

## AWP Partners Workshop 2022 – COVID Safety Plan

The AWP Partners Workshop is going ahead face-to-face in Canberra (8–10 March) and we are aware that in-person attendance carries a risk for exposure. Even though for events with less than 2,000 attendees completion of the [COVID Safe Event Checklist](#) is all that is needed under the Public Health Direction, we have prepared a COVID Safety Plan. This plan follows the latest [ACT Government COVID Safety guidelines for events](#) to minimise the spread of the virus. The advice could change if the COVID-19 situation in the ACT worsens, i.e., a) increased cases of COVID-19 community transmission in the ACT; b) concerns or issues from other large events that have been held in the ACT; and c) the situation in other jurisdictions.

**Event location:** Crowne Plaza Hotel, Binara Street, Canberra ACT.

- Rooms: Binara One, The Glebe, LUME Bar.
- Redsalt Restaurant area

**Number of attendees:** Around 90 attendees.

**Date of event:** Tuesday 8, Wednesday 9, Thursday 10 March 2022.

**Event description:** The AWP was established by DFAT in 2015 as an innovative private and public sector partnership to share Australia’s water management expertise and experience to assist countries facing water scarcity in the Indo-Pacific region. The AWP has 226 Australian private and public water sector partners, six international strategic partners—World Bank, Asian Development Bank, UN Food and Agriculture Organisation, the International Water Management Institute, the International Centre for Integrated Mountain Development and the Pacific Community—and operates under several water-related bilateral MoUs in the Indo-Pacific region. Each year, AWP brings together about 80 of our Australian partners to exchange experience and learn about good practice in various fields related to water and development, and under this year’s theme *Water security in a changing world*. Our partners are from private sector partners, State and Federal Departments, NGOs and research organisations, as well as our international strategic partners, and they highly value this annual workshop as a chance to connect and network and get engaged in AWP's development agenda for water. As COVID-19 is still bringing about uncertainties, our international partners will most likely connect through Zoom. However, overall, we expect it to be an engaging in-person experience. The AWP Partners Workshop is a multi-day, multi-session conference-style event.

### 1. Adherence to Public Health Directions<sup>1</sup>

The key restrictions according to the Public Health Directions include the use of the Check in CBR app, use of face masks, density limits, and the development of a COVID Safety Plan.

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<sup>1</sup> Summary of Restrictions updated 23 February 2022. <https://www.covid19.act.gov.au/restrictions/current-restrictions>.

General advice, advice on Conference and Convention events, on licensed venues and restaurants, and on transport are relevant to this plan.

This plan has also been developed with collaboration from the venue provider, and will be distributed to Elite Technology Events (their preferred AV supplier) before the event.

- Attendees will be encouraged to wear masks indoors; we will supply face masks.
- Density limits of one person per two square metres no longer apply, however, we are hosting lower numbers than the room capacity. .
- In coordination with the Meetings Director, we have established that the density limit for each space is:

Room	Capacity	Date	Use	Feature
Binara One	80	Tuesday 8 March (9am – 6pm)	3 training sessions	Door access to outdoor area
		Wednesday 9 March (10:45am – 12:15m)	1 workshop	
		Thursday 10 March (10:45am – 12:15m)	1 workshop	
The Glebe	120	Wednesday 9 March (8am – 2pm)	Opening session, workshop, keynote	Door access to outdoor area
		Thursday 10 March (8am – 4pm)	World Café, expert panel, keynote, expert panel	
LUME Bar	40	Wednesday 9 March (8am – 2pm)	Overflow for opening session, expert panel and keynote	Overflow area connected to The Glebe
		Thursday 10 March (8am – 4pm)	Overflow for World Café, expert panel, keynote, expert panel	

## 2. Facilitate Contact Tracing

This is a ticketed event and AWP is managing attendees, so Check in at the hotel is not mandatory. However, attendees are welcome to check at the venue. The Crowne Plaza hotel is registered to use the Check in CBR App. In addition to the signage displaying the Crowne’s Check in CBR QR Code, QR Code signage will be placed in visible areas, such as the registration desk, each room, and workshop tables.

## 3. Density and capacity limits

Our venue has the sufficient capacity to practise physically distancing (one person per two square metres for each indoor space). Reminder posters will be used in the workshop areas. This includes *Keep your distance* and reminders to keep hand hygiene posters. These messages will be reinforced by the master of ceremony and AWP staff.

The venue has also made available two sets of restrooms for our guests.

To manage density, the AWP will assign attendees to each room and share this plan with them. Each session has a designed AWP staff who will monitor the crowd density.

#### **4. Management of attendees**

AWP Partners Workshop have pre-registered, which will facilitate contact tracing in the case of an outbreak. All attendees are over 16 of age, and the breakout is of 43 percent female, 57 percent male.

Frequent messaging in the lead up to the event will advise attendees to stay at home if they feel unwell. Rapid Antigen Tests will be made available for attendees who experience symptoms of COVID-19 during the event and for peace of mind.

There are currently no restrictions on interstate travel to the ACT. Attendees coming from interstate will be asked to stay home if they have been in a COVID-19 hotspot, or if they have been a close contact in the 14 days prior to the event.

Attendees will be able to sit throughout the Workshop, in each of the rooms, and will be encouraged to restrict their mingling as much as possible.

All the rooms used during the Workshop have access to outdoor areas. Besides this increased ventilation in rooms, we will host a part of the program outdoors (from 2pm till 5pm on Wednesday 9 March).

#### **5. Physical distancing**

Physical distancing of 1.5 metres will be encouraged during the registration process and breaks and signage to physical distance will be placed in the rooms. During the Workshop, attendees will be spread out in tables and attendees will most likely stay seated for most of the workshop.

In the first day, attendees will have enough time to register, so as to avoid potential congestions. The flow of attendees the rest of the workshop will come and go freely, so there won't be a need to stagger the entry and exit.

There won't be activities that may lead to close physical contact (e.g., no dancing).

#### **6. Hygiene Measures**

The venue will provide alcohol-based sanitiser at the registration desk, entrance to each room, and each table. During the event, our venue provider has measures in place to mitigate the risk of cross contamination, this includes regularly cleaning and sanitising of toilet facilities and of high touch areas.

Attendees will be reminded to wear their masks properly and to maintain good hand hygiene.

## **7. Cleaning and disinfecting procedures**

During the event, our venue provider has measures in place to mitigate the risk of cross contamination, this includes regularly cleaning and sanitising of toilet facilities and of high touch areas.

Venue staff will be in charge of serving the food for attendees to reduce the number of touch areas. They have designated personnel for cleaning and disinfection purposes.

Attendees will be encouraged to wear their masks properly and reminded to maintain good hand hygiene.

Venue COVID Safe, *Clean Promise*: <https://canberra.crowneplaza.com/ihg-clean-promise/>

## **8. COVID safe messaging**

The venue has place signs at entry points to instruct attendees and staff not to enter the event site if they are unwell. Anyone experiencing symptoms of COVID-19 will be encouraged to seek testing. If available, Rapid Antigen Tests will be provided during the event.

This messaging will be repeated in the lead up, via our mailing system, and throughout the Workshop. Messaging will include checking their state or territory's website for current advice on locations attended by confirmed cases.

Additional messages include to practice and maintain good hand and respiratory hygiene; to stay home if unwell and get tested if experiencing symptoms of COVID-19, no matter how mild; to stay home if in the last 14 days attendees have been a close contact; and to encourage partners to be fully vaccinated if possible.

## **9. Manage illness on site**

[ACT Government's Stay safe and healthy page](#) will be made available to attendees so they can monitor the main and less common COVID-19 symptoms.

Staff or attendees who present with illness will be directed to return home immediately, get tested and isolate. Rapid Antigen Tests are available for attendees who would like to use them. Staff will be advice to isolate, get tested and await the result.

AWP Crisis Response Team provides updates on the COVID-19 situation weekly, so staff know what to do in case attendees or team members presents to them with symptoms.

Besides supplying masks at the event, we will remind attendees to wear their masks properly, physically distance and to maintain good hand hygiene.

## **10. COVID Marshals and COVID Safety Officers**

The number of attendees for our event won't surpass 120 people so a COVID Marshal or Safety Officers will not be required. (COVID Safety Guidelines strongly recommended that there is one staff member on site that exclusively performs the role of a COVID Marshal

during for events over 500). Nonetheless, staff members and attendees will have this plan to manage and implement the risk mitigation measures stated in it.

### **11. Staff and Event Contractors/Vendors**

This COVID Safety Plan will be shared with all relevant stakeholders. The venue provider's COVID Safety plan will complement this plan.

### **12. Management of key activities**

All considerations needed to manage and implement the risk mitigation measures for this event are detailed in the sections above.

Considerations for the dinner on Wednesday 9 March is managed by Ovolo Hotels and specified here: <https://ovolohotels.com/care-and-cleanliness/>