

ACF COVIDSAFE EVENT REQUIREMENTS

ACF's response to the COVID-19 epidemic is based on guidance issued by Federal and State Governments and other relevant authorities. This guidance is subject to frequent change so please ensure that you have ACF's most recent *COVIDSafe Event Requirements*.

ACF's events must be conducted in a COVIDSafe manner. That means you need to follow the Government rules, plus it means you need to take reasonable measures to ensure the health and safety of attendees. If you or other participants don't feel comfortable with attending or organising a physical event, considering online options such as Zoom.

To make your events COVIDSafe:

1. If you are planning an event, and to avoid any issues on the day, let all attendees know about these requirements when you send the invitation.
2. Consider carefully before attending an ACF event if you are in one of the groups that are most at risk from a COVID infection. This includes older people, people with weakened immune systems and people with diagnosed, underlying medical conditions.
3. Do not attend an ACF event, under any circumstances, if you feel unwell. If you notice somebody at an event is showing COVID symptoms (fever, shortness of breath, flu-like symptoms such as coughing, sore throat or fatigue), you should ask them to leave immediately and advise them to seek medical attention.
4. The maximum number of attendees at an outdoors ACF event is 100 (VIC: 50), and if held indoors, should be restricted to no more than one person per 4 square metres. You should use your judgment to ensure attendees can move around safely whilst maintaining physical distancing of at least 1.5 metres.
5. If you have hired a facility for an event, you should ask the venue what procedures they have put in place to make the facility COVIDSafe and if they have any COVIDSafe requirements for ACF attendees. If you are concerned that the venue's COVIDSafe procedures are inadequate or the venue's requirements for ACF attendees are unclear, seem unreasonable or inconsistent, please ask ACF's Legal team for advice.
6. The event host will keep a register of attendee contact details (full name, mobile number, time of arrival) for 28 days, to help with contact tracing, should an attendee subsequently become infected with COVID.
7. Try to minimise the likelihood of attendees having to handle shared equipment, tools and other items. If you are hosting a hands-on nature event like tree planting, ask participants to bring their own tools, gloves and other gardening equipment. The event host should bring hand sanitiser to the event, should any attendee not have their own supply. Wearing face masks and other protective equipment is recommended where not prescribed by state regulations.
8. Catering at ACF events is discouraged to minimise risk of infection. If necessary, attendees should bring their own food, refreshments and utensils. Alternatively, a COVIDSafe caterer may supply self-serve, individually packaged food for attendees.
9. Whilst the risk of coronavirus infection from public transport in Australia is low, it does represent a greater risk than many other situations in daily life. Where possible, attendees are encouraged to use alternative means of transport – especially walking and cycling.