



Australian National  
Botanic Gardens

# ANBG Venues COVID Safety Plan

Updated February 2022



Australian Government  
Parks Australia

# ANBG Venues COVID Safety Plan

## February 2022

### Introduction

This COVID Safety Plan sets out what the ANBG Venues Team will do to ensure the safety of staff, clients and visitors from COVID-19 during business operations. ANBG will comply with all COVID restrictions as directed by ACT health and this plan will be updated to reflect the current stage of restrictions. By following this plan the team will comply with all minimum standards determined by ACT Public Health, and with the requirements of the Work Health and Safety Act.

### Background

#### ACT health directions

COVID ACT Public directions directed business to;

- develop and adhere to a COVID-19 Safety Plan and produce the plan when requested
- apply COVID restrictions as directed by ACT Health

More information can be found at the [ACT Government's COVID-19 Business Hub](#).

#### Community Responsibilities

That the general community responsibilities during this time are:

- Maintain personal hygiene, including regular hand washing
- Stay home if unwell
- Get tested if you have COVID-19 symptoms
- Quarantine if deemed a close contact, are awaiting the result of a COVID test or have tested positive for COVID
- Notify contacts if you test positive for COVID

The general community is encouraged to;

- To maintain physical distancing of 1.5 metres when possible
- Wear masks in inside public buildings, such as ANBG Venues, and in outdoor areas where people are gathering or queuing when social distancing is not possible
- Use Check In CBR for contact tracing

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### ANBG Venues Business Requirements

#### 1. COVID Safety Plan

The ANBG Venues COVID Safety Plan must be in writing and available to be produced on request by compliance and enforcement officers, but it does not need to be submitted for approval. The COVID Safety Plan should identify the risks posed by COVID-19 to the Venues team staff (including contractors, e.g. the cleaners) and customers.

#### 2. Venue Capacities

When directed by ACT health the ANBG will comply with restrictions on capacity including:

- Displaying maximum capacity signs for each venue based on the current restrictions.
- updating signage in response to any changes to restrictions by ACT Health.
- ANBG will ensure that venue hirers are aware and comply with maximum capacity restrictions that are in place during their hire.

#### 3. COVID safe event protocol

The ACT Government has documented [COVID Safe Event Protocol](#). ANBG will follow all recommendations and directions from ACT Health for COVID safe events.

#### 4. Physical Distancing

Hirers and visitors to the site will be encouraged to maintain a distance of 1.5 metres between attendees where possible, and as much as possible. Hirers may request a 1.5 metre distanced venue set up.

#### 5. Cleaning, Sanitising and Hygiene

ANBG Venues staff are required to demonstrate appropriate hand and respiratory hygiene, as well as ensuring to maintain appropriate cleaning and sanitising practices and supplies.

#### 6. Staff or attendees presenting with illness

The Government is urging everyone to stay home if they are unwell. This applies to staff and the broader community. ANBG Venues will send staff home and turn venue clients or attendees away if they have clear symptoms of illness.

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### 7. Contact Tracing – Check In CBR

ANBG is registered for Check-In CBR and QR code posters will be displayed across the Gardens.

At times Check-In is mandated by ACT Health, ANBG will make all reasonable efforts to ensure that clients use Check-In CBR when they use venues onsite.

### 8. Mandatory Face Mask in indoor public settings

At times that face masks are mandated by ACT Health, ANBG will make all reasonable efforts to ensure that visitors, attendees and hirers wear masks at the visitor centre and indoor venue hire locations at ANBG.

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### ANBG Venues Operational Plan

#### 1. COVID Safety Plan

ANBG Venues will maintain a COVID Safety Plan which:

- Identifies the risks posed to staff and customers.
- Is maintained and reviewed to reflect current restrictions under the relevant stage of restrictions.
- Is readily available to be produced on request by an authorised officer.

#### 2. Venue Capacities

When directed by ACT health the ANBG will comply with restrictions on capacity including:

- Displaying maximum capacity signs for each venue based on the current restrictions.
- updating signage in response to any changes to restrictions by ACT Health.
- ANBG will ensure that venue hirers are aware and comply with maximum capacity restrictions that are in place during their hire.

ANBG Venues will make all efforts to ensure that venues capacities are not exceeded. Which will include;

- Ensuring hirers understand venue capacities
- Removing or labelling chairs to signify the capacity of the room
- Monitoring usage of venue spaces

#### 3. COVID safe event protocol

The ACT Government has [COVID Safe Event Protocol](#) that must be followed for large events;

The ANBG requires that event organisers submit an ANBG Event COVID Safety Plan for any public event onsite (private and business venue hire on-site is covered by this document).

The ANBG Event COVID Safety Plan template is available from the Venues office on request. Please allow at least 3 weeks for approvals of the ANBG Event COVID Safety Plan. Approval must be received prior to advertising your event.

#### 4. Physical Distancing

Hirers and visitors to the site will be encouraged to maintain a distance of 1.5 metres between attendees where possible, and as much as possible.

- Messaging about physical distancing is included in information to clients about Venue Hire
- Hirers may request a 1.5 metre distanced venue set up.

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### 5. Maintaining cleaning, sanitising and hygiene activities

ANBG Venues will maintain the following practices for venue hires:

#### *Cleaning & Sanitation*

- Ensure thorough cleaning and sanitation of venues after each use following the [WorkSafe ACT Cleaning Checklist](#).
- Schedule adequate breaks between bookings to allow for enough cleaning time; one hour will be scheduled between any bookings.
- Monitor and use appropriate cleaning and sanitising supplies to perform cleaning and disinfection.
- Signage installed in key locations to remind visitors and staff to wash and sanitise hands.

#### *Hygiene*

- Provide adequate hygiene stations, in good condition and adequately stocked. Display signage on how to practice proper hygiene in all venues.
- Ensure staff demonstrate appropriate hand and respiratory hygiene.

### 6. Mandatory Face Mask in indoor public settings

At times that face masks are mandated by ACT Health, ANBG will make all reasonable efforts to ensure that visitors, attendees, hirers and staff are aware of the requirement and wear masks at the visitor centre and indoor venue hire locations at ANBG.

### 7. Managing staff or attendees presenting with illness

#### *Staff*

'ANBG Venues staff are to stay home if they are feeling unwell. Staff are to disclose if they are currently being tested for COVID-19 or have been a close contact of a person who is a confirmed case.' Department of Agriculture, Water and Environment staff, the Department has set [Protocols for suspected and confirmed cases of COVID-19](#) in the workplace to follow and manage suspected and confirmed cases of COVID-19.

#### *Attendees*

The Government is urging everyone to stay home if they are unwell. This applies to all potential attendees and the broader community. If a person does develop symptoms while at the gardens, ANBG Venues staff will avoid contact and seek appropriate medical advice.

It is understood that if a person develops symptoms, they should be seen urgently by a doctor at a hospital and that the ACT Health Protection Service should be contacted. ANBG Venues staff will:

Ensure a phone call has been made to the appropriate medical advice line:

- [ACT Government COVID-19 Helpline](#) on 02 6207 7244 (between 8am and 8pm daily)
- [Healthdirect](#) on 1800 022 222 (24 hours a day, seven days a week)
- In an emergency, triple zero (000) for urgent medical help.

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Contact the ACT Health Protection Service by submitting the [online incident notification](#) or by calling the ACT Government call centre on 13 22 81.

### 9. Contact Tracing – Check In CBR

ANBG is registered for Check-In CBR and QR code posters are displayed across the Gardens on buildings.

At times Check-In is mandated by ACT Health, ANBG will make all reasonable efforts to ensure that clients use Check-In CBR when they use venues onsite. Venue hirers will be instructed to request that attendees use the Check in CBR QR code on arrival. ANBG recognises that some visitors or clients can't use the Check in CBR App, if that occurs Venue hirers should be prepared to check in attendees using the Check in CBR App on their behalf.

In the case that the Check In CBR app is not working onsite, Venue Hirers must collect the first name and phone number of attendees and provide to the ANBG venues office who will check attendees in using the Business Profile of Check in CBR.

When Check-In is not mandated, ANBG will continue to display Check-In CBR QR code posters and encourage staff, attendees and hirers check in.

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