

Draft VOLF Covid safe plan as of January 2022

As an organisation we pride ourselves on looking after our community. As such we are following the current COVID-19 Public Health Orders, and managing risks for our staff, volunteers and event attendees in accordance with Work Health and Safety laws.

For more information about COVID-19 in NSW and how to protect yourself and your community, please visit the [NSW Health website](#).

### **Wellbeing of staff and attendees**

- Pre-event promotion will ask volunteers, participants and any stakeholders to not attend the event if feeling unwell within 24hrs of event.
- Staff and volunteers will be provided with the most recent information provided by the government health requirements.
- If staff are sick they are required to stay home and self-isolate.
- Website, social media promotion will tell participants about restrictions for attending events including recommending wearing masks

### **Physical distancing**

- Registration for events will have staggered time slots per hour to manage flow of people at the Icebergs
- Volunteers will restrict numbers viewing the Litterarty exhibition to maintain social distancing
- Social distancing volunteers will be on the event site at all times and ensuring appropriate distancing according to current guidelines

### **Hygiene and cleaning**

- Signage asking people to use sanitiser pre and post event will be visible.
- Hand sanitiser will be stationed at event hub entry points
- All volunteers and staff required to wear masks

### **Record keeping**

- All participants to the Icebergs and workshops required register with their contact details. QR signage will be posted asking attendees to register.
- Volunteers will be alerted to COVIDSafe app in volunteer briefing.
- If any Covid-19 positive cases are identified with the event we will immediately contact and cooperate with NSW Health.

### **promotion of our events**

- Pre-event promotion will ask participants not to come if unwell and experiencing symptoms