



BOXWOOD
FESTIVALS

BOXWOOD FESTIVALS
363 Feltzen South Rd., Rose Bay, NS B0J2X0 (CAN)
714 Wyndhurst Ave., Baltimore, MD 21210 (USA)

001.917.294.3984
e.mail: info@boxwood.org
www.boxwood.org

COVIDSafe Plan for Boxwood Australia 2022

Business name: Boxwood Festivals

Plan completed by: Chris Norman & Sarah Wade

Date reviewed: 25 Feb 2022

1. How Boxwood will manage a COVID-19 case

Any participant must go home and get tested at the first sign of symptoms. That person must notify Boxwood Festivals. Inform Shane Lestideau or Sarah Wade and email to info@boxwood.org

If an attendee shows symptoms, they are to have no further interaction with other participants. Boxwood will inform all other participants that that person felt unwell and departed.

The unwell person is to inform Boxwood of their test result. If tested positive, Boxwood notifies all attendees.

A full refund is available for canceling registration prior to Thursday 3 March 4pm. A partial refund can be discussed if needing to cancel during the event.

2. Workers are fully vaccinated

Members of the faculty and event crew will provide evidence to Boxwood they have received 2 doses of the COVID-19 vaccine or have a valid proof of medical exemption.

3. Ensure customers check in and are vaccinated if required

Boxwood will display a Victorian Government QR Code poster at Whitehall and Town Hall and ensure everyone checks in.

All participants and audience members over the age of 18 are to be fully vaccinated against COVID-19 or have a valid medical exemption.

4. Record Keeping

All participants submit their registration via online registration.

Current names, addresses, phone and email contacts for all staff & participants are logged.

5. Indoor air quality

All venues are spacious, well-ventilated with natural air-flow.

Classes may occur outdoors where possible/practical.

Meals may be eaten at outdoor seating.

Multiple session spaces are available to ensure suitable space for sessions.

Airflow will be enhanced by opening windows and doors as much as possible/practical. It is recommended that windows and outside doors be open where possible to maximise ventilation to improve indoor air quality. This includes leaving doors open in hallways and corridors.

6. Practise good hygiene and physical distancing

Hand sanitiser is available on-site

Regular hand-washing is encouraged

Distancing of 1.5m in workshops is encouraged, as practical

Bedrooms are allocated to one participant or household bubble only

Bathroom bubbles are encouraged