

ASPCC COVID PLAN

Version 7 - 4 November 2021



alice springs
CONVENTION
CENTRE





YOUR SAFETY IS OUR *PRIORITY*

OUR VENUE

Located in the Heart of Australia, the Alice Springs Convention Centre, in collaboration with Lasseters *centre of entertainment*, is dedicated to providing a meeting and event space you and your delegates can feel confident and safe in.

To ensure your event runs seamlessly and in accordance with local government regulations, potential measures may vary from our current offering. We've included in this guide some steps we have taken to provide the means for success during the COVID-19 pandemic.

MEETING & EVENT CAPACITY

We have updated our venue capacity to 50% standard maximum capacity to serve as a guide when planning your event. The capacity may be increased on request however is subject to government regulations and you must receive venue approval in writing before doing so.

DETAILED FLOORPLANS

To assist you with planning for your event, our Event Executives will work with you to provide a detailed floorplan of the Alice Springs Convention Centre with a scaled layout with the ability to specify spacing between seated guests and tables.

VENUE COVID PLAN

COVID-19 SAFETY PLAN

To ensure the safety of our patrons we have implemented a COVID-19 Safety Plan which has been submitted as a checklist with the department of health. The principles of this checklist are outlined in the details below.



RESTRICTION ON ENTERING LASSETERS

In addition to Lasseters normal conditions of entry, Lasseters may in their discretion refuse entry to patrons or staff exhibiting symptoms of COVID-19. These symptoms include but are not limited to

- Fever
- Coughing
- Sore Throat
- Shortness of Breath
- Fatigue
- Aches and Pains
- Runny or stuffy nose

GENERAL HYGIENE SUMMARY

To ensure adequate hygiene principals throughout the venue, Lasseters has:

1. Adequate availability of hand basins with soap available to both staff and customers.
2. Adequate supply of cleaning materials, including sanitiser, antibacterial wipes, disinfectant spray, bleach and liquid soap to maintain daily operations.
3. Adequate waste management with regular and systematic emptying and sanitisation of bins and recycling points throughout the venue.
4. Installed hand sanitiser stations on key walls throughout the venue in addition to no touch stand units.
5. Provided sanitiser at all key points throughout the venue.

GENERAL DISTANCING AND MOVEMENTS SUMMARY

To ensure adequate hygiene principals

1. Clear signs have been displayed to communicate appropriate social distancing.
2. Tables throughout the venue will be spaced to allow groups who are unknown to each other to socially distance.

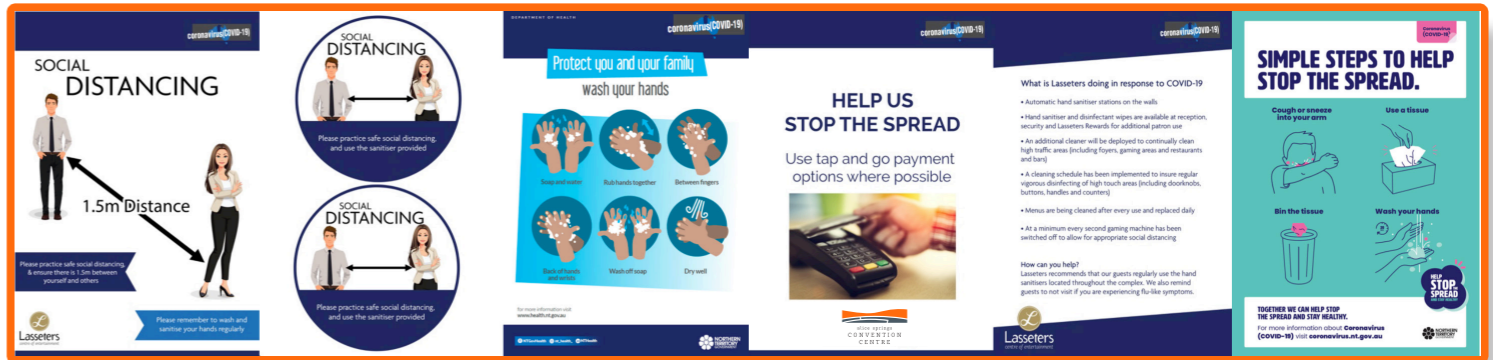




ASPCC COVID PLAN

ON SITE SIGNAGE

On site signage includes social distancing signage, wash your hands signage, sanitiser location signage, tap and go payment method preferred, please stay home if unwell & seek medical advice if you are displaying COVID 19 symptoms, NT check in app signage.



CHECKING IN

Guests are encouraged to sign into the venue on entering premise by either registering they are at Lasseters with the NT government COVID app or by using the sign in book at the entry.

HYGIENE

Sanitiser is located at the main entry and exit points of the facility and throughout the venue. Signage for hand washing and staying home if unwell is also located around the venue.

SOCIAL DISTANCING

Areas which may require queuing will have floor markings indicating social distancing is recommended.

With guest seating, we will use our best endeavours to provide seating options which allow guests who are unknown to each other to socially distance. This may be done by providing groups of seats for people known to each other and spacing this group of seats from other seats.

For dinner seating on round tables, groups of people known to each other will be seated with up to a maximum of 12 persons, while persons who are unknown to each other will be seated on a round table of up to 8 persons. Each table will be spaced a minimum of 1.5m apart.

BUFFET ADJUSTMENTS

Where a buffet is selected, hand sanitiser and will be at the start and the end of the buffet line and all items will have tongs or other utensils for serving.

COVID SUPERVISOR

Events held at the Alice Springs Convention Centre will have a COVID Safety supervisor overseeing the principals outlined in the Alice Springs Convention Centre COVID plan as outlined above.

ASPCC COVID PLAN | CONTINUED

COMMUNICATION WITH STAFF

Staff are provided information on the symptoms of the virus, how it spreads, the importance of social distancing and hygiene. Staff are also asked to stay home if unwell and to seek medical advice if displaying symptoms.

COMMUNICATION WITH CONTRACTORS, PERFORMERS & VOLUNTEERS

Contractors, performers, volunteers and other persons involved with organising, performing or running an event at Lasseters will be provided a copy of the Lasseters COVID plan and asked to adhere to the principals and guides contained within this plan.

CLEANING PROCEDURES & PRODUCTS

A cleaning schedule has been implemented across high traffic areas and surfaces which have been identified as high touch surfaces, these include:

- Door handles
- Flushing mechanisms
- Taps and handles
- Bathroom door locks
- Bench tops
- Light switches

TOILET FACILITIES

Toilet Facilities

Onsite at the Alice Springs Convention Centre there are:

- Women's toilets: 14
- Women's wash basins: 7

- Men's toilets: 6
- Men's urinals: 2 large urinals
- Men's wash basins: 7

- Disabled Toilet: 1
- Wash Basin: 1

There are also multiple other toilet facilities throughout the Lasseters complex.

WASTE DISPOSAL

All rubbish and waste is removed by Lasseter staff there are 3 large green bins that reside in the back of house area for staff to dispose of waste materials. These bins are emptied into the Lasseters slip bin, regularly throughout events.

The Lasseters skip has an inbuilt compactor to compact the rubbish. When the skip reaches a level of fullness an automatic sensor alerts JJ Richards that the skip needs to be emptied and the rubbish is subsequently removed.

Lasseters kitchens are fitted with grease traps for kitchen waste and grease these are routed to a central unit which is emptied regularly.

The oil from the fryers is collected in a unit at the loading docks and this is handled by a local company Grease Monkeys this is emptied regularly as required.





COVID SAFETY PLAN *OFFSITE VENUES*

CATERING FOR OFFSITE EVENTS

Where Lasseters caters for an off-site event, Lasseters will:

- Provide sanitiser at the catering stations
- Provide physical distance signage at the catering stations
- Make suggestion to the venue that tables should be spaced 1.5m apart and that for groups known to each other no more than 12 should be seated together and for people unknown too each other no more than 8 should be seated together.

Lasseters will provide the venue a copy of this event specific COVID plan along with the complete Lasseters COVID plan.

Lasseters will also request a copy of the venue COVID plan to ensure our staff are in compliance with their plan.



ROADMAP TO THE NEW NORMAL



Statement of Commitment

Alice Springs Convention Centre

93 BARRETT DRIVE DESERT SPRINGS 0870

This business has demonstrated commitment to their COVID-19 Safety Plan and is adhering to:

- ✓ physical distancing measures
- ✓ health and hygiene principles

Authorisation officer

Brian Duncan

Inspection date

15/02/2022

Reference Number

COVID19-CHK-15515

Date submitted

16/12/2021

Business Inspected

For more information

coronavirus.nt.gov.au SecureNT



ROADMAP TO THE NEW NORMAL



Statement of Commitment

Alice Springs Convention Centre Catering

93 BARRETT DRIVE DESERT SPRINGS 0870

This business has demonstrated commitment to their COVID-19 Safety Plan and is adhering to:

- ✓ physical distancing measures
- ✓ health and hygiene principles

Authorisation officer

Brian Duncan

Inspection date

15/02/2022

Reference Number

COVID19-CHK-15516

Date submitted

16/12/2021

Business Inspected

For more information

coronavirus.nt.gov.au SecureNT

