



PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES



COVID Safe Events and Functions

A framework for a safe environment for visitors and our people

December 2021



COVID Safe events and functions framework

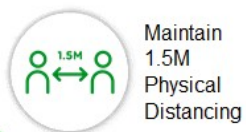
The Department of Parliamentary Services' (DPS) framework for COVID Safe events follows the Government's three step pathway to a sustainable COVID Safe Australia.

Together with event organisers, we will host COVID Safe events within Australian Parliament House (APH) in line with Canberra's Recovery Plan COVID-19 Easing of Restrictions Roadmap and relevant public health directives.

A return to events at APH will be gradual, with regular reviews and assessment, and will take into account our responsibility in enabling the essential work of Parliament to proceed.

All COVID Safe measures put in place for events will address the ACT Government's COVID Safe Plan Event Protocol. Event organisers will be required to work with the APH Catering and Events team to produce an operational COVID Safe Event Plan for each event.

This framework and the associated plans will be made available to ACT authorities for a compliance check if requested.



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COVID Safe events and functions principles

Advice based – event arrangements according to expert health advice and ACT Government guidelines.

COVID Safe measures – promotion of physical distancing and enhanced hygiene practices to manage COVID-19 transmissibility risk.

Event organiser obligations/Check In CBR App– clear communication with event organisers about their COVID Safe obligations including the compulsory use of the check In CBR App.

Host obligations – clear information about DPS' COVID Safe role as host provided to events organisers and our people.

Workforce support – continue to ensure the safety and wellbeing of our people and meet WHS and other legislated obligations.



COVID Safe events and ACT Government restrictions

Organisers must ensure their event adheres to the ACT Government COVID Safe Event Guidance and the public health measures in place for cafes, restaurants, food courts and licensed venues, including:

- **Manage room capacity** – attendees (including guests and organisers) must stay within room capacity limits. DPS service staff are not included in these numbers.
- **Check In CBR App** – guests must check in using the Check In CBR App.
- **Stay home if unwell** – provide clear information to guests to stay home if unwell or leave immediately if COVID-19 symptoms develop.
- **Practice good hygiene** – remind guests of the importance of good hygiene before and during the event.

It is important to note there may also be additional COVID Safe requirements in place at APH that go above and beyond ACT Government requirements.



Overview of APH COVID Safe measures

As a working Parliament, COVID Safe measures have been implemented across the building and are in place at all times. These measures are detailed in the APH COVID Safe Plan.

Physical distancing – signs, floor markings, tensile barriers for flow of people

Personal hygiene – reminder signs, hand sanitiser on arrival and exit and throughout the building

Dining in – room capacity restrictions and signage, restricted tables, and chairs

Reduced contact points - contactless payments, laminated menus on boards, doors open

Check In CBR App - Guests must check in for the event via Check In CBR App

Cleaning - regular cleaning of high touch points

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COVID Safe event requirements

COVID Safe measures are to be in place for every event to assist event organisers to manage their event.

Before

- **Event organiser information kit:**
 - COVID Safe information for organisers and attendees
 - Room capacity chart
 - Strict start and finish times
 - No “drop ins” – registered guests only
 - Live music and audio visual COVID Safe practices
 - Role of COVID Marshals
- **Invitation and registration (with COVID Safe Information)**
- **COVID Safe signage upon arrival**
- **Contact details collected by organiser and provided prior to event**
- **Sign in and escorting of guests from designated area**

During

- **COVID Marshal event oversight:**
 - Escorting guests to venue
 - Hand sanitiser at entry and exit, prior to food service
 - Monitor physical distancing (organiser and event staff)
 - Monitor for registered attendees only (event organiser)
 - Monitor start and finish times
- **Employees to wear appropriate PPE**
- **Hygiene shields installed as required**
- **Plated food for seated dining**
- **Physically distanced tables and chairs**
- **Dedicated bathrooms for event**
- **Event room doors open for arrival and departure**
- **Service staff dedicated to one event space**

After

- **Clean and disinfect high touch points such as lifts, handrails, and door handles**
- **All catering equipment and furniture cleaned immediately after event**
- **Event organisers and staff reminded to report COVID suspected or confirmed cases**
- **Contact tracing details retained in line with ACT Health directions via Check In CBR App**

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Role of event organisers

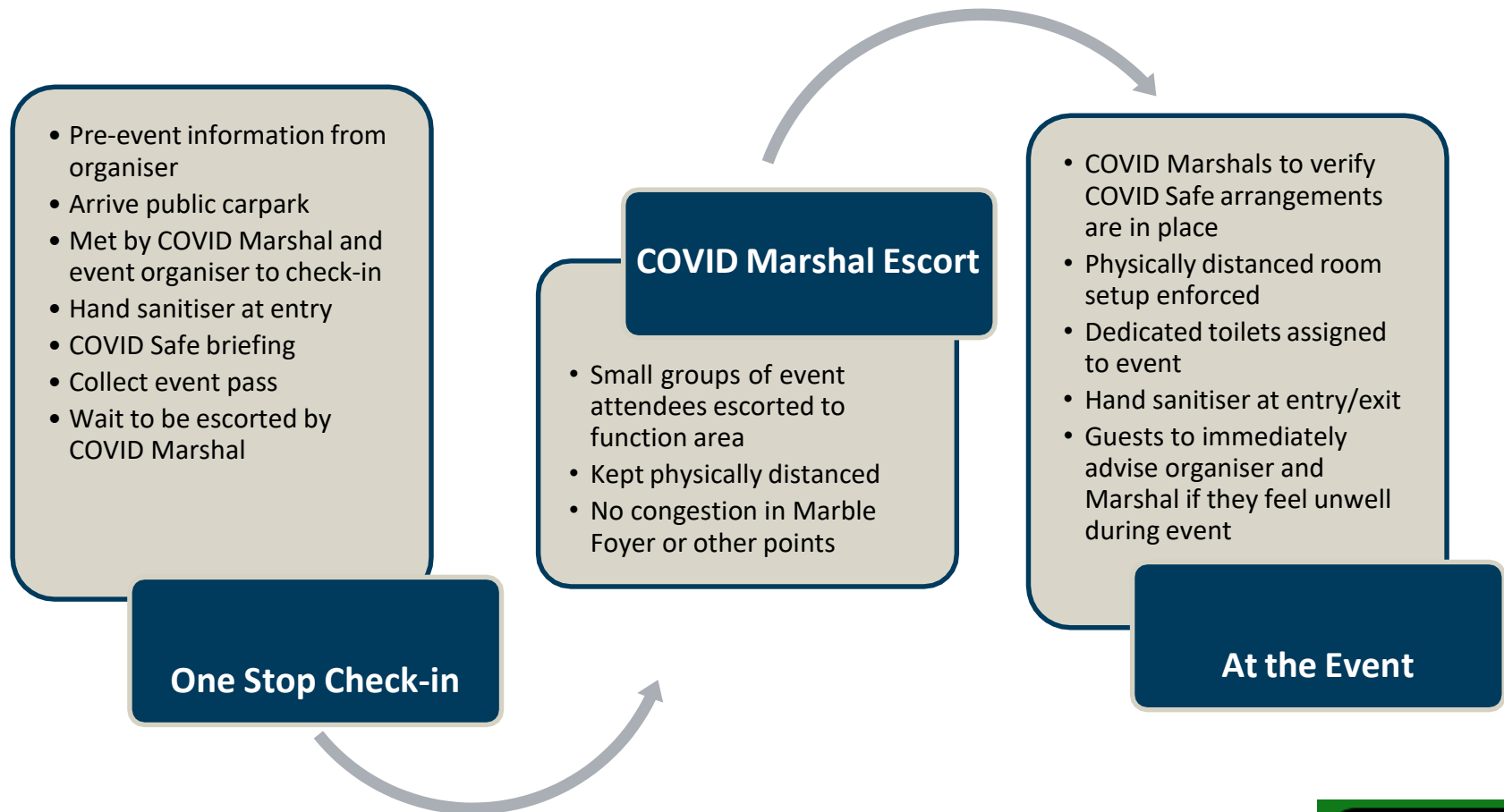
It is essential event organisers work in partnership with APH Catering and Events for a safe and successful event.

Event organisers will need to:

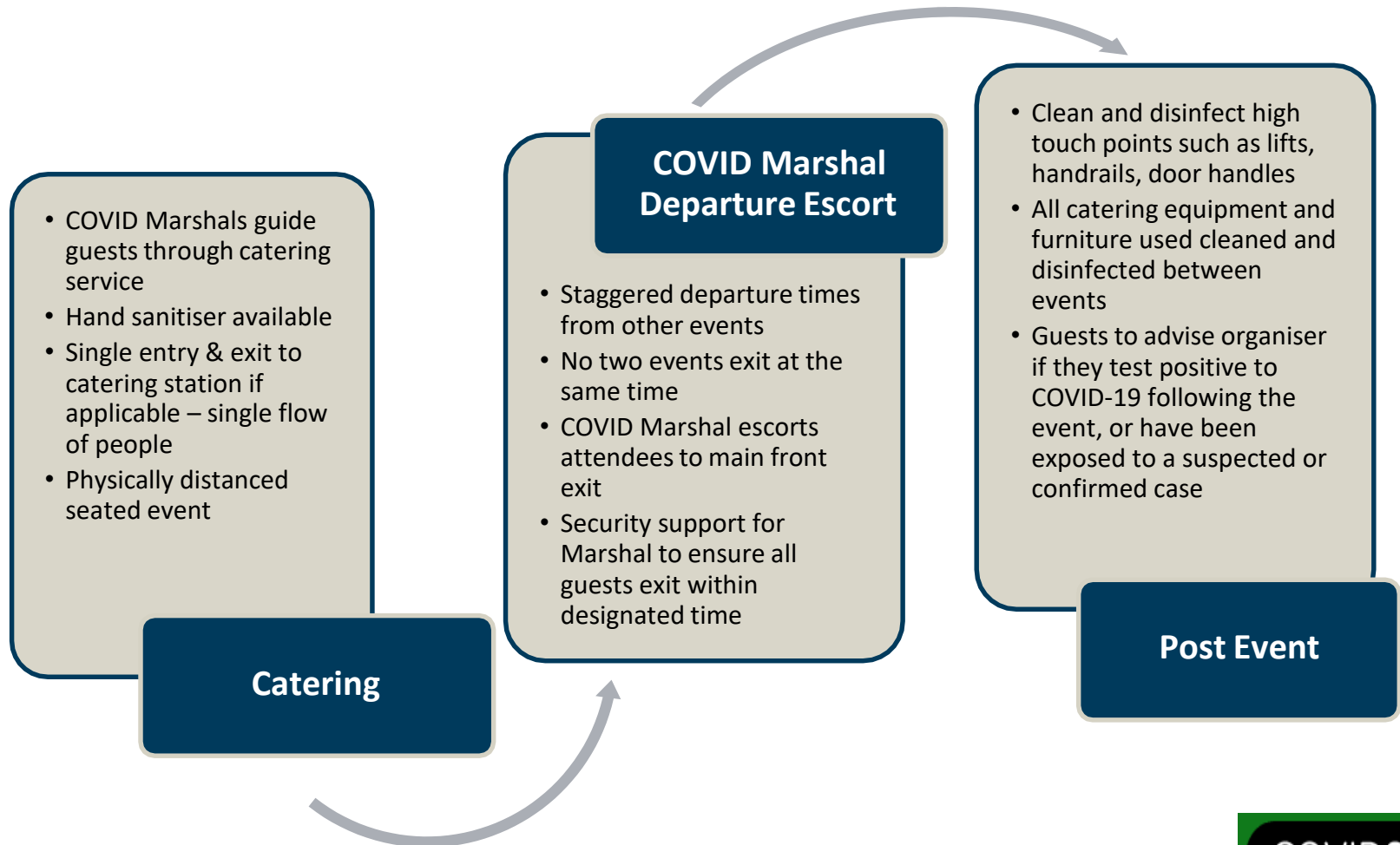
- Provide COVID Safe information at the time of registering for the event and on invitations, including the requirement that guests do not attend if unwell.
- Ensure guests use the Check in CBR App for contact tracing purposes in line with ACT Health requirements.
- In partnership with APH Catering and Events, manage attendee arrival and check in at a central registration desk. Organisers must provide COVID Safe information to attendees upon arrival.
- Assist APH Catering and Events to deliver a COVID Safe event, including reminders to guests about physical distancing and personal hygiene.
- Ensure all events run strictly to the allocated start and finish times.
- Follow the direction of APH Catering and Events and Parliamentary Security Staff at all times.

Event attendee journey

There will also be arrangements in place for event attendees to assist in safely delivering events.



Event attendee journey continued...





COVID Safe catering measures for our people

The following measures have been put in place for all APH Catering & Event services and staff.

COVID Safe training including ACT Government infection control training

Hand washing facilities and sanitiser provided to our people

Registration desks provided with signs and cleaning products and cleaned between use

Hygiene reminder signs in all toilets and back of house work areas

Masks available when physical distancing unable to be maintained

Minimal interaction between delivery drivers and contractors visiting premises

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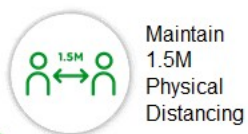
I'd like to hold an event at APH...

We look forward to assisting you to deliver a safe and successful event at APH.

With a range of versatile and impressive event and function spaces, our dedicated team of event management professionals can cater for all your event's needs.

Led by our hatted Executive Chef, we are proud to source premium ingredients from the nation's finest producers and provide exceptional culinary services to complement this special location and your distinctive event.

To begin planning a COVID Safe event at APH, please contact us at APHevents@aph.gov.au



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