

## SAFE WORK METHOD STATEMENT – Face to face gathering

Up to date as at 06/02/2022 4 pm

### Purpose

The purpose of this Safe Work Methods Statement (SWMS) is to specify the rules by which face-to-face gatherings can occur when involving personnel from EcoPlant & Seeddown during the Covid-19 pandemic. This SWMS is to be adhered to by all personnel during the Recovery Phase – EcoPlant & Seeddown COVID-19 Crisis Management Plan.

These are the minimum requirements and personnel are encouraged to apply more stringent controls should they feel the need and if such means are available. If any person is unsure about any aspects of the SWMS, contact a relevant member of the Crisis Management Team to discuss it before undertaking the face-to-face activity. The relevant members of the Crisis Management Team are the Manager Director's Joshua Sansom & Paul Harms.

The Australian Government Department of Health advice on gatherings specifies that close contact with *a confirmed or suspected case* for **more than 15 minutes** or sharing a small room for **more than two hours** is likely to increase risk of transmission. Advice and resources can be found at: [www.health.gov.au/covid19-resources](http://www.health.gov.au/covid19-resources).

### Planning a face-to-face gathering inside a building:

This SWMS applies to **BOTH** internal and external face-to-face gatherings within a building or enclosure that remain permitted under the conditions described below:

- **Internal gatherings:** Face-to-face gatherings **WITHIN** the same office are permitted, providing that the following SWMS procedures are strictly adhered to.
- **External gatherings:** Gatherings with external parties inside enclosed area must meet social distancing and COVID-19 hygiene rules. For a face-to-face gathering, **approval from a member of the Crisis Management Team** must be sought **AND** the following procedures must be strictly adhered to.

### Procedures for face-to-face gatherings inside a building:

The following rules apply when hosting or participating in an internal **OR** external face-to-face gathering:

- **Precursor:** All participants coming to the gathering must ensure they are symptom free: including cold, flu or COVID-19 symptoms. If any person arrives to attend the gathering shows any sign of cold, flu or COVID-19 symptoms, they must immediately be advised to vacate the building, all steps to clean the office taken immediately, and all personnel in the vicinity advised to wash hands and any other part of their body which may have touched a surface touched by the person showing the symptoms. Ideally, external people should be vetted at the building entrance to avoid any change of infection.
- **Numbers:** The number of participants is limited to a maximum of 1 person per 4 m<sup>2</sup> **OR** for areas less than 200 m<sup>2</sup>, one person per 2 m<sup>2</sup> up to a maximum of 50 people **AND** where social distancing protocols can be observed **AND** provided no person at the gathering shows any signs or symptoms of a cold, flu or COVID-19.
- **Social distancing:** there must be at least 4 m<sup>2</sup> for each person at any gathering (or for areas less than 200 m<sup>2</sup>, one person per 2 m<sup>2</sup> up to a maximum of 50 people).
- **Timing:** The gathering does not have time limits provided no person at the gathering shows any signs or symptoms of a cold, flu or COVID-19 **AND** provided breaks are taken within 1.5 hours

to allow for the disinfection of the room services and to practice hygiene measures.

- **Hygiene:** Social distancing protocol is a requirement for all gatherings.
- **Cleaning:** Ensure event spaces, surfaces and objects are cleaned with disinfectant/wipes prior to, during and after the event (e.g. tables, other flat surfaces).
- **Food:** Shared catering is not permitted. If necessary, participants must bring their own food, not for sharing.
- **Participants:** In considering participants of any face to face gatherings, take into consideration whether they may be from vulnerable demographic groups. Vulnerable demographic groups are defined as:

- People over the age of 60
- Aboriginal and Torres Strait Islander people
- People with known compromised immune systems.

### Planning a face-to-face gathering in the open air:

This SWMS applies to **BOTH** internal and external face-to-face gatherings in the open air that remain permitted under the conditions described below:

- **Internal gatherings:** Face-to-face gatherings in the open air are permitted for up to 500 people providing that the following SWMS procedures are strictly adhered to.
- **External gatherings:** Gatherings with external parties in the open air will be dependent on the wishes of any external presenter/facilitator and/or the venue owner. Should either a presenter/facilitator or venue owner wish to avoid a face to face gathering in the open air, either alternative delivery arrangements such as Zoom, or similar remote attendance option may be considered.

### Procedures for face-to-face gatherings in the open air:

The following rules apply when hosting or participating in an internal **OR** external open air face-to-face gathering:

- **Precursor:** All participants coming to the gathering must ensure they are symptom free: including cold, flu or COVID-19 symptoms. If any person arrives to attend the gathering shows any sign of cold, flu or COVID-19 symptoms, they must immediately be advised to vacate the area, all steps to clean the area taken immediately, and all personnel in the vicinity advised to wash hands and any other part of their body which may have touched a surface touched by the person showing the symptoms. Ideally, external people should be vetted at the entrance to the gathering area to avoid any change of infection.
- **Numbers:** The number of participants is limited to less than 500. Social gatherings are limited to 100 people.
- **Social distancing:** The requirement for social distancing (at least 1.5 m between participants) must be adhered to in all circumstances.
- **Timing:** The gathering must be planned to ensure people have regular breaks to practice good hygiene.
- **Hygiene:** Social distancing is a requirement for all gatherings and hand washing or sanitisation stations are required with all participants utilising them before being allowed on site.
- **Cleaning:** Ensure event spaces, surfaces and objects are cleaned with disinfectant/wipes prior to and after the event (e.g. tables, other flat surfaces) and registration processes are handled by one person to ensure no passing of pens or similar.
- **Food:** Shared catering is not permitted. If necessary, participants must bring their own food, not for sharing.
- **Participants:** In considering participants of any face to face gatherings take into consideration whether they may be from vulnerable demographic groups. Vulnerable demographic groups are defined as:
  - People over the age of 60
  - Aboriginal and Torres Strait Islander people
  - People with known compromised immune systems.

When inviting people to a face-to-face gathering, people need to ensure all potential participants are given a clear choice about attendance. All meeting invites must specify clearly in the invitation that:

- **if they have increased risk factors or the invitee is feeling unwell, is currently showing symptoms or has shown symptoms of Covid-19 in the 14 days prior to the gathering, they MUST NOT attend face-to-face.** Remote participation in the gathering may need to be organised

for that person or persons.

- EcoPlant & Seeddown is taking its responsibilities to abide by the latest advice from the Queensland and Australian Governments regarding COVID-19 very seriously. Attendance at all face-to-face gatherings is at the discretion of the attendee; however, if attending, strict adherence to the Social Distancing Protocols is required. Should an attendee wish to attend remotely, wherever feasible, EcoPlant & Seeddown will make the necessary arrangements for this to happen.