

COVID Safety Plan

Annual General Meeting, Friday 29 October 2021, National Academy of Science Shine Dome, 15 Gordon St, Canberra from 3.30 – 5 pm

This will be a meeting of Friends of the Australian National Botanic Gardens (the Friends). It is expected that Friends and their invited guests will number from 40-50.

The venue is the Shine Dome, Ian Wark Theatre within the Australian Academy of Science and as such this Plan should be read in conjunction with its COVID Plan. It has a room capacity of 75 people.

Before the event

The Australian Academy of Science will have a professional cleaning team, clean and stock the building with hand sanitiser, hand towels, hand wash in bathrooms prior to the event.

All surfaces will be wiped down with appropriate sanitising spray before the event by the professional cleaning team.

Surfaces will be wiped down during the event if soiled, with appropriate sanitising sprays by Academy staff.

Academy staff will dispose of all rubbish.

As there will only be 40-50 people in attendance, this meeting is considered low risk, as the numbers present are in accordance with ACT COVID restrictions and masks will be mandatory.

Social Distancing before, during and after the event

Entry: Guests will be monitored as they enter and asked to use Check In CBR. A digital copy of their vaccination record will also be required. Anyone without a mask will be offered one or asked to leave by a volunteer of the Friends (**Alan Henderson**). Alan will encourage Guests to maintain social distancing and limit numbers entering the foyer. A maximum of **20 people** at a time will be allowed to queue in the Foyer for sign in.

Foyer: Guests will be directed to a sign in table where there will be hand sanitiser and Covid-19 signage reminding guests not to attend if they are unwell.

The table will be manned by ANBG Friends volunteers **Helen Elliot and Wanda Filsell**. On a table, there will be an attendance sheet and 40-50 pens so that each guest takes a pen and records their name, contact details and health status. This list will later be shared with the Academy. The Academy will provide the pens and there will be a sign letting guests know that the pens are theirs to keep. There will be a receptacle for any unwanted pens that will be later sanitised and returned to the Academy.

This table will also hold ballot papers for each guest that they will pick up after Helen Elliot has checked that they are financial members and initialled the sheet. There will be some spare meeting papers for those who request them and/or have not read them beforehand.

ANBG Friends volunteer **Lesley King** will then ensure guests enter the theatre and take a seat, maintaining the 1.5m social distancing.

Theatre: The Theatre is well ventilated and has a maximum capacity of 75 under the current Covid-19 restrictions. **Linda Beveridge** will ensure that guests within the theatre remain seated and socially distant (one person per 4 square metres unless they are from the same household). The theatre is structured so that only 2 people can sit together.

Neville Page will chair the meeting from the podium with a microphone sanitised by Lesley King before the meeting, with disinfectant wipes to be used to wipe the microphone during the meeting as the microphone changes hands. It is expected that there will be up to 6 speakers: Neville Page, Helen Elliot, Judy West, Linda Beveridge and 2 Awardees.

There will be a table provided within the theatre for the microphone and awards – framed life member certificates and book vouchers. Hand sanitiser and disinfectant wipes will be provided on the table for those presenting and receiving these awards.

There will be no refreshments served.

Toilets: Toilets are available in the building - men's and ladies, allowing guests to wash their hands with soap and water. Signage is displayed in both bathrooms on the correct hand washing procedures.

At the end of the meeting the Chair will remind people not to linger and maintain social distancing as they leave.

After the Event

All surfaces will be wiped down with appropriate sanitising spray after use by the professional cleaning team. All rubbish will be disposed of correctly.

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| <i>Prepared by</i> | <i>Lynden Ayliffe</i> |
| <i>Approved by</i> | <i>Friends Council</i> <i>Rachel Doyle for National Academy of Science</i> |
| <i>Date</i> | 14 October 2021 |