

At Prom Night Events, as all of our clients are aware that we have always gone, and continue to go, further than any government recommendations or mandates to ensure the safety of our guests. With this in mind, we wanted you to be aware of updates to our normal safety & security protocols that will be imposed by us immediately and moving forward for the remainder of the 2020 season in light of latest developments related to the Coronavirus (COVID-19) status locally and worldwide.

As at **March 13 2020**, the Federal Government has released a “recommendation” that all non-essential mass gathering events with greater than 500 head attendance should be considered for cancellation. The Prime Minister, supported by his relevant medical and health advisors, has been very clear to stipulate that this recommendation **DOES NOT** apply to schools.

**Critical information (and sources):**

- Number of NSW Currently Active Cases - **91 of 140500** worldwide (0.064%)
- 10-19 Year Olds are in the **lowest** risk category (0.2%)
- Current Targeted Risk Analysis of attendees at events run under these revised guidelines is Category Level **5-Low**

1. Australian Department of Health, novel-coronavirus-2019-ncov-health-alert 14 Mar 2020
2. The Epidemiological Characteristics of an Outbreak of 2019 Novel Coronavirus Diseases (COVID-19) - China CCDC, February 17 2020
3. Report of the WHO-China Joint Mission on Coronavirus Disease 2019 (COVID-19) [Pdf] - World Health Organization, Feb. 28, 2020
4. Risk Matrix – University of Sydney & Australian Network on Disability (2018)

Risk Matrix		Potential Consequences					
		Level 6 Minor injuries or discomfort. No Medical Treatment or measurable physical effects.	Level 5 Injuries or illness requiring medical treatment. Temporary Impairment.	Level 4 Injuries or illness requiring hospital admission.	Level 3 Injury or illness resulting in permanent impairment.	Level 2 Fatality.	
		Not Significant	Minor	Moderate	Major	Severe	
Likelihood	Expected to occur regularly under normal circumstances.	Almost Certain	Medium	High	Very High	Very High	Very High
	Expected to occur at some time.	Likely	Medium	High	High	Very High	Very High
	May occur at some time.	Possible	Low	Medium	High	High	Very High
	Not likely to occur in normal circumstances.	Unlikely	Low	Low	Medium	Medium	High
	Could happen but probably never will.	Rare	Low	Low	Low	Low	Medium

**Response Action Plan:**

As of this moment, the following augmentations to normal protocols will be carried out...

- There will be a cap of 480 heads (pax) on all events we shall conduct. No exceptions.
- At each event, the normal security measures will be augmented to include the following...
  - Body Temperature checks will be conducted electronically on every guest before entry. Those displaying higher-than-normal body temperature and / or any other symptoms / behaviours consistent with any virus, will be isolated and assessed for exclusion from entry. It is highly recommended that anyone feeling unwell exclude themselves from attending events voluntarily before arrival to save time and potential harm to others.
  - Alcohol-based hand sanitiser dispensers will be placed at entry points and outside rest rooms for hand use and all guests must make use of them under the supervision of our staff (mandatory).
  - All Security and Ushering Staff will handle equipment, guests’ property etc, while wearing sanitary gloves and following strict hygiene protocols consistent with current health guidelines for COVID-19.
  - For guests presenting printed tickets, such tickets will not be handled by staff but validated by touchless validation devices and disposed of into bins provided on the spot.

In addition to these extra measures, we will be working with our venues to implement strict guidelines for the handling of foodstuffs and associated equipment for the highest possible standards of non-transference protocols possible. We're confident that venues own protocols will match ours in terms of the level of effectiveness, however we will be reviewing & adjusting where required.

**Further Recommendations:**

It is highly recommended that those guests with smart phones use the digital QR-Code tickets (rather than printed paper) and non-contact scanners will be used for ticket validation at the door.

We have implemented a "Ticket Assurance" product (TikCover, details at <https://tikcover.com>) as an optional offering on the cost of formal tickets. This is a \$5 fee that covers the cost of tickets that become eligible for refund under circumstances (outlined on the web site mentioned above). We recommend that you invest in TikCover for your ticket purchases as an added level of protection in case you later discover that you can't attend. Again – check the web site for conditions.

**Other than these extra measures, it's "Business As Usual" at Prom Night Events and all of our partner venues.**

While we do not anticipate any complications with the above additional steps we're taking, we acknowledge that this is a fluid and unprecedented situation and we will issue further updates as situations evolve and fluctuate.

As always, I remain available to advise or discuss individual situations.

*Regards,*



**Elliot Kleiner**

**Director of Operations**