

Adelaide Expo Hire

31 Deeds Road
North Plympton SA 5037

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ABN: 14 062 230 433

www.aeh.com.au

25th June 2020

AEH Covid-19 Plan

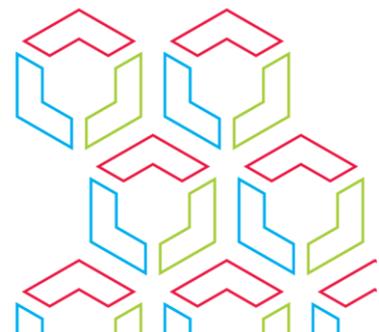
Staffing

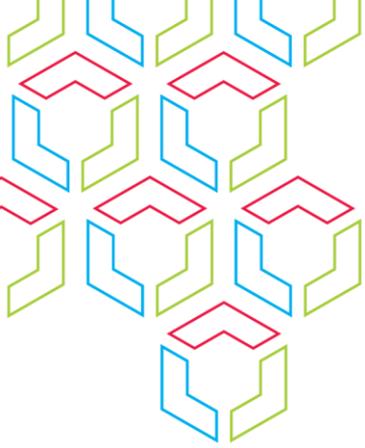
- AEH staff to comply with our internal Covid-19 protocols e.g. washing hands, non-attendance at work if sick, what to do if you begin to feel unwell etc.
- Whilst currently not enforceable by law, AEH staff are encouraged to download the CovidSafe App.
- All staff to undertake The South Australian Covid-19 Awareness training.
- All staff to undertake specific training – cleaning of AEH hire equipment with disinfectant, distancing, how our business will operate differently during this time.
- Additional Health & Hygiene matters due to extra restrictions will mean the exhibition build and dismantle will take longer.

Pre-Event

- Communication and early logistics planning are paramount for the event to be successful.
- AEH will follow the requirements of the venue they are building in (within reason) and directive from their clients. We anticipate that each venue and each client will have slightly different requirements and AEH will do our best to adhere to these.
- Early planning and communication with Organisers and venues to agree on required build and dismantle times for the exhibition. We anticipate it may take an additional 25% - 33% longer to build an exhibition subject to biosafe guidelines and this needs to be allowed for in venue bookings. E.g. What use to take AEH 8 hours to build now may take 10-12 hours.
- Pre event meeting between key stakeholders to discuss and sign off timelines, specific requirements and AEH access of the event.
- AEH to prepare floorplan in liaison with Organiser and venue. This floorplan is to be agreed & signed off between all three parties.
- Agreements met on who has the authority on health and hygiene measures for the event.
- Agreement on who has access to the venue / loading dock / hall to reduce the risk of cross contamination.
- Any changes to agreed outcomes rules/staffing/access to be communicated ASAP. Late changes to the event may not be able to be complied with as easily and additional costs maybe incurred due to the changed nature of staffing.
- All parties should be flexible where possible.
- AEH to provide organisers the opportunity to purchase sanitiser or have sanitiser stations.
- AEH to provide the opportunity for exhibitors to purchase disinfectant wipes / sanitisers for their stand.

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Exhibition Build

- There is an expectation that only AEH staff are in the exhibition hall during the build.
- We suggest that from the moment of arrival until the exhibition build is complete, AEH Staff remain isolated within the hall.
- Incredibly short build / dismantle times previously has required staff thrown at it to ensure it happens in the time allocated – this may not be possible.
- Vehicles – less staff in trucks means more vehicles at venues and associated access costs. Vehicles to remain onsite is the most efficient.
- Additional Disinfectant cleaning of AEH hire furniture.
- At the completion of the exhibition build, AEH will provide a service desk with limited staff (most likely one builder and one coordinator) to reduce the risk of contamination.

Exhibition Dismantle

- There is an expectation that only AEH staff are in the exhibition hall during the dismantle.
- We suggest that from the moment of arrival until the exhibition dismantle is complete, AEH Staff remain isolated within the hall.
- Cleaning of AEH equipment to occur prior to returning to AEH Warehouse.
- Incredibly short build / dismantle times previously has required staff thrown at it to ensure it happens in the time allocated – this will not be possible as split crews will be required.
- Vehicles – less staff in trucks means more vehicles at venues and associated access costs. Vehicles to remain onsite is the most efficient.

Summary

- AEH will ensure the best and safest possible service.
- AEH has high standards of hygiene protocols.
- AEH will have enhanced cleaning of our hire equipment.
- AEH will abide by all the Covid-19 requirements of the government.
- AEH feels it is necessary to reduce exposure of our staff where possible within an event.
- It is hard to quantify additional costs without knowing specific details, however splitting our staff, additional WHS/hygiene requirements, additional cleaning requirements and costs getting staff to and from venues will have a direct impact on costs that will need to be shared.
- Safety, health and welfare of our staff, venues, organisers, and delegates is our highest priority to ensure the success of our industry continuing.
- Due to the continual changing of rules, regulations and biosafe guidelines, this document will continue to be upgraded.

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