

NEWFM COVID SAFE PLAN

OUTSIDE BROADCAST AND EVENTS



<p>Approvals</p>	<p>To conduct an event NEWFM requires:</p> <ul style="list-style-type: none"> • Local government/venue owner/ client approval to use space, if required. • Client acceptance of this Covid Safe Plan and supply of their own to be approved by NEWFM prior to event confirmation. • Insurance arrangements confirmed to cover events.
<p>Event Processes</p>	<ul style="list-style-type: none"> • Length and scheduling of events (<i>including setup and pack down</i>) to reduce physical contact as much as possible. • NEWFM will not encourage listeners or guests to stay by the event site. • Entry to any competitions or activations will be via safe QR Code Entry on personal devices. • Defined areas for each event, maintaining base density requirement of 4 square metres per person and physical distancing (>1.5 metres). • An Outside Broadcast event site requires a minimum of 4m x 4m with perimeter barricaded. If this area is not available or breached during the event and deemed unsafe by our staff, NEWFM reserves the right to instantly cancel or cease event. This is for both indoor and outdoor events. • Use of sanitising station supplied by NEWFM and/or client. • Shared equipment (<i>e.g. microphones, computers etc</i>) to be sanitised before, during, after event. Use of such equipment to be limited. • No sharing of personal equipment. <i>eg pens etc</i> • NEWFM advises all staff to be mindful of travel arrangements (<i>e.g. physical distancing on public transport, limit car pool/taxi/Uber use</i>). • Staff attendance register kept.
<p>Personal health</p>	<p>Advice to staff to not attend if unwell (<i>including any signs/symptoms of cold, flu, COVID-19 or other illness</i>).</p> <ul style="list-style-type: none"> • Washing of hands prior to, during and after the event and use of hand sanitiser where available. • Avoid physical greetings (<i>i.e. hand shaking, high fives etc.</i>).
<p>Hygiene</p>	<ul style="list-style-type: none"> • NEWFM will provide Hand Sanitiser for staff at event. • All table covers, chairs etc will be washed/ sanitised after each event.

A copy of this plan will be displayed at the event site and on our website.

Updated: Friday, 25 September 2020