

## **EVENT GUIDELINES – COVID-19 – CORONAVIRUS | VICTORIA**

**Last updated: June 2022**

Focus Network is closely monitoring the ongoing advice and guidance regarding COVID-19 Coronavirus issued by the World Health Organisation (WHO), the Australian Government and local health authorities.

The health and safety of our staff, sponsors and delegates is our priority and we are committed to deliver a great event in a well-managed and safe environment.

To ensure a safe event, we are following the Victorian Government COVID Safe Event Check List. The check list will be available on site upon request.

To help promote the safety of all attendees, the following measures in regards to hygiene and safe food practices will be adopted:

- Implementation of sanitizing stations at high-touch points; event entrances, catering areas, stages, restrooms etc.
- Additional cleaning services to ensure high-contact areas are being sanitized on a regular basis.
- Cleaning of handrails, ledges, and other high-touch points.
- Cleaning of registration desk/areas and any equipment used such as keyboards & touch screens (where applicable).
- Replenishment of restroom consumables (soap/paper towels).
- Cleaning of catering area tables and seating.
- Cleaning of feature areas including the sanitization of microphones, lecterns and handheld microphones.
- Installation of prominent health and hygiene signage requesting that all attendees clean their hands as they enter the event.
- Promotion of public health and hygiene messaging shared with all attendees in pre-event communications. Messaging will state that if patrons are feeling unwell, they should refrain from attending the event and to seek medical advice.
- Onsite First Aider and medical support as well as a dedicated isolation room if/when needed.
- Track and trace forms to be completed upon entry.

As further instructions become available, we will continue to update our plan.

Recommendations for our sponsors/exhibitors during the event:

- On your stand/exhibition table (where applicable) we suggest you consider implementing further measures to reduce risk for and amongst your team.
- Where possible avoid physical greetings and contact (handshakes)
- Encourage the regular washing of hands.
- Avoid activities that could promote the transfer of germs such as communal confectionary bowls and lolly giveaways.
- Ensure all surfaces and products being frequently touched are being wiped down regularly.

- Have a supply of facemasks, tissues, sanitiser and disinfectant wipes available.
- Ensure Focus Network is notified immediately if any member of your team feels unwell. If your staff is unwell, please ensure that they remain at home.

Focus Network encourages all attendees to follow the recommendations of the World Health Organisation as standard to reduce exposure to and the transmission of COVID-19 Coronavirus including:

- Wash hands frequently with soap and water or use an alcohol-based hand rub if your hands are not visibly dirty, before and after eating, and after going to the toilet.
- When coughing and sneezing, cover mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water.
- Avoid handshaking and maintain distance between yourself and other people, particularly those who are coughing, sneezing and have a fever.
- Avoid touching eyes, nose and mouth. If you have a fever, cough and or difficulty breathing, please seek medical care.

**If you do not feel well, please do not travel and do not attend the event.** In the following scenarios, we ask that you please refrain from attending an event and recommend you seek medical assistance:

- if you have just returned from overseas, please ensure you follow the government's advice regarding quarantine rules.
- been in close contact with a confirmed case of coronavirus in the last 7 days (please isolate yourself for 7 days after the date of last contact with the confirmed case). See [here](#) for VIC government Covid-case/close-contact instructions.

In the instance you are presenting symptoms during the event, please notify a member of our team immediately who will then arrange medical assistance and place you in a dedicated isolated room.

Wearing a face mask is mandatory in some settings. Learn about when you need to wear a face mask, when you can remove it and who is exempt. More information on facemasks [here](#).

Please find below further relevant resources and links:

- The Australian Government Department of Health are actively monitoring the COVID-19 and providing daily updates via their website: <https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov>
- Basic protective measures against the virus: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
- The Australian Government Department of Health's isolation guide: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/isolation-for-coronavirus-covid-19>

Alternatively, please call the National Coronavirus Health Information Line on 1800 020 080.

We will keep you informed on any further developments as the event approaches. Do not hesitate to contact us if you have any further questions.

We look forward to welcoming you to the upcoming event.

The Focus Network Team

For any questions or concerns please contact:

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**Useful Information:**

- Download Crown Conference Centre EventsSafe plan [here](#)
- Download Crown Melbourne Complex COVID Plan [here](#)
- Closest Hospital to Crown Conference Centre:  
The Alfred Hospital  
55 Commercial Rd  
Melbourne VIC 3004  
Phone: 03 9076 2000  
<https://www.alfredhealth.org.au/the-alfred>
- Where to Get Tested  
<https://www.dhhs.vic.gov.au/where-get-tested-covid-19>