

COVID SAFETY PLAN

CONFERCING FACILITIES

At the Airport Business Park Conferencing Facilities, visitor safety remains our top priority and we are committed to maintaining the very highest levels of customer service and hygiene standards.

Stringent measures have been put in place to reduce the risks associated with COVID-19, including:

Ensuring physical distancing:

- Room capacities for each facility have been reduced in order to comply with the one person per 4 square metre rule. Additional tables and seating has been removed to ensure this.
- Additional signage has been installed to encourage physical distancing, including floor and furniture decals.
- All guests will receive a communication prior to their booking, including a document outlining expectations when using our facilities including physical distancing, maximum capacities, cleanliness and hygiene.
- Our Conference and Meetings Coordinator will be completing inspections to ensure room capacities are not breached, furniture not re-configured and that all guests are comfortable in the space.

Cleaning, sanitising and hygiene activities:

- Until further notice, we will only be accepting 1 booking per day per facility. This will allow Norris Cleaning to undertake stringent cleaning procedures throughout the facilities, buildings and bathrooms with a focus on touchpoints.
- Providing hand sanitising stations throughout the common areas of the buildings and in the meeting and conferencing facilities so patrons have multiple opportunities to sanitise their hands.

Managing staff or customers presenting with illness:

- All guests will receive a registration form to be completed by each attendee, including name and contact details, should this need to be passed onto health authorities at any time within a 28 day period after the meeting concludes. The information will be held by the Airport Business Parks Conferencing Coordinator for 28 days, then destroyed.
- In the event of a staff member being diagnosed with COVID 19, guests are required to contact the Conferencing and Meeting Coordinator or our office immediately. We will liaise with our cleaning contractors and provide them with updated advice as soon as possible.
- Encouraging guests to have the COVIDSafe App installed on their phone and bring that phone with them with Bluetooth enabled.

Compliance and safety:

- Ensuring all guests are continually updated on government regulations and company policy.
- Implementing a COVID Staff Policy and COVID Safety Plan.

Signage:

- Increased public health messaging to encourage physical distancing and personal hygiene has been implemented throughout the conference and meeting facilities, including;

Keeping you safe at work

AIRPORT BUSINESS PARKS MEETING AND CONFERENCE FACILITIES COVID-19 MANAGEMENT

OUR COMMITMENT TO YOU

Canberra Airport takes great care in maintaining the highest standards of cleanliness and hygiene throughout our meeting and conference spaces. During this unprecedented time of COVID-19, the team has introduced a process of cleaning and sanitising protocols, in addition to our already thorough regime, to ensure all guests experience a safe and stress-free event.

Hand sanitising stations are located in the facility for your use, and our team practice physical distancing. Our space layouts are set in accordance with Government regulation of 1.5m, and 2m distancing rules.

Meeting/theatre room name: **<INSERT NAME>** Maximum number permitted: **XX**

We have implemented stringent changes to our back-of-house areas, increasing the frequency of cleaning inspections throughout the day. A strong focus is applied on high-touch points and hard surfaces including hallways, doors, and furniture.

Contactless food safety handling procedures have been developed by our catering partners for menus and service delivery, to ensure your health and safety.

We also have an attendance registration book to capture the email and contact numbers of every person who attends. We ask that you complete the registration form to assist contact tracing by health authorities if required. This information will be held in confidence by the Airport Business Parks Meeting and Conference Coordinator and will be kept for 28 days, and then destroyed.

BE SAFE BE SMART BE KIND

MICHAEL MAJURA PARK FAIRBAIRN

PHYSICAL DISTANCING

Please maintain 1.5m where possible

BRINDABELLA

Furniture decals for lecture theatres

PLEASE KEEP A DISTANCE OF 1.5m APART

Room instructions

Large floor decal upon entry