

COVID-Safe Guide – Planning for Events at UQ

The Queensland Public Health Direction regarding events is intended to manage the risk of transmission of COVID-19 in situations where larger numbers of people, who do not usually come together, are gathered.

Permitted events

UQ campuses and sites are only hosting events that relate to:

- **campus experience for current students**
- **future student recruitment**
- **Christmas / end of year events**
- **events that are deemed to be University critical activities by the UQ Senior Executive Team (previous Vice Chancellor’s Committee)**

UQ Sport, public facilities and services (courts, playground, and restaurants), Customs House, museums, and galleries are subject to other government guidelines.

Events may need to be postponed or cancelled if prevailing conditions within the community significantly raise the risk of transmission, and/or to align with government direction and advice.

See the events approval process table at the end of this Guide for more information.

Criteria for permitted UQ events

- Events that are related to current students’ experience and future student recruitment will be approved.
- Events that are critical for research and industry engagement.
- Christmas / end of year events for groups that normally work together.
- Events must be less than 500 people (indoor events) or 1500 people (outdoor events) and require the appropriate documentation. Events above these numbers will be subject to special event planning and approval (refer to the table for specific details).
- Events must be spaced out and may be moved to manage density of people around campus. Consideration will be given to the number of events on campus at any one time.
- A post-event report must be retained.
- It is recommended you consider an online version of face-to-face events as a contingency or holding the event off campus at a venue operating under an approved COVID Safe Industry Plan.

UQ Events Oversight Group

The UQ Events Oversight Group has been established to ensure events at UQ are COVID Safe and in compliance with Queensland Public Health directions.

The group is responsible for any submissions and communication with Queensland Public Health regarding events at UQ and will meet weekly to review upcoming events.

The UQ Events Oversight Group consists of the following positions or their delegates:

1. **Director Health Safety and Wellbeing:** review COVID Safe Event Plan/Checklists.
2. **Director Student Services and/or Director Student Affairs:** endorse support for student experience/future students.

3. **Director Property and Facilities:** ensure campus operations can support the event.

What is considered an 'event'?

The Queensland Chief Health Officer's 1 July directive defines an event as a planned public or social occasion that:

- involves the movement of a large crowd and in higher densities; and/or
- is occasional in nature; and/or
- involves people that generally would not normally interact with each other on a day-to-day basis; and/or
- incorporates a broad range of activities; and/or
- involves provision of food or beverage service.

The following are examples of UQ events that would need to be considered under the UQ approval process and Queensland Health direction:

- Graduation ceremonies
- Lectures and seminars for members of the public
- Excellence awards
- Market Days
- Concerts and performances
- Movie nights
- UQU events and barbecues
- Student-organised guest lectures and speakers
- Protests
- Christmas / end of year events
- External stakeholder engagement activities (for example, gatherings of industry, government or donor groups who would not normally interact with each other on a day-to-day basis)

If an event has parts that might be covered by a COVID Safe Industry Plan, refer to the relevant Industry Plan for guidance (for example, food services has a COVID Safe Industry Plan).

What is not considered an 'event'?

Anything that is necessary for normal day-to-day business is not considered an 'event', including:

- Teaching and learning activities (lectures, tutorials, labs, practicals, etc)
- Staff training
- Team morning and afternoon teas
- Team planning days.

Any gatherings held at venues already covered by an approved COVID Safe Industry Plan (for example, Customs House, cafes and restaurants) do not require review by the UQ Events Oversight Group.

Event density

Indoor and outdoor density requirements are **one person per 2 square metres**.

Consideration should be given to the venue's size, and density management and physical distancing of 1.5m must be enforced to the extent possible.

Catering

Permitted events where organisers are self-catering (for example, baking for stalls, cooking a barbecue, etc) require additional COVID Safe Training for hospitality staff.

No self-service is permitted – all food must be served by the staff or catering company with the required training, or on individually wrapped plates.

Staff (including catering company staff) working in food service must complete the mandatory online training (here) at least two weeks prior to any event and evidence of this training must be retained.

Statement of Compliance

Once the COVID Safe Checklist or COVID Safe plan is completed and authorised, the Statement of Compliance (there is one for each) must be displayed with the COVID Safe Event Plan / COVID Safe Event Checklist in a prominent, visible location for the duration of the event.

Pre-Event Planning

Queensland Government advice and restrictions may change with minimal notice. The event organiser is responsible for keeping informed and up to date about Queensland Government advice that may impact the event. Government Directions can be issued quickly with almost immediate effect so planned events may be required to be changed or cancelled in accordance with these Directions.

The current UQ guidelines can be found at <https://about.uq.edu.au/coronavirus/event-advice> and Government event advice can be found at [Covid Safe Events in QLD FAQs](#)

Apply for Event Approval

The Permitted Events Approval Process Table shows the approval requirements and process for any event that meets the criteria of:

- campus experience for current students
- future student recruitment
- Christmas / end of year events
- events that are deemed to be University critical activities by the UQ Senior Executive Team (USET).

All applications must be sent to seo@pf.uq.edu.au

Permitted events approval process table

Event size <i>(Number of people, attendees + event staff)</i>	Event documentation required	Approval required			
		Level 1 Local approval	Level 2 Operations approval	Level 3 USET approval <i>(Prior to any submissions to QLD Health)</i>	Level 4 Queensland Health approval
Indoor events: Fewer than 500 people Outdoor events: Fewer than 1,500 people	<ul style="list-style-type: none"> Must complete and submit the following documents: mailto:seo@pf.uq.edu.au <ol style="list-style-type: none"> PF 700 COVID 19 Safe Gathering Events Notification Form (signed by Executive Dean or relevant USMG member. Clubs and societies by UQU executive) COVID Safe Event Checklist (signed by Event organiser) Statement of Compliance COVID Safe Event Checklist (signed by Executive Dean or relevant USLG member or UQU executive)) <p>Refer - PPL 7.30.01 Event Approval and Control</p>	<p>PF700 must be endorsed and signed by Executive Dean or relevant USLG member and they must sign the Statement of Compliance – COVID Safe Checklist. For clubs and societies under UQU – the forms must be signed by UQU executive.</p> <p>For student groups / associations with Faculties or Institutes – the forms need to be signed by the Executive Dean or relevant USLG member.</p> <p>Timeline - 6 weeks prior to the event.</p> <p>All documents must be sent to seo@pf.uq.edu.au 6 weeks prior to the event or as soon as practicable:</p> <p>Must display signed and approved Covid Checklist and Statement of Compliance in a visible location at the event.</p>	<p>UQ Events Oversight Group meet weekly to review upcoming events for all campuses and sites.</p> <ul style="list-style-type: none"> Director HSW or delegate (review COVID Safe Event Checklist) Director Student Services and/or Director Student Affairs (endorse support for current student experience/future students) Director P&F (ensure campus operations can support event) <p>Timeline: 5 weeks prior to event</p>	<p>Any events that fall into the category of “UQ critical activities” must be approved by USET.</p> <p>Send details of event and approval to seo@pf.uq.edu.au so that all events are captured.</p>	Not required
Indoor events: Between 500 and 10,000 people Outdoor events: Between 1,500 and 10,000 people	<ul style="list-style-type: none"> Must complete and submit the following documents: mailto:seo@pf.uq.edu.au <ol style="list-style-type: none"> PF 700 COVID-19 Safe Gathering Events Notification Form (signed by Executive Dean or relevant USLG member or UQU executive). COVID Safe Event Plan Template (Fact Sheet) Statement of Compliance COVID Safe Event Plan <p>Additional documents as appropriate as per - PPL 7.30.01 Event Approval and Control.</p>	<p>PF700 must be endorsed and signed by Executive Dean or relevant USLG member and they must sign the Statement of Compliance – COVID Safe Plan. For clubs and societies under UQU – the forms must be signed by UQU executive.</p> <p>Plans must be submitted to P&F as per PPL 7.30.01</p> <p>All documents must be sent to seo@pf.uq.edu.au 7 weeks prior to the event or as soon as practicable:</p>	<p>As above.</p> <p>All documents will be reviewed at least 7 weeks prior to the event and sent to USET for approval.</p>	<ul style="list-style-type: none"> Provost (or delegate) DVCA (or delegate) for Current student experience DVCEE (or delegate) for Future students <p>Timeline: 4 weeks prior to event</p>	<ul style="list-style-type: none"> Queensland Health Local Public Health Unit COVID Safe Event Plan (Fact Sheet) must be approved by local public health units and it is suggested that these plans are submitted at least two weeks prior to the event Plans will be sent to Queensland Health via HSW Once approved, the signed and approved Covid Plan and Statement of Compliance must be displayed in a visible location at the event

Event size <i>(Number of people, attendees + event staff)</i>	Event documentation required	Approval required			
		Level 1 Local approval	Level 2 Operations approval	Level 3 UQSET approval <i>(Prior to any submissions to QLD Health)</i>	Level 4 Queensland Health approval
More than 10,000 people	<ul style="list-style-type: none"> Must complete and submit the following documents: mailto:seo@pf.uq.edu.au 4. PF 700 COVID-19 Safe Gathering Events Notification Form (signed by Executive Dean or relevant USLG member). 5. COVID Safe Event Plan Template (Fact Sheet) 6. Statement of Compliance COVID Safe Event Plan <p>Additional documents as appropriate as per - PPL 7.30.01 Event Approval and Control.</p>	<p>PF700 must be approval by Executive Dean or Relevant USLG member and they must sign the Statement of Compliance – COVID Safe Plan.</p> <p>Plans must be submitted to P&F as per PPL 7.30.01</p> <p>All documents must be sent to seo@pf.uq.edu.au 12 weeks prior to the event or as soon as practicable:</p>	<p>All documents will be reviewed at least 11 weeks prior to the event and sent to USET for approval.</p> <ul style="list-style-type: none"> Plans must be submitted to P&F as per PPL 7.30.01 	<ul style="list-style-type: none"> Provost (or delegate) DVCA (or delegate) for Current student experience DVCEE (or delegate) for Future students Timeline: 6 weeks prior to event 	<ul style="list-style-type: none"> QLD Chief Health Officer COVID Safe Event Plan (Fact Sheet) must be approved by the Chief Health Officer and it is suggested that these are submitted at least one month prior to the event Plans will be sent to Queensland Health via HSW