

Scope of COVID Management Plan

This COVID Management Plan is a unique and comprehensive plan that is specific to the Great Western Battery Community Information session to be held at the **Commercial Hotel, Wallerawang NSW on 3 February 2021**.

This plan defines controls to manage and reduce the risk of transmission of COVID-19 between attendees and staff.

COVID Management Plan Information

Contact Information

Registered company/business name	NEOEN Australia Pty Ltd
Event Coordinator name	Sebastien Roebben (NEOEN) Lisa Stiebel (NEOEN)
Contact details of Venue Owner/Event Coordinator	sebastien.roebben@neoen.com Level 10/227 Elizabeth Street, Sydney NSW 2000 M. 0455 450 011
Responsible COVID-19 safe person	Sebastien Roebben (NEOEN) Lisa Stiebel (NEOEN)

Venue /Activity Information

Venue	Commercial Hotel, Wallerawang
Location of venue	66 Main Street, Wallerawang, NSW 2845
Duration of the activity:	14:00 to 19:00
Total venue floor square meters:	110m ²
Maximum number of attendees at capacity:	55 people
Proposed maximum number of attendees for the venue:	45 people (at any given time)
Description of the activity:	NEOEN are holding a Community Information Session to share information, collate feedback and hear thoughts on the proposed Great Western Battery project.

Social distancing principles to all accessible areas

This COVID Management Plan applies the following infection control principles for both staff and attendees:

- **Density:** The maximum number of members of the public in any single room or enclosed area must not exceed 1 person per 2 square metres.
- **Distancing:** Endeavour to ensure individuals and social groups maintain a distance of 1.5 metres apart.

Accessible areas include the following:

- **Publicly accessible areas:** the Commercial Hotel dining room
- **Shared facilities:** entrance corridors and toilets

Publicly accessible shared external facilities controls:

- Signage displaying total number of people allowed in rooms will be placed at entry points
- Signage indicating designated door for entry and door exit
- Hand sanitising stations will be located at entry and exit points
- Attendance register detailing contact information and entering and exiting time will be maintained
- Project staff will monitor entry and exit to ensure register is always utilised
- Project staff will space themselves out to ensure social distancing can be achieved during drop in session
- Project staff will monitor compliance to social distancing and intervene in non-compliant behaviour
- NSW Health COVID-19 posters outlining social distancing requirements will be erected
- Project information posters will be spaced around walls to ensure social distancing

Process for contact tracing

Contact tracing records shall be gathered and retained for each attendee in the event of a positive COVID-19 test result either by staff or attendee. Contact tracing shall obtain a full name, contact number and times entering and leaving the venue

Contact tracing records will be completed using the NSW Government App via a QR code located at the entry point. The QR code will be provided by the Commercial Hotel specifically for the event. Individuals will complete the required information personally using their mobile phones.

Application of Operational Control Standards

Operational Control Standards	Requirement
Staff and Attendees health and wellbeing	Attendees and staff must sign-in upon entry and sign-out upon exit.
Hygiene and cleaning	Surface contamination shall be controlled by regular cleaning, encouraging personal hygiene and the use cleaning products that include detergent or disinfectant. Hand sanitiser will be provided at the entry and exit point of the venue.
Public health education/information	Signage shall be erected to inform and educate attendees and staff of public health and social distancing requirements.
Food and beverage service	The risk of transmission in the preparation and serving of food and beverage will be minimised by: <ul style="list-style-type: none"> • Self-serving station for tea/coffee supervised by Commercial Hotel employees to maintain regular cleaning • Individual food portions distributed by Commercial Hotel employees
Non-compliance and incident management	Attendees who do not comply with the detailed control measures of this plan will receive a singular warning and shall be asked to remove themselves should any further non-compliance be identified.

Declaration

I have supplied the following information to outline how I will ensure that attendees and staff safety will be maintained during this event. I will implement these measures to ensure my operations are COVID Safe to reduce the risk of transmission of COVID-19.

Full name and position title	Sebastien Roebben
Signature	<i>Sebastien Roebben</i>
Date	1 st February 2021