



## COVID-19 Policy – Exhibitor Information

Australian 4WD & Adventure Shows are committed to providing a safe environment for patrons to visit and participate in.

In light of the COVID-19 pandemic we will be working with venues, local governments and local / state health departments to provide a safe as is practicable environment for exhibitors and patrons at our shows.

The 4WD & Adventure Show's COVID-19 Policy serves to adhere to the guidelines surrounding:

1. Hygiene
2. Contact Tracing
3. Physical distancing

The 4WD & Adventure Show appreciates your assistance in following and promoting policy guidelines to ensure a COVID-Safe event.

### Prior to your arrival at the show

- Once this information has been read through, you will be asked to accept that you have read through and understand our terms and conditions by **clicking here** you will then be taken to the exhibitor login page. Please login and choose the *"I accept the COVID-19 policy"*. This will then inform us that you have received and understood the information.
- Please share the information with all members of staff who will be on site during move in, show days and move out.
- Any persons who are unwell prior to the show should not enter the venue.
- Any persons not feeling well while you are at the show, please speak to St John's First Aid officers immediately.
- Exhibitors are to understand that they are responsible for the welfare of the staff working on their stand and this is to include – move in and out staff.
- All exhibitors are to have an exhibitor pass. Additional passes that are required are at the expense of the exhibitor.

### What can you expect when you arrive at show for move in?

- When you arrive at the show for move in your details will be taken.
- Please ask your staff to respect our move in staff as they are working under guidance from show and venue management.
- Any persons who start to feel ill during move in, show days or move out will be asked to leave immediately.
- Safety vests must be worn at all times during move in and out.
- Children are not allowed on site.
- Please follow the move in instructions.



### **During the Show**

- Show management will work with the venue to ensure that “touch points”, high traffic areas and toilet facilities in public areas are cleaned frequently.
- The show will be cleaned each night during the show days. However this will be limited to public areas only.
- Show management expect that exhibitors will clean their own stands and ensure that any “touch points” are cleaned frequently.
- Show management reserve the right to clean your stand if there is a need to do so. Any expenses incurred will be discussed with the exhibitor.
- During the show there will be announcements reminding the public to social distance.
- Exhibitors with larger stands can choose to implement a limit on numbers on the stand at any one time. It is expected that appropriate signage be used if you do this.
- Hand sanitiser will be made available during the show.
- Toilets will have soap available at all times during move in, show days and move out.
- It is up to the exhibitor if cash payments are to be accepted as well as contactless payments for purchases made on stand by patrons to the show.
- Show management will track any Government changes and guidelines relating to gatherings and the number of people in close contact at any one time and pass this information on to exhibitors.

### **Cleaning of Stands and High Frequency Touch Points**

Show management would advise that all exhibitors should establish a procedure which identifies what touch points will be cleaned at what frequency. Exhibitors can determine this based on a risk assessment of your individual operations. As a minimum it would be recommended that eftpos machines be cleaned once every half an hour, all touchpoints – counters, handles on equipment such as boats and caravans, - will be cleaned every two hours.

The below information has been taken from the Safe Work Australia Website (see URL:) This information can provide guidelines as an example of how cleaning of stands and high frequency touch points should be cleaned.

It would be recommended that where possible large stands (over 50sqm) have a designated person for cleaning. Regular cleaning of high frequency touch points will be encouraged by show management. If an exhibitor has a cleaning schedule it should be readily available.

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19#what-should-i-use-for-routine-cleaning>

#### **Hard surfaces**

In most circumstances, cleaning with detergent and water is sufficient.

#### **Hard surfaces**

- Disinfectants that are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in) include: alcohol in a concentration of at least 70%, chlorine bleach in a concentration of 1000 parts per million, oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds. These chemicals will be labelled as ‘disinfectant’ on the packaging and must be diluted or used following the instructions on the packaging to be effective.
- Disposal or cleaning of materials and PPE
- Reusable, washable cloths, *PPE* and covers should be washed in a regular cycle wash using the warmest possible setting with normal washing detergent. Avoid shaking out the items before placing in the washing machine.



- Wear disposable gloves to handle used cloths, **PPE** and covers. Wash your hands thoroughly with soap and water for at least 20 seconds after removing the gloves.
- Regularly wash the hamper in which used **PPE** is stored while it is waiting to be laundered. If the hamper is not washable, use a disposable lining, and replace regularly.
- Reusable, non-washable **PPE** such as eye protection, should be wiped clean with a detergent solution first, then wiped over with a disinfectant, and left to air dry. Smearing or residues might result, and this can be cleaned off by using more detergent solution and rinsing clean only after the disinfectant has dried.

**How should I clean if someone at my workplace is suspected or confirmed to have COVID-19?**

- If a person who has been at your workplace is suspected or confirmed to have COVID-19, you must thoroughly clean and disinfect all areas of suspected contamination.
- Clean and disinfect all areas (for example, offices, bathrooms and common areas) that were used by the suspected or confirmed case of COVID-19. Close off the affected area before cleaning and disinfection. Open outside doors and windows if possible to increase air circulation and then commence cleaning and disinfection.
- clean and disinfect hard surfaces using either: a physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores. Bleach solutions should be made fresh daily.
- a physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution (refer to the [Department of Health website](#) for more information on achieving the correct bleach solution).
- Once cleaning and disinfection is complete, place disposable cloths, **PPE** and covers in a plastic rubbish bag, place it inside another rubbish bag (double-bagging) and dispose of the bag in the general waste.
- There is no need to close down an entire workplace, while cleaning and disinfection takes place, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace. However the cleaning and disinfection must occur before any workers return to affected areas.
- Whether you need to suspend operations in your workplace will depend on factors such as the size of the workplace, nature of work, number of people, and suspected areas of contamination in your workplace.
- Those cleaning an area of suspected contamination need to be equipped with appropriate Personal protective equipment (**PPE**). This includes disposable gloves and safety eyewear to protect against chemical splashes. If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaning staff should also wear a disposable apron. If the person with suspected or confirmed COVID-19 is in the area to be cleaned (e.g. a hotel room), put on a surgical mask and ask the person to step outside if possible.
- Clean your hands using soap and water for at least 20 seconds, or where this is not possible, hand sanitiser of with at least 60% ethanol or 70% isopropanol as the active ingredient] before putting on and after removing **PPE**.
- Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use. Cleaning equipment such as buckets should be emptied and cleaned with a new batch of disinfectant and allowed to dry completely before re-use.

**How do I clean?**

- Use the following steps to clean an environment:
- Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitiser.



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- Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs.
- If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant (see next section). A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
- Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.