



Australian National
Botanic Gardens

ANBG Venues COVID Safety Plan

Canberra's Recovery Plan - Stage 4
Updated MARCH 2021



Australian Government
Parks Australia

ANBG Venues COVID Safety Plan

Introduction

This COVID Safety Plan sets out what the ANBG Venues Team will do to ensure the safety of staff, clients and visitors from coronavirus when resuming business operations. This plan reflects the current stage of restrictions, COVID NORMAL, in place from February 2021. 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

COVID NORMAL – ACT health directions

The *ACT Public Health (Restricted Activities – Gatherings, Business or Undertakings) Emergency Direction 2021 (No2)* imposes a requirement on several categories of business or undertaking to;

- develop and adhere to a COVID-19 Safety Plan and produce the plan when requested
- display a sign at the entrance to the premises based on 2sq m per person of usable space inside or outside.
- be registered with Check in CBR, Display the Check In CBR QR code, and take all reasonable steps to ensure that people aged 16 years or older who attend the premises for 15 minutes or more record their attendance at the premises using the Check In CBR app.
- Although venue hire (without accompanying food & beverage services) is not directly mentioned, the ANBG venue hire offerings could fall under any of the following categories of business, all required to develop and follow a COVID Safety Plan;
 - Galleries, museums, national institutions or heritage site
 - Entertainment, arts and cultural venues
 - Weddings

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:

- To maintain physical distancing of 1.5 metres when possible
- Maintain personal hygiene, including regular hand washing
- Stay home if unwell
- Get tested if you have COVID-19 symptoms
- Use Check In CBR for contact tracing

Venues Office
Australian National Botanic Gardens
p: (02) 6250 9408
m: 0418 492 450
e: venues@anbg.gov.au

ANBG Venues COVID Safety Plan

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

The COVID normal Stage of Canberra's recovery plan states that venues must clearly signpost and comply with venue capacities.

Currently one person per 2 square metres of usable space is the maximum permitted capacity of indoor and outdoor venues.

3. COVID safe event protocol

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

- Events with 500 people or less can go ahead without an exemption as long as the Public Health Directions can be met.
- Event organisers for events between 501 and 1,000 people are required to notify ACT Health and submit their COVID Safe plan (via an online form).
- Organisers of events more than 1,000 will need an exemption in accordance with the COVID Safe Event Protocol.
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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 sanitizing 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

Check In CBR is now mandatory for any clients and attendees over 16 who enters an indoor venue at the Gardens for more than 15 minutes.

It is a requirement for ANBG to make reasonable effort to ensure that clients use Check In CBR when they use venues onsite

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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

The COVID normal Stage of Canberra's recovery plan states that venues must clearly signpost and comply with venue capacities.

ANBG Venues will ensure that maximum capacity signs are maintained in all indoor venues. Including responding to changes of capacity in line with ACT Health directions.

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;

- Events with 500 people or less can go ahead without an exemption as long as the Public Health Directions can be met.
- Event organisers for events between 501 and 1,000 people are required to notify ACT Health and submit their COVID Safe plan (via an online form).
- Organisers of events more than 1,000 will need an exemption in accordance with the COVID Safe Event Protocol.

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.

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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.

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 sanitizing supplies to perform cleaning and disinfection.

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. ANBG Venues Operational Plan

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6. 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 have been in close contact with a person who has or is currently being tested for COVID-19. As 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.

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

8. Contact Tracing – Check In CBR

Check In CBR is now mandatory for any visitors and clients over 16 who enters an indoor venue at the Gardens for more than 15 minutes.

The following Check In CBR venues are registered onsite

- ANBG main site – covers the outdoor venues and Gardens, the QR code is posted on at entries to the Garden, at the welcome signage and at Outdoor Venues.
- Visitor Centre Building
- Pollen café
- Jindii ecospa
- Crosbie Morrison Building
- Banksia Building
- Dickson Room
- Theatrette
- Growing Friends Igloo

Visitors and clients must check in to each separate QR code for each venue that they enter for more than 15 minutes

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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.

Entry will be refused if attendees do not Check In with CBR or provide contact details to the ANBG to allow check in on their behalf. Details will be kept safely and destroyed after successful Check In or after 28 days whichever comes first.

Definitions

As defined in the Public Health (Restricted Activities – Gatherings Business or Undertakings) Emergency Direction 2021 (No 2)

Indoor space means an area, room or premises that is, or are, substantially enclosed by a roof and walls (of permanent solid construction and stretching from floor to ceiling), regardless of whether the roof or walls or any part of them are open or closed.

Usable space for an indoor space or outdoor space means the space that people can freely move around in, but not including the following areas:

- a. stages and similar areas;
- b. restrooms, changerooms and similar areas;
- c. areas occupied by fixtures, fittings, and displays; and
- d. staff only areas and areas that are closed off or not being used.

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