



PERTH CONVENTION AND
EXHIBITION CENTRE

COVID Safe

Principles and Hygiene Management Policy

2022





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Introduction

The Coronavirus (COVID-19) pandemic is a transformative global situation.

PCEC have consistently monitored the COVID-19 situation and followed regulations and advice provided by the Australian Government Department of Health. This advice has been further complemented with guidance from the Department for Health for Western Australia. These protocols have included the promotion of physical distancing measures, hygiene practices, the use of the Safe WA app and sign in process, and an increase of cleaning protocols, and supporting our employee and contractors with the vaccination program.

Through close collaboration with Government, industry, and our clients, we have gained a deeper understanding of the event challenges and the requirements to achieve a successful event.

As part of our ongoing commitment to protecting your health and safety whilst at PCEC, we have introduced a range of enhanced measures across the venue to safeguard the wellbeing of our clients, delegates, contractors, and team members.

We welcome you to read the venue plans and event checklists and address any queries you may have about the event you are organising at PCEC to your dedicated venue contact or event manager.

We look forward to hosting your next event in a COVIDsafe way and welcoming you back at PCEC.



Nigel Keen
General Manager

Western Australian Government COVID Safety Guidelines

As COVID-19 is spread person-to-person through coughing, sneezing, touching contaminated surfaces, and close contact with infected individuals, there is a need for businesses to remain vigilant with cleaning and sanitising regimes and taking extra care with maintaining and promoting good hygiene practices throughout business operations.

The most effective measures are good hygiene practices, additional sanitisation regimes, physical distancing and keeping away from others if unwell.

The Federal and State Government commenced the vaccination program in 2021, and the program will continue to roll out in 2022. This included the Mandatory Requirements for workers in the hospitality industry, and proof of vaccinations for patrons attending various venues including the Perth Convention and Exhibition Centre (*under Indoor Entertainment and Cultural venues*).



**Physical
Distancing**



Hygiene



**Training and
Education**



**Response
Planning**



Vaccination



Physical Distancing

We recognise that physical distancing is one of the most effective methods of reducing the spread of viruses. The more space between you and others the harder it is for the virus to spread.

Physical distancing can be used in the work place to minimise the risk of transmission. If a person is found to be positive for COVID-19, the risk of transmission to others is minimised if physical distancing has been practiced.

Phase 5 of Western Australia COVID Safe Plan, and as directed by the WA Government and Department for Health, there are no specifications or restrictions pertinent to physical distancing.

Good practice physical distancing principles are to:

- Where possible, it is still acceptable to maintain 1.5 metres separation between

people who are not from the same household or groups of other patrons.

Managing people at tables

- Clients and organisers of events may consider a minimum distance of 1.5m between each table of different groups of people. Tables can be arranged to maintain this requirement.
- People are not currently required to self-regulate their distancing at the table. There is no requirement for businesses to determine which people are from the same household or group and regulate physical distancing at a table.

Managing shared spaces

Where there are points of congregation or potential congestion, such as walkways, bathrooms, shared facilities, points of entry

and exit, and payment areas, venues may consider:

- Using signage and barriers to direct and manage the flow of traffic;
- Implementing a one-way traffic flow, such as a dedicated entrance and exit, to reduce congestion;
- Reconfiguring the venue layout, for example by reducing the amount of seating or rearranging furniture, to allow for and encourage physical distancing;
- The placement of furniture and equipment – removing tables, chairs, bar stools, entertainment equipment and anything else that may result in people clustering in small spaces without maintaining required distance; and
- The timing of payment and managing payment areas to ensure customers are not queuing to pay.



Hygiene

Cleaning hands

Regularly washing hands is an effective way to prevent the spread of germs and virus.

If cleaning your hands with soap and water:

- Lather for at least 20 seconds. Pay attention to the backs of hands and fingers, fingernails, and the webbing between fingers;
- Rinse hands under running water and dry hands with a clean towel, or fresh paper towel;

If cleaning your hands with an alcohol-based hand rub (hand sanitiser);

- Apply enough product to cover both hands;
- Rub all surfaces of both hands until they are dry.

Alcohol-based hand sanitiser are located throughout the venue, and additional hand sanitiser systems can be arranged for customers

at the entrance and within your event space to promote good hand hygiene.

Increased cleaning & sanitation regime

Cleaning of common contact surfaces will be conducted by the PCEC Housekeeping team. This includes, 'high touch' items and shared amenities, such as rails, door handles, taps, and toilets.

Following each event, the rooms and equipment are thoroughly cleaned using a disinfectant and sustainable cleaning chemical to reduce cross contamination of the COVID virus. In large spaces, commercial sanitising systems are deployed to ensure all surfaces are cleaned.

All crockery and utensils used for each event are placed through our industrial dishwasher that will kill any organism including the COVID-19 virus.

Payments

All payments across the venue are cashless.

Personal protective equipment & face mask

Good hygiene practices such as handwashing, cleaning and sanitisation of surfaces and utensils, physical distancing and physical barriers are more effective measures for maintaining staff health and reducing the transmission of disease than PPE.

There may be an expectation to wear face masks based on the health advice from the State Government. This requirement for face masks or other restrictions will be posted on the doors of the venue. Face masks must be used, worn, and removed correctly.

There are some exemptions as outlined by the State Government where a person is not required to wear a face mask, this includes medical exemptions. If a person has a medical exemption, they will be asked to show a medical certificate noting their exemption.

PPE may be appropriate for some services and interactions. PPE that is an existing part of our business will continue to be maintained (*i.e. the use of gloves for food preparation*).



Training and Education

PCEC regularly communicated restrictions, policies, and procedures as recommended by the WA Government and Department of Health. Any restrictions will be posted at the entry to the venue and communicated to our team and our clients as it is made available.

All PCEC employees complete compulsory COVID-19 specific training to ensure our team are aware of the risk associated with COVID-19, and the methods implemented by PCEC to reduce to the risk of COVID-19.





Response Planning

Public health officials are responsible for responding in the event that a person with possible COVID-19 infection enters your premises and will do so once notified.

Please consider the following measures that can be undertaken to minimise further risk and to assist public health officials to respond.

Contact Register

COVID Contact Tracing Sign in is available through the venue, or via a QR Code for checking in with the SafeWA or ServiceWA app. The QR codes are located through the venue, with specific QR codes for each meeting room, theatre, ballroom, and pavilions across the venue.

The specific QR codes are to assist with contact tracing for each event, and not the entire venue.

Each person attending an event must register their details on the contact tracing sign in sheets, or via the QR Code.

Contractor Registration

All Contractors are required to meet all COVID-19 guidelines for the venue, including complying with Vaccination Status and each contractor signing in for contact tracing. Posted at each back of house entry is the conditions of entry signage that includes the QR Code for the venue, and a Supervisor Contractor sign in. The Supervisor is to answer a set of questions, including all the members of their team have met the Mandatory vaccination requirements, and have completed the contact tracing sign in.





Response Planning *(continued)*

Responding to a COVID-19 incident

If you are aware that someone with a case of COVID-19 has been in your workplace, venue, or event, ring the *COVID-19 Public Hotline on 1800 020 080* and follow the advice of public health officials. If there is concern that a person is not adhering to quarantine requirements, contact 13 COVID (13 26843).

If someone is confirmed as having COVID-19 or is getting tested for COVID-19, they should already be at home. However, there may be circumstances where a person in your workplace is displaying COVID-like symptoms, such as a fever, cough, sore throat, shortness of breath and/or loss of smell/taste, or shares information (*e.g. they have been in close contact with someone that is a confirmed case of the virus*)

that causes you to have reasonable concerns about their health and the health of others in your workplace.

The PCEC team have an emergency process for any person who feels unwell or is demonstrating symptoms of COVID-19.

Further information

- Coronavirus – public information: www.healthywa.wa.gov.au/Articles/A_E/Coronavirus
- COVID-19 industry information: www.health.wa.gov.au
- Resources on physical distancing: <https://www.health.gov.au/resources/publications/coronavirus-covid-19-keeping-your-distance>
- <https://www.health.gov.au/resources/videos/coronavirus-video-social-distancing>
- Occupational safety and health information is available on the WorkSafe website www.dmir.wa.gov.au



Vaccination

The State Government has induced Mandatory Vaccination for various industries including the Hospitality industry. Any worker (*PCEC employees or contractor*) at the venue must demonstrate they had the first COVID-19 vaccination by the 1st of January 2022, and their second COVID-19 vaccine by the 1st February 2022, and any booster vaccines as stipulated by the State Government.

The State Government has announced people over the age of 16 must show proof of their COVID-19 vaccination or medical exemption to enter various venues, including the Perth Convention and Exhibition Centre. Various check in and vaccination verification will be posted at the point of each event, that is close to the theatre or ballroom.

Any person over the age of 16 are encouraged to download the ServiceWA app, that enables them to Check in Via SafeWA and also provides their digital COVID-19 vaccination certificate, that can be verified by a PCEC team member or the event organiser.

Printed forms of a person's vaccination status will be accepted as outlined by the State Government "[Proof of COVID-19 Vaccination Guide](#)". Additional identification will need to be presented with the printed documentation, this includes Driver's license, Passport, Proof of Age Card, Medicare or Centrelink Card, Credit or Debit Card, Bank Statement with the person's name and address, Student identification, Seniors Card, Immigration Status Card, Birth Certificate, and other identification as noted on the "[Proof of COVID-19 Vaccination Guide](#)".

Where a person is not able to meet the criteria for showing proof of their vaccination status, or suitable identification they will not be permitted into their event.

PCEC, COVID Safe Principles and Hygiene Management Policy



Communication



Front of House Controls



Visitor Communication Plan



Communication

PCEC is committed to protecting its staff, public visitors, guests of hosted events, sub-contractors and volunteers and keeping them safe through implementation of a strict Hygiene Management Policy.

Consistent with government guidelines, there will be a requirement that all PCEC staff and personnel onsite are to adhere to recent Government Guidelines, regarding testing and isolation.

This policy will be reflected on the PCEC website and provided to all clients and sub-contractors before entering the premises. In addition, the *PCEC – Post COVID-19 Return to Work Plan* will be available on request.

All signage onsite will reflect the current advice and health regulations as per WA State Government.

Risk Assessment and Event Checklists

There will be a requirement for all event organisers to complete the PCEC Risk Assessment and Pre-Event Inspection Checklist. Your Event Manager will supply these documents to you and answer any questions you may have in regard to the content.





Front of House Controls

Personal Hygiene Practices

Hand sanitiser will be provided at strategic points throughout PCEC. These include but are not limited to entry points to any communal areas such as:

- Public foyers,
- Meeting rooms and event spaces,
- Cafes,
- Other shared public areas.

Hand Washing

Frequent hand washing must take place to remove dirt and germs from the hands. Hands must be washed for 20 seconds, cleaning between the fingers and the backs of the hands. Hand washing should occur where practicable rather than the use of hand sanitiser, due to its effectiveness. Hand washing should be the preference when compared to the use of hand sanitiser prior to eating etc.

Physical Distancing

PCEC will comply with all physical distancing requirements at any given time in accordance with guidance from WA State Government and Health Authorities. These include:

- Manage public spaces to avoid inadvertent congregating and loitering in trafficable areas.
- Performing density measures and floor plan management.
- Staff will be strategically allocated to known bottlenecks to manage queues and prevent them from forming where possible.

Upgraded Cleaning & Disinfection Regime

PCEC has implemented an upgraded cleaning regime for the venue. All cleaning activity that takes place within the facility will be documented as it occurs.

Contact Tracing

All PCEC visitors and venue employees are strongly encouraged to download the SafeWA app and have their phone turned on and with them at all times to ensure the effectiveness of the app.

PCEC have a robust management plan that has been communicated with all employees, which will take effect in the event of a suspected or confirmed case of COVID-19 within the venue.



Front of House Controls *(continued)*

Health Check Measures

Temperature testing on entry to PCEC is not required. PCEC recommends St Johns event health services should you require this service for your event.

Glove Usage (PPE)

It is venue policy to be wearing protective gloves for tasks that require staff to use their hands. Hygiene gloves are worn for all food handling activities.

Gloves will be worn when performing any cleaning activity and are to be worn in accordance with our extensive Food Safety Program.

Handling of Cash

PCEC will only accept contactless payment. No cash will be accepted at the venue until further notice.

Training

All PCEC employees are required to complete training prior to returning to work for the first time.

The training is called "Introduction to Infection Control" and is made available to all staff through PCEC's Learning Management System.





Visitor Communication Plan

PCEC has a stringent communication plan. Conditions that fall within this plan include but are not limited to:

Public attendance & Visitors to PCEC

All venue visitors are encouraged to pre-register where possible.

All visitors should observe the government policy when visiting the PCEC. Please refer to the following link:

- <https://www.wa.gov.au/government/covid-19-coronavirus>

Visitor Actions On-Site

All visitors onsite are required to adhere to the following requests to keep all parties safe:

- Cover coughs and sneezes using a flexed elbow
- Wash hands often
- It is encouraged for visitors to carry their own anti-viral/anti-bacterial hand wash solution
- If already on the premises and they feel unwell or have flu like symptoms, report to event organiser or venue staff of their details before leaving the premises.

All visitors should observe the government policy when visiting the PCEC. Please refer to the following link:

- <https://www.wa.gov.au/government/covid-19-coronavirus>





For more information
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