

AUSTMINE EVENT SAFE FRAMEWORK

Published August 2020



COVID-19 has impacted businesses around the world and whilst the Australian METS sector is strong, it is not immune. At Austmine, our main priority is the health and safety of our members, guests and speakers. The purpose of this document is to outline new processes and protocols to help ensure the safety of everyone at our events moving forward.

As restrictions start to ease and we begin our return to business as usual, Austmine is currently working on several hygienic and preventative measures to be practiced at our future events to maintain the safety and healthy wellbeing of our attendees.

ONSITE AT AUSTMINE EVENTS

As a **national industry body**, with members scattered throughout Australia, Austmine strives to ensure our members receive a multitude of benefits from their membership with us.

Having such a wide reach of members means we need to execute exceptional events all around the country.

We are working with a number of venues in our key member states to ensure that **correct hygiene practices** are being implemented to ensure everyone is doing their bit to stop the spread. We are ensuring all venues we seek to hold events at have completed the necessary **COVID safe training**. We will ensure hand sanitiser stations are installed around the venue for guests and to particularly place the hand sanitisers at the food and beverage stations during breaks.



We will be requesting food service at the events to be handled with extra caution; food items will be individually wrapped where applicable to prevent unnecessary handling, splash guards are in place and all food is covered, adequate serving utensils are provided for guests, and venue staff is constantly monitoring the food service to ensure all food is handled hygienically.

We will be asking all venues to provide us with details of their health advisory signage.

Continuous wipe-down of common resources used on the day, including microphones and remote clickers.

We will have antibacterial wipes on hand to clean all equipment used between speaker presentations.

We are implementing a **no hand-shake policy** – this has been recommended by the Australian Chief Medical Officer

Austmine will **communicate all safety protocols** with delegates in the lead up to our events as well as advise of any additional precautions that may be necessary for certain events.

Austmine will need to implement **restrictions on attendee numbers** in line with maintaining the 1 person per 4sqm rule in venues. If you have not registered online for the event, we request that you please do not show up at the venue on the day of the event to register onsite as we may not be able to guarantee your entry.



Safety precautions for event preparation are just as vital as onsite precautions. We are implementing extra measures to ensure registration for our events is done as efficiently and safely as possible.



EVENT LOGISTICS

As always, the registration for all our events will take place **online**. This means no physical cash and ticket handling is necessary. Attendees will receive a confirmation email once registered which remains their confirmation of attendance for the event.

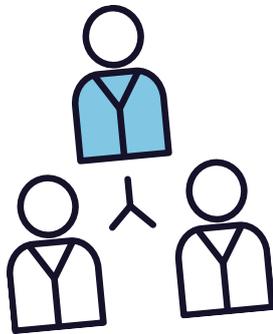


Registration on sight will be handled differently for the foreseeable future.

Name badges will be handled by one team member with as minimal contact as possible. When attendees arrive at the event, **queue management** will be in practice to ensure physical distancing is maintained. Attendees will need to head straight to the registration desk to collect name badges. We will have barriers in place with signage indicating entry and exit locations. We ask that attendees **only collect their own name badges and not handle colleague name badges**.

Registration desks will have sanitiser stations with supporting hygiene signage. We will have team members supporting guests, ensuring registration is completed safely and efficiently.

NETWORKING



Networking is a vital part of any event and at Austmine we pride ourselves on the opportunities we give our members to build connections within the industry.

We are looking at new and innovative ways for our attendees to network while still maintaining safe practices.

← ATTENDEE CONSIDERATIONS

- ✓ Stay at home if you have tested positive for COVID-19 or are displaying symptoms of **COVID-19**
- ✓ When you register to attend an event, you are also signalling to us that you have not entered the country from **overseas travel in 14 days prior to the event**, you have not come into contact with anyone that has COVID-19, and you have not been in quarantine in the 14 days prior to the event.
- ✓ If you are **feeling sick** at the venue, please notify an Austmine staff member **immediately**. You will be asked to move to an area away from all other patrons and a First Aid Officer from the venue will be contacted.
- ✓ Follow the signage in place and instructions from staff
- ✓ Please observe **physical distancing** and **hand hygiene practices**.
- ✓ Please provide us with both your **mobile and email contact details** at the point of registration.