



Annual Scientific Meeting 2023

Health and Safety Plan

Dates:	ASM 11 – 12 September 2023, Workshop 13 th September
Venue:	Wharewaka, Wellington Dinner – Boat Club
Expected numbers:	ASM Workshop: 35 – 40 ASM: 80 – 100 Dinner: 80

General

First aid and fire warden:	Ruth Richards
First aid kit:	Will be available in the venue

COVID-19 requirements

As public health practitioners, delegates are aware of the risks of transmitting COVID and other communicable diseases in large gatherings. The Government has removed nearly all restrictions for Covid, but the College has considered some extra precautions would be wise for our Scientific Meeting (as below).

If Government amends its settings in response to changes in prevalence of Covid, these will be included in our risk assessment.

In a situation of high prevalence of COVID-19 in the community, the event will be moved to a virtual format.

In a low COVID-19 prevalence environment, the following will apply:

Pre-travel:	The ASM will be available virtually for speakers and participants to connect in, if needed. Attendees will be advised that if unwell, they should stay at home and connect in to the ASM virtually. Vulnerable attendees should take
--------------------	---

responsibility for managing their own risk and should consider attending virtually and/or consider doing a RAT test before travelling.

At the ASM venue:

Hand sanitiser and masks will be provided.

Participants will be encouraged to be mindful of bottlenecks (doorways and narrow passageways) and to maintain social distancing.

There is an air conditioner for ventilation of the venue, but not air purification (filtration). Air quality will be monitored using a CO2 meter. If the CO2 level increases to above 1400ppm, participants will be asked to exit the venue until the level returns to at least 1000ppm.

Room capacity will be monitored, and registrations closed if necessary. (Room capacity is 140. We will aim to keep daily registrations under 120. This will allow for some spacing, although not for a full meter between seats.)

Daily catering is buffet-style in the foyer of the building. This is spacious, and there is access to an outdoor area. Hand sanitiser will be provided. Mingling outdoors will be encouraged.

The dinner venue is spacious, with high ceilings. There will be no other groups using the venue at the same time. Serving will be buffet-style, and hand sanitiser will be provided.

This ASM Health and Safety Plan is available on the College website so that participants can make their own decisions about whether to travel or connect in virtually.