



## 2021 Early Childhood Australia National Conference—COVID Safe Plan

The Brisbane Convention and Exhibition Centre (BCEC) operates under the Queensland Chief Health Officer's Public Health Directions. Early Childhood Australia (ECA) is working in conjunction with [BCEC](#) and [Queensland Health](#) to ensure the 2021 ECA National Conference is a COVID-safe event. The health and wellbeing of all participants is our priority.

ECA will continue to evaluate this COVID Safe Plan as per BCEC and Queensland Health's regulations and guidance on how best to ensure a safe event space.

### ECA staff, contractor and delegate screening

ECA recognises that BCEC is closed to the public and only participants of confirmed events will be allowed to enter the facilities.

ALL PARTICIPANTS ARE REQUIRED TO REGISTER TO ATTEND THE 2021 ECA NATIONAL CONFERENCE. ONLY REGISTERED PARTICIPANTS WILL BE ALLOWED TO ENTER THE BCEC FACILITIES.

ECA will advise participants in the *Conference Information*-email prior to the event to:

- stay home if they are sick
- stay 1.5 metres away from other people
- wash their hands frequently with soap and water, and use provided hand sanitiser
- follow BCEC directions and instructions during the event
- review monitors in regard to health advice and follow guidelines published by Queensland Health
- download the state government's Check-In Qld app, register their details prior to accessing the venue, and use it daily to check in (this is compulsory as per the Queensland Health directions).



As per the [BCEC Safe Event Guideline](#), ECA will provide participants with details prior to the event on the specific entrance to be used and the access route from the specified entrance to the applicable event spaces. The advice will include:

- specified restrooms for the event
- specified foyer space for the event
- the doors that participants will use to enter and exit the event space
- the BCEC COVID Safe Ambassador for the event
- the BCEC COVID Safe Controller for the event
- the BCEC Floor Coordinator for the event.

This is to prevent contact between ECA National Conference participants and people attending other events held at BCEC at the same time.

BCEC and ECA staff will monitor the entry points. Responsibilities include:

- controlling numbers in line with the BCEC Safe Event Guideline
- ensuring that people flow adheres to social distancing
- looking for visible signs of COVID-19 symptoms.

BCEC Conditions of Entry are displayed at all entrances.

## Attending and social distancing

### Record Keeping

ECA will submit a list of all participants (including but not limited to delegates, contractors and ECA staff) to BCEC prior to the event and a final list of attendees post conference.

This list is compulsory as per Queensland Health regulations for contact tracing. Each guest is required to provide the following information:

- full name
- email address
- phone number
- date and time period of patronage.

Under privacy regulations, this information can only be used for contact tracing purposes and will be stored securely for no longer than 56 days.

### Social distancing

- ECA will ensure the number of participants does not exceed the maximum capacity of the event spaces (in accordance with the BCEC advice for the plenary, exhibition hall and concurrent facilities) and will promote social distancing before, during and after the event.
- Seated capacity in rooms is set by the Queensland Health directions in force at the time of the event.
- Exhibitions are permitted to have one person per four square metres of space, this is subject to change in accordance with Queensland Health directions in force at the time of the event.
- BCEC will supply a script for announcements that ECA will make at the start and during the event to ensure that all participants are aware of the COVID Safe obligations.
- ECA will make any other announcements requested by BCEC.

## Signage

BCEC will have in place the following information displayed and announced at all events at the Centre:

- Fixed physical signage, signage on digital screens, floor decals, announcements and stanchions will:
  - prominently display minimum social distancing in queues, elevators, lobbies and common areas
  - discourage handshaking and other physical greetings
  - encourage participants to download the [COVIDSafe app](#)
  - control the movement of people.
- The Australian Government's COVID-19 video, [Good Hygiene Starts Here](#), will be displayed on BCEC screens throughout the centre on a loop.
- Proactive security and enforcement of social distancing will include BCEC and the ECA staff monitoring client spaces to ensure compliance.
- Furniture will be repositioned to allow for 1.5 metre distancing.
- Cashless payment systems will be in operation.
- ECA will ensure participants are aware of social distancing requirements and ECA staff will ensure appropriate social distancing is practised during the event.
- ECA will advise participants to read and comply with all signage at BCEC.

## Hygiene and sanitation

- Common touch points will be regularly sanitised by BCEC staff according to a pre-set schedule when these areas are in use.
- Alcohol-based hand sanitiser will be available from sensor-operated dispensers and appropriate waste receptacles will be placed at entrances and foyers.
- Prominent signage promoting good hand hygiene will be displayed throughout the venue at entry points and in public areas, hired event spaces and restrooms.
- A food-safety strategy has been established incorporating risk assessments of high-touch points within food and beverage areas that will require frequent sanitisation.
- All food-service areas will be monitored for hygiene and cleaning by a BCEC staff member trained in food safety.
- Single-use cups, cutlery and plates will be offered as an optional alternative to china, glassware, etc.
- Shared equipment such as microphones and lecterns will be sanitised once per day with certified cleaning products offering 24-hour surface protection.
- ECA will supply sanitisation for exhibitor tables and any additional sanitisation beyond that provided in common areas by BCEC.

For additional information or any queries, please contact [conference@earlychildhood.org.au](mailto:conference@earlychildhood.org.au).

## Official COVID-19 Resources

Advice on COVID-19 safety is regularly provided through official state/territory and federal government communication channels, and regulations may change at any time.

It is strongly recommended that the following websites be reviewed on a regular basis for the most up-to-date information regarding COVID-19 safety measures, advice and government directions:

- Facts, figures and guidelines on social distancing measures, health and wellbeing, mental health and COVID-19 restrictions from the [Australian Government Department of Health website](#).
- [COVID-19 safety information for specific workplaces and industries](#) from Safe Work Australia.
- [Australian Capital Territory Government updates](#) on COVID-19 responses, measures and guidelines.
- [New South Wales Government information](#) on COVID-19 responses, measures and guidelines.
- [Queensland Government information](#) on COVID-19 responses, measures and guidelines.
- [South Australian Government information](#) on COVID-19 responses, measures and guidelines.
- [Tasmanian Government information](#) on COVID-19 responses, measures and guidelines.
- [Victorian Government information](#) on COVID-19 responses, measures and guidelines.
- [Western Australian Government](#) information on COVID-19 responses, measures and guidelines.
- [Northern Territory Government](#) information on COVID-19 responses, measures and guidelines.