



EVENT HEALTH & SAFETY GUIDELINE



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Introduction

The Darwin Convention Centre is delighted to see the return of clients and guests to our world-class venue.

The safety and well-being of our clients, guests, staff and visitors will always remain our first priority as we continue to navigate these challenging times. All measures to ensure a safe meeting environment have been implemented as recommended by the Australian and Northern Territory Government Departments of Health.

As part of these new measures, employees working at the Centre have all been vaccinated and receive COVID-19 health and safety training, with a more intense program for operational team members working within the food and beverage, events, security and venue presentation departments.

The Centre will work with event organisers in order to share information with clients and guests regarding the current measures, including;

- Current health and travel restrictions and specific guidelines for each state.
- The Centre's Event Health & Safety Guidelines and a Health Compliance Statement, ensuring attendees are aware of the procedures.
- Event floor plans, with registration numbers closely monitored to ensure physical distancing rules are met.

These measures are supported by VenueShield, a new environmental hygiene protocol created by the Centre operator's parent company ASM Global. VenueShield was created in response to evolving government regulations and guest expectations, stemming from the COVID-19 pandemic and is a comprehensive, best-in-class program developed and deployed to more than 325 ASM Global facilities around the world, including the Darwin Convention Centre. The program provides the most advanced hygienic safeguards that serve ASM Global clients, guests, staff and other visitors. All policies are aligned with, and informed by, public health authorities, medical and industry experts and our guidelines have been developed incorporating all of these combined measures.



On Arrival

- The Centre has four main entry points. Each entry has signage clearly displaying the terms and conditions of entry and reminding those who enter to adhere to the key principles set out by the Northern Territory Government Department of Health.
- Contactless hand sanitiser stations with supporting signage will be placed at all entry points as well as registration areas.
- Internal queue management systems and branded floor decals have been implemented to ensure social distancing.
- The Centre's security team will be onsite to guide the safe flow of delegates and guests throughout the Centre.
- DCC event coordinators will encourage clients, delegates and guests to download the COVIDSafe app to ensure they are kept up to date with vital information.





Social Distancing and Floor Plans

- Maximum capacity floor plans have been updated based on the 1.5 metre social distancing rule. Floor plans comply with social distancing measures with an allowance of 4 square metres of space per person.
- The Centre's business development and event teams will work in collaboration with clients to meet the new COVID-19 health and safety requirements.
- All event organisers wishing to hold an event for over 500 delegates must complete a [Northern Territory Government Event Safety Plan](#) for approval by the Chief Health Officer of the Northern Territory.
- In accordance with the Northern Territory Government Department of Health directives, social distancing is a shared responsibility between all parties.
- Floor plans will clearly show separate entrance and exit doors to event spaces and will be monitored throughout the duration of the event.
- Capacity restrictions within restrooms, lifts and stairwells are clearly displayed on the doors to these areas.





Food Service

- The Darwin Convention Centre is independently and rigorously audited by some of the world's most recognised benchmarking and certification programs for quality, food safety and environmental management (e.g. ISO 22000).
- Heavy cleaning regimes already in place as part of this certification will continue, with additional diligence regarding the daily sanitisation of surfaces.
- Food and beverage attendants have been retrained and operational manuals updated to ensure these new measures are adhered to.
- Food and beverage stations will be clearly labelled on all floor plans with food and beverage attendants monitoring each entry point to ensure guests are utilising contactless sanitising stations.
- Plates and cutlery will be handed to guests and individual bottles of water, juice and soft drinks will be available in lieu of dispensers.
- Pre-packaged foods will be an option for all clients, with biodegradable packaging to ensure our sustainability efforts continue.
- Contactless payment is preferred at all events that include cash bars or cafes.
- The Centre's events team will closely monitor all event plans to ensure break times are staggered for larger functions. If more than one event occurs over the same period, break times will also be staggered to minimise the flow of delegates through shared spaces such as foyers and toilets.





Health and Hygiene

- The Darwin Convention Centre operates in accordance with the overarching Safe Work Australia National COVID-19 Safe Work Principles, which guide the industry's response to the COVID situation.
- The Centre's venue presentation team have restructured cleaning techniques to match the Safe Work Australia "How To" cleaning manual.
- Sanitation logs have been updated and staff will be rostered to ensure consistent sanitisation of frequent touch points.
- Cleaning equipment and chemicals have been authorised and approved by the ASM Global EHAP team who have ensured all products are government approved and certified.
- WH&S policies and procedures will remain in place and risk assessments incorporate a COVID-19 inclusion.
- Inductions via an online portal include the addition of the COVID-19 checklist, ensuring employees have met the Centre's guidelines.
- Staff washrooms, changing rooms and communal areas have Australian Health Department hand washing instruction posters at each station.
- Touch-free sanitisers will be available at entry/exit kiosk stations and at each entry point of the venue to allow staff to sanitise their hands before entering the premises.
- Appropriate PPE will be worn by all employees based on their role and responsibilities and in adherence to state and local regulations and guidance. Training on how to properly use and dispose of PPE will be provided to all staff.





Contact

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For additional information regarding government regulations please refer to the following links:

[Northern Territory Government COVID Resources](#)

[Australian Government COVID Resources](#)

[Safe Work Australia COVID Resources](#)

**All information contained in this guideline is current based on government regulations as at May 2022.*



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