing/registration platform and will receive a scannable QR code on their phone. Guests will be greeted by registration staff and will check-in on arrival via QR code and will receive a lanyard and name badge. All guests and staff will also be required to check-in on arrival at the venue via the state government app for COVID tracing. The QR code app will vary pending state. Venues are responsible for managing the contact tracing of guests and will provide this information to their state government through the use of the state government app.

Once guests are checked in via the venue and via the event' registration they will be ushered into the venue and shown to their seats.

WELLBEING OF STAFF AND ATTENDEES

Attendees, speakers and staff will be made aware through event communications that they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms. If they turn up unwell to the event/venue they will be asked to leave.

All staff will be provided with the event COVID-19 safe plan and are required to read and familiarise themselves with the procedures. They are also advised to stay up to date with the latest covid-19 health information in their state.

All venues are responsible for displaying signage outlining the conditions of entry and any COVID-19 safe information via internal & external signage.

Guests will receive an alcoholic beverage on arrival and will be served a 1-hour beverage package post event. The venue is responsible for the service of alcohol and queue management at the bar areas including social distancing.

Attendees will be served canapés - food service is managed and provided in line with latest regulations and industry best practice and in line with Australian Food Safety guidelines by the venue.

PHYSICAL DISTANCING

Capacity at the events have been approved by the venues and adhere to the state government rules on social distancing at the events. This rule varies per state and we have set the registration quantity based on these distancing regulations.

Any social distancing regulations within the venue will be promoted using signage, markers, ropes and barriers, as allocated by the venue and attendees will be reminded to keep a suitable distance from each other.

All venue staff will wear masks during the event if they are required by their state government. However as health orders are updated and mask rules altered these guidelines may change. We will have disposable masks for single use if staff are required or if they feel more comfortable wearing them.

HYGIENE AND CLEANING

Hand sanitation stations will be provided at entry and throughout the venue, as allocated by the venue.

All cleaning will be the responsibility of each venue. High touchpoints including lift buttons, escalator handrails and door handles will be cleaned and sanitized by venue staff.

The bathrooms will be well stocked with hand soap and paper towels or hand dryers, as monitored by the venue staff.

The venue will ensure all event spaces and equipment are cleaned pre and post the event.

All food preparation and food service items are cleaned through commercial grade dishwashers. Food Hygiene monitoring as part of Food Safety system is conducted by the venue.

No food menus will be provided.

Staff are to wash hands thoroughly with soap and water before and after cleaning.

RECORD KEEPING

All staff, suppliers and attendees will need to check in to the venue in their city through the state government app on arrival (main entrance and/or loading dock entrance). Guests will also be required to check-in via the Shift registration app QR code for record keeping of attendees. Electronic list recording will be taken of those that do not have access to QR code app.

Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

We will cooperate with the state Health authorities if contacted in relation to a positive case of COVID-19 at one of the events.

We will ensure an electronic copy of this COVID-19 Safety Plan is available at the event for any attendees, staff or venue staff to read.