

Autumn Plant Sale/Australian Native Plants Society, Canberra

COVID-19 SAFETY PLAN

Date of submission: 2021 03/03/2021

EVENT / ACTIVITY DESCRIPTION	
<p>Date/Times:</p> <ul style="list-style-type: none">• Friday March 26th, 07:00 to 17:00 and• Saturday 27th March 2021 07:00 to 14:00 <p>Activity/event description:</p> <ul style="list-style-type: none">• The event is a plant sale, held outdoors in two levels of the Australian National Botanic Gardens (ANBG) open air Southern Carpark. <p>Staffing/Volunteers:</p> <ul style="list-style-type: none">• On Friday 26th March 2021, the attendees will be 40 to 50 volunteers, who will set up the plants, and sale infrastructure, in readiness for the sale on the following day.• On Saturday 27th March the sale will be manned by approximately 40 volunteers, and will be open to the public. <p>Venue/location: Two middle levels of the ANBG Southern Carpark</p> <p>Wet weather plan: The sale will proceed, as described, in wet weather.</p> <p>Organisation: Australian Native Plants Society, Canberra (ANPSC)</p> <p>Contact person: Linda Tabe, Plant Sale Coordinator</p> <p>Contact email: plantsales@nativeplantscbr.com.au</p>	
MAXIMUM CAPACITY & PHYSICAL DISTANCING	
Maximum capacity for Venue/event	<p>ANPSC will comply with ANBG maximum capacity limits for the ANBG venues in line with ANBG Venues COVID-19 Safety Plan.</p> <p>The current capacity of the venue/s:</p> <p>The ANBG has informed us that the middle 2 levels of the Southern Carpark have a combined area of 1674m², giving a theoretical maximum capacity of 836 people, at any one time, at one person per 2m²</p> <p>The ANBG will review capacity in line with the ACT Government's COVID-19 restrictions and inform the organiser of any capacity changes.</p>

<p>Managing capacity</p>	<p>To manage capacity limits, the organiser will:</p> <ul style="list-style-type: none"> • Cap attendance at 950 • Attendees will be required to book a free ticket online for a specified admission time. • 120 tickets will be issued at 08:30, 09:00, 09:30 and 10:00, with open admission after 10:30. Past experience shows that numbers of attendees drops off sharply after about 10:00 am. Volunteers will maintain a count of the number of people present (excluding volunteers), such that the number of attendees in the sale area at any one time will be no more than 200. • Tickets will be shown to volunteers at the sale entry. <p>Number of staffing/volunteers</p> <ul style="list-style-type: none"> • On Saturday 27th March, approximately 40 volunteers will be present to monitor numbers at entry and exit, to man the checkout system, and to set up and clear sale infrastructure. • Staffing/volunteers will (outline how staff and volunteers will manage capacity) • Two volunteers at the entry, and two at the exit, will use tally counters to record numbers in and out. No more people will be admitted until the difference between those two numbers is 200 or less.
<p>Physical Distancing</p>	<p>ANPS will comply with the ANBG's Venues COVID-19 Safety Plan regarding physical distancing.</p> <ul style="list-style-type: none"> • Signs at the entry will be used to remind attendees to maintain 1.5m distancing at all times. • Chalk lines will be used to organise attendees in the queue for the sale checkout. • Tables will be used to maintain 1.5m distancing between volunteers and attendees. • Please see attached site plan for details.

CONTACT TRACING & COVID SAFETY COMMUNICATIONS

Check in CBR

- ANPS has a Check-In CBR QR code which will be posted on the entry to the site.
- It is mandatory for all attendees to check in onsite with the Check-In CBR app/QR code.
- Entry will be refused if an attendee refuses to check in.
- Organisers will be able to check-in patrons who are unable to check themselves in through new functions on the app.

ANPS will take reasonable steps to ensure patrons check in including;

- Active monitoring of points of entry.
- Requesting that patrons show staff the 'green check in tick'.
- Signage or messaging in clear view advising of the need to check in.
- Checking in attendees who cannot check in themselves through the business profile.

Communication about COVID to attendees

How will you communicate to your attendees about COVID safety?

All advertising for the sale will include:

- that a COVID safety plan is in place for this event in line with current ACT COVID-19 restrictions.
- information about ticketed entry, and an url for registration for tickets
- That tickets are limited and bookings are essential
- a link to the COVID Safety Plan, once approved
- All attendees are required to check in via Check In CBR QR code on arrival.

Please follow organiser's directions on social distancing.

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- You should not attend if:
 - You have not been in a hotspot or prohibited area before attending the activity/event within the last 14 days
 - have had contact with a COVID case within the last 14 days
 - have been advised to quarantine or self isolate by a State or Territory Health official.
 - You are feeling unwell.
- please notify us if you are unable to attend
- Please be aware that COVID-19 outbreaks and isolation requirements are subject to change at short notice which may impact your event

ILLNESS / HOT SPOT DECLARATION	
Illness / Hot spot declaration	Attendees will be advised to stay home if they: <ul style="list-style-type: none"> - are feeling unwell, - have returned from overseas or a cruise ship in the last 14 days, - have been instructed to self-isolate or quarantine by an Australian state or territory Health official, - have been in a hot spot as determined by ACT Health, or - have been in close contact with a confirmed case of COVID-19.
EVENT SPECIFICS	
Staff/volunteer safety and Personal Protective Equipment (PPE)	<p>What measures or procedures are in place in protect staff/volunteers?</p> <ul style="list-style-type: none"> • Volunteers will be advised, via email, and signage at the entry, not to come if they are unwell, if they have had close contact with someone who is unwell, or if they have been to a COVID-19 hot spot in the previous 14 days. • Anyone who attends with evident symptoms will be asked to leave, and to follow ACT Health advice. • Volunteers will sign in using the Check-In CBR app, and plant Sale Event QR code. Those without the ability to do this will be signed in by a volunteer with the app. • Hand sanitizer will be available through the sale area, and volunteers will be encouraged to maintain good hand hygiene. • Volunteers will be directed, by signage, to maintain 1.5m distancing at all times during the set up process. <p>What PPE will be provided or required if any?</p> <ul style="list-style-type: none"> • Volunteers will be advised to wear their own PPE, according to their own choice.
Cash handling/eftpos and sales processes	<ul style="list-style-type: none"> • Sales will be non-cash only, using ANPSC eftpos facilities.
Food and beverages	How will you manage COVID safe catering? N/A Write N/A if not applicable
HYGINE, SANITATION & CLEANING	
Hygiene practices	<ul style="list-style-type: none"> • Event organisers will ensure that hand sanitiser will be available during the event • Participants will be required to sanitise their hands before, during and after the event. • Hand sanitising stations will be provided at the sale entry and exit, at checkout tables, and at tables used for sorting plants during the sale set up. Please see event site map for locations.
Cleaning of venues and	<ul style="list-style-type: none"> • Event organisers will comply with the ANBG's Venues COVID-

equipment	<p>19 Safety Plan regarding hygiene and cleaning.</p> <ul style="list-style-type: none">• Organisers will bring disposable disinfectant wipes, gloves and hand sanitiser for each event.• Organisers will use disposable disinfectant cloths to sanitise (list items to be sanitised) before and after use. The disposable disinfectant cloths will be put in bin after use.• The sale uses only the carpark space. All infrastructure belongs to ANPSC, and will be cleaned, as appropriate, as it is returned to the storage space under the Visitors Centre, where it will be quarantined for the following 6 months.• Frequent touch points list items will be cleaned before and after the activity/event.• ANPSC tables and eftpos machines will be sanitised before storage.
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