

Boonah & District Cultural Foundation Inc.
Boonah Writers Festival 2021
Boonah Cultural Centre, 3 High Street, Boonah
COVID SAFE PLAN

1 – 2 May 2021

Covid-19 Safety Co-ordinator: Julie Vellacott

Risk minimisation:

- Hand sanitising prior to entering room and on exit.
- Numbers for each event limited to the room capacity and monitored at all times.
- Events ticketed to ensure contact details of attendees. Attendees marked off on arrival. Any unticketed patrons to supply full details.
- Social distancing of 1.5m to be maintained at all times.
- Council attendance sheet to be used on entering the facility. Or an attendance slip with contact details to be dated and placed in a box at entry.
- Organisers, volunteers and presenters must register as they enter premises.
- Patrons to be allowed to enter auditorium as soon as possible to avoid gathering in foyer.
- Announcements will be made to remind people about moving round the venue, the reduced toilet space and not to gather in the foyer or hallway areas.
- Sanitiser wipes available to wipe down pens. Tables/desks and all equipment used in workshops to be sanitised between sessions.
- Volunteers to be supplied with gloves and masks if they require them.

- Report any Covid-19 symptoms to Safety Co-ordinator and/or staff at the Cultural Centre
- Books for sale will be placed on display tables and handled only by attendees wearing gloves.
- All food will be served as per current requirements – individually plated or served by catering staff.