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Project Name:	Remix Hotel
Project Address:	Ovolo Hotel, 1000 Ann St, Fortitude Valley QLD 4006
Project Date:	October 9,10 and October 23,24 of 2020
Project Activities	Exclusive DJ sets from special guest broadcast direct From some the world's most iconic music cities
This document has been developed in consultation with	XR Entertainment, Ovolo Hotels Pty Ltd, JSES Pty Ltd
Date	September 25, 2020
Date for review:	September 30, 2020

Document Control	Version	Date	Author	Review Date
WHS Plan for COVID19	Seven	September 25, 2020	Jeremy Sheaffe	September 30, 2020

INTRODUCTION

COVID-19 has undoubtedly forced a re-engineering of all business – with a clear view to reduce as many touchpoints and risks of transmission of coronavirus will undoubtedly bring about a ‘new normal’ for the way all businesses are conducted.

The following COVID-19 Safe Plan for the Remix Hotel is aimed at giving patrons, workers, vendors and staff confidence that the organisers are taking every precaution to protect them against the risk of infection as well as meet the requirements of the relevant work health and safety legislation regulations.

The document seeks to clearly set out the measures undertaken by Remix Hotel to establish best practice in reducing the risk of transmission of COVID 19 as well as processes to use data collection to perform contact tracing post-event if necessary.

The document has been created collaboratively with event organisers and Jeremy Sheaffe Event Services Pty Ltd using existing resources created by a variety of statutory authorities, Queensland government organisation and industry groups.

The plan aims to cover all aspects of the installation and dismantle of all infrastructure necessary for the activation of Remix Hotel.

This COVID-19 Safe Plan will be executed in conjunction with the COVID Safe Checklist for Queensland Businesses, Industry Framework for COVID Safe Events in Queensland and an overall Work Health and Safety plan.

Remix Hotel understands the necessity for compliance with this and the display of the documentation once complied is achieved.

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As there are a number of key public health principles which are crucial when it comes to limiting the spread of COVID-19, Remix Hotel intends to:-

- Implement best practice governance arrangements before, and regularly, during the construction phases of the event,
- Maintain and monitor physical distancing of 1.5m where possible
- Enhance public health measures before, during and after the event, and
- Establish first aid / in-event health service plans to isolate and transport possible COVID patients safely within events.

DOCUMENT CONTROL – The Remix Hotel			Reviewed By
Version	Two	August 12, 2020	Jeremy Sheaffe
	Three	August 14, 2020	Michael Watt
	Four	August 19, 2020	Jeremy Sheaffe
	Five	August 19, 2020	Jared Thibault
	Six	August 26, 2020	Jeremy Sheaffe
	Seven	September 25, 2020	Jeremy Sheaffe
If printed this will not be the most current version. Please contact jeremy@jSES.net.au for the most up to date version of this document			

Jeremy Sheaffe Event Services Pty Ltd (JSES) acts as an agent for and on behalf of The Remix Hotel. The role of JSES is operational only. None of JSES or their representatives will be liable for any claim, damage, loss of income, financial shortfall or any unexpected costs associated with the Event. The Promoter releases and indemnifies JSES and its personnel from and against any loss, damage, claim or liability arising in connection with the Event or as a result of any breach of this agreement or any third-party agreement associated with the Event by the Promoter

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GENERAL CONTROL MEASURES

Signage

Signage at each entrance of the workspace to inform all employees that they should:

- avoid entering the facility if they have a cough or fever
- maintain a minimum of 1.5 metres distance from one another
- sneeze and cough into a cloth or tissue or, if not available, into one's elbow
- not shake hands or engage in any unnecessary physical contact
- adhere to any marks or stickers on the floor to maintain social distancing requirements

Remix Hotel intend to use some World Health Organisation, QLD Health and Ovolo Hotel examples of signage outlining the Social Distancing Protocol at each entrance to the worksite. And this messaging will be part of the pre-work Online Induction

Measures to protect employee and customer health

- Everyone who can carry out their work duties from home has been directed to do so
- All employees have been told not to come to work if sick
- Symptom checks are being conducted before employees may enter the workspace
- Break rooms, bathrooms, and other common areas are being disinfected frequently
- Disinfectant and related supplies are available to all employees
- Hand sanitiser effective against COVID-19 is available to all staff
- Copies of this protocol have been distributed to all workers, contractors and other staff
- All employees and customers must fill out the contact tracing register

Measures to prevent breaking of social distancing protocols

- Limit the number of workers in the facility at any one time to easily maintain at least 1 person per 4m² from one another at all practicable times
- Place markings/stickers on floors to indicate the required 1.5 metres between persons where practicable

Measures to prevent unnecessary contact

- Provide contactless deliveries where possible

Measures for cleaning and sanitation

- Disinfecting wipes that are effective against COVID-19 are available
- Employee(s) assigned to clean and sanitise
- Hand sanitiser or effective disinfectant is available at or near the entrance of the worksite,
- Disinfecting all payment equipment, pens, and surfaces surrounding after each use.
- Disinfecting all high-contact surfaces frequently.

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TIMELINE OF CONTROL MEASURES – BEFORE THE BUILD

Detail	Who Is Responsible	Complete	Date for Review	Review Complete
<p>Communicate Expectations to Event Staff</p> <ul style="list-style-type: none"> - Include information such as location of first aid posts and physical distancing measures on the event website - Ensure key health messages are scheduled such as: <ul style="list-style-type: none"> • Stay at home if unwell • How to seek assistance if becoming unwell during the event (locate security, cleaners, event officials or first aid / in-event health staff) • Location of first aid posts • Maintaining physical distancing requirements is the individuals responsibility • Enhanced public health measures that are in place at the event • Encourage attendees to download the Commonwealth Government COVID-19 app prior to attending the event. • Not attending the event if: <ol style="list-style-type: none"> I. You have been in close contact with a person who is positive for COVID-19 II. You are positive for COVID-19 III. You have travelled overseas or to a declared COVID-19 Hotspot in the previous 14 days - Communicate security requirements to prevent crowding at entry points - Place signs at entry points and discrete areas advising workers not to enter if they are unwell or have COVID-19 symptoms - Place signs at entry points stating that the organisers have the right to refuse entry and may insist that anyone with COVID-19 symptoms needs to leave and obtain COVID-19 testing as per health guidelines 	Event Organisers	Yes	Sept 30	

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Physical Distancing Strategies	<ul style="list-style-type: none"> - Place floor markings, wall markings or signs to identify 1.5 metre distance between persons queuing at all relevant locations - Use Physical barriers in high foot traffic areas to segregate crowds - Where possible ensure one-way traffic flow - Create separate entries and exits to discrete areas - Ensure evacuation plans consider COVID-19 and therefore increase evacuation exits and assembly areas where possible - Establish system to monitor number of people entering and exiting the event site 	Organisers JSES Ovolo Hotel	Yes	Sept 30	
Screening	<ul style="list-style-type: none"> - Frequent messaging should encourage staff to stay home if they have signs or symptoms of COVID-19, such as: cough, fever, sore throat, fatigue or shortness of breath. - Organisers will implement symptom screening for staff, contractors and volunteers and will at a minimum, be screened upon arrival/ shift commencement. This may include: <ul style="list-style-type: none"> • verbal/print questionnaire or electronic solutions. • Ongoing adherence will require implementation of training, auditing and record keeping processes. • Pre-work online WHS Induction 	Event Organisers Ovolo Hotel	Yes	Sept 30	
Facilitate Contact Tracing	<ul style="list-style-type: none"> - A record of all on-site staff, including contractors and volunteers must be established to identify the persons: name, contact details, affiliation, discrete areas of work, time entered, time of departure. - Encourage workers to download the Commonwealth Government COVID- 19 app prior to commencing work 	Event Organisers JSES	Yes	Sept 30	
Regular and Thorough Cleaning	<ul style="list-style-type: none"> - Using information from the Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy and ensuring appropriate PPE is available for use by staff - Establish cleaning protocols for discrete areas of high foot traffic (e.g., 	Event Organisers Suppliers Ovolo Hotel	Yes	Sept 30	
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	bathrooms, catering areas). This should include a frequency of cleaning for the discrete area dependent on usage from attendees.				
Hand Sanitiser and Hand Washing Facilities	<ul style="list-style-type: none"> - Establish hand washing / sanitising stations and practices for staff as they enter and exit the work site and discrete areas - If hand washing facilities are not available, an appropriate alcohol-based hand rub should be made available. 	Event Organisers Cleaning Company Ovolo Hotel	Yes	Sept 30	
Establish In-Event Health Service Plans	<ul style="list-style-type: none"> - Establish dedicated communication plans between health services and organisers, security and cleaning staff if applicable - Develop plans to respond to medical emergencies in an event, while considering the movement through crowds (e.g., it may be better to go out of the work footprint and enter via an alternative route, rather than going through a crowd). - Establish processes to screen / triage people presenting with COVID-19 like symptoms separate to other attendees presenting for first aid / in-event health care - Develop plans that consider COVID- 19: <ul style="list-style-type: none"> • Identifying unwell workers • transport attendees throughout an event whilst maintaining distancing from other attendees • - All first aid health staff should complete training to identify and manage potential COVID-19 patients. 	Event Organisers First Aid provider	Yes	Sept 30	
Entry points	- Establish an area away from work site for people to wait for assessment by in-event health services if suspected of COVID-19	Event Organisers Security	Yes	Sept 30	
Toilet facilities	- Have additional cleaning staff scheduled to ensure that toilet facilities are cleaned frequently, especially during high demand periods e.g in between acts, after meals etc	Event Organisers Ovolo Hotel	Yes	Sept 30	
Deliveries	<ul style="list-style-type: none"> - Non-essential visits to the event site should be cancelled or postponed - Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as 	Event Organisers JSES Ovolo	Yes	Sept 30	

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COVID SAFE WHS PLAN

	<p>mobile phones to communicate with workers wherever possible.</p> <ul style="list-style-type: none"> - Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered. - Reduce contact of deliveries via electronic data collection etc. 	Hotel			
Emergency services access	<ul style="list-style-type: none"> - Ensure individual plans are established for each emergency service as each service may have different requirements - Ensure that event staff have input into emergency service access plans - Where normal practice, communicate plans with emergency services to ensure they are reasonable and consider a COVID environment 	Event Organisers Security Local emergency services	Yes	Sept 30	
Event organisers and general event staff	<ul style="list-style-type: none"> - Ensure appropriate PPE is available for all staff - Be aware of methods to contact the Queensland Health if a suspected case of COVID-19 is identified before, during or after the event - Share COVID 19 Safety plans with all staff and contractors 	Event Organisers All suppliers Ovolo Hotel	Yes	Sept 30	
Security staff	<ul style="list-style-type: none"> - refer SWMS and ensure appropriate PPE is available for all staff - Establish communication plans with emergency services - Welfare checks on all workers and contact first aid / in-event health services in necessary - Develop protocols for the management of aggression. 	Event Organisers Security provider	Yes	Sept 30	

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TIMELINE OF CONTROL MEASURES – DURING

Detail	Who Is Responsible	Complete	Date for Review
Communicate Expectations to Staff	<ul style="list-style-type: none"> - Monitor social media to ensure scheduled messages are sent - Monitor and respond to social media messages from patrons - Have systems in place to spread messages publicly if needed - Ensure signs are maintained and visible 	Event Organisers	
Physical Distancing Strategies	- Monitor physical distancing as per government guidelines in each discrete area (number of people per m2, distance between household groups).	Security, Event Organisers	

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SYNOPSIS OF CONTROL MEASURES

	ACTIONS	WHO IS RESPONSIBLE
Social Distancing	<ul style="list-style-type: none"> • Signage at key points • Restricted numbers based upon minimum 4 sq. m per person To achieve the 4 square metre 'rule': <ul style="list-style-type: none"> ○ calculate the area (e.g. length of room in metres x width of room in metres = area of room in square metres), and ○ divide the area by 4. • Separate entry and exit where applicable • Create floor markings that provide minimum guide distances between customers queuing for service and using physical barriers where possible • Consider staggered service times to limit capacity 	Event Organisers Security
Control Measures	<ul style="list-style-type: none"> • Provide hand sanitization across whole site • Ensure regular and thorough cleaning of any event provided toilets • Create floor markings that provide minimum guide distances between customers queuing for service and using physical barriers where possible • Set up different areas for delivery and collection. • No communal water stations. 	Event Organisers Security JSES
What measures have you put in place to keep workers safe?	<ul style="list-style-type: none"> • increased cleaning frequency • re-organising work schedules and rosters • providing PPE • providing hand sanitization • breaking up workers into smaller teams where appropriate • staggering start/finish times if appropriate • staggering meal breaks if appropriate • signage about cleanliness and PPE • review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing between workers. • People who are sick or who have been directed by health authorities to either self- isolate must not attend work and must stay at home and away from others. 	Event Organisers Venue

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COVID SAFE WHS PLAN

Complying with hygiene and cleaning requirements?	<ul style="list-style-type: none"> • Instruction on how to practice good hygiene • maintaining quantities of soap for hand washing and detergent for cleaning • providing hand washing facilities • reducing shared equipment and tools • ensuring frequently touched areas and surfaces are cleaned regularly with detergent • ensuring routine cleaning carried out in all areas of the workplace. • Cleaning staff to have appropriate PPE (masks, gloves etc.) 	Event Organisers JSES All Suppliers
Managing deliveries, contractors and visitors attending the workplace?	<ul style="list-style-type: none"> • Contact free deliveries i.e. central managed location for all deliveries • removing paperwork from delivery interactions • keeping contact details of all visitors/drivers to assist with contact tracing. 	Event Organisers JSES Ovolo Hotel
Review and monitoring work health and safety compliance?	<ul style="list-style-type: none"> • review processes to ensure the measures in place are effective • review existing critical risks and whether work practice changes will affect current risk management • are any new critical risks introduced due to changes in worker numbers • work practices • what new risk controls are required? • Weekly meetings of all stakeholders to assess new information • On-going documentation of implemented strategies • Ongoing and consistent communication with QLD Health, Worksafe QLD and other government sectors 	JSES Event Organisers

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NOTES

Detail and information used in this document have been sourced through consultation with industry and health experts, as well as key stakeholders in the local community.

This includes, but is not limited to:-

- Worksafe QLD - Work health and safety during COVID-19. Guide to keeping your workplace safe, clean and healthy
- QLD Tourism and Accommodation Industry COVID-19 Safe Plan, June 2020

It is vital Remix Hotel reviews its COVID-19 risk management controls, in consultation with workers and assess and decide whether any changes or additional control measures are required. Monitoring, reviewing and adjustments will need to be made on an ongoing basis Remix Hotel must always continue to meet its WHS duties. This may mean taking steps above and beyond public health requirements to eliminate or minimise, so far as is reasonably practicable, the risk of workers and others in the workplace (such as customers) contracting COVID-19. These measures should be taken to avoid another pandemic.

Records of the risk management process will be kept and. Including such things

- the identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process)
- how and when the control measures were implemented, monitored and reviewed
- who we consulted with?
- relevant training records
- any plans for changes.

MANAGEMENT GROUP

Michel Watt	Event Manager	
Kate Brady	How To Social Australia	Media
Emma Horan	Ovolo Hotels	Venue Management
Daniel Meek	Ovolo Hotels	Venue Management
Jared Thibault	Ovolo Hotels	Venue Management
Jeremy Sheaffe	JSES	Health and Safety Compliance

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