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. This document has been updated to reflect the changes made on 28 June 2021 – Restrictions for Impacted Areas Direction No 4.

Permitted events

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

- **Campus experience for current students**
- **Future student recruitment**
- **Research and industry engagement initiatives**
- **Events that are deemed to be University critical activities by the UQ Senior Executive Team**
  - 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.
- Events that are critical for research and industry engagement.
- 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 2020 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
- Large scale awards ceremonies
- Market Days
- Concerts and performances
- Movie nights
- UQU organised events and barbecues
- Student-organised guest lectures and speakers
- Protests
- 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)
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.

Event density
Refer to the table attached.

Catering
Permitted events where organisers are self-catering (for example, baking for stalls, cooking a barbecue, etc).
Self-service is permitted.
All food and drinks must be consumed seated – indoor and outdoor events.

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.

Apply for Event Approval
The Permitted Events Approval Process Table shows the approval requirements and process for any event that meets the criteria.
All applications must be sent to seo@pf.uq.edu.au
## Event requirements - Restrictions for Impacted Areas – as 28 June 2021

<table>
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<tr>
<th>Event</th>
<th>Event documentation required</th>
<th>Requirements</th>
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| Indoor events | Must complete and submit the following documents at least 4 weeks prior to the event: mailto:seo@pf.uq.edu.au  
1. PF 700 COVID 19 Safe Gathering Events Notification Form (signed by Executive Dean or relevant USLG member. Clubs and societies by UQU executive)  
2. COVID Safe Event Checklist (signed by Event organiser) and kept on hand at the event and displayed if possible.  
3. Download and use the Check-in QLD app for all patrons, guest and staff to use. | Occupant density applies in indoor spaces:  
a. up to 200 square metres or less, no more than 1 person / 2sqm (up to a maximum of 50 people)  
b. over 200 sqm either:  
   i. no more than 1 person / 4sqm  
   ii. up to 100% of a seated venue capacity provided all guests and patrons are in ticketed and allocated seating.  
All events in indoor spaces must operate under the COVID Safe Event Checklist  
All guests, patrons, staff and students must check in using the Check In Qld app.  
1.5m physical distancing to the extent possible  
Refer - PPL 7.30.01 Event Approval and Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Outdoor events| Must complete and submit the following documents at least 4 weeks prior to the event: mailto:seo@pf.uq.edu.au  
1. PF 700 COVID 19 Safe Gathering Events Notification Form (signed by Executive Dean or relevant USLG member. Clubs and societies by UQU executive)  
2. COVID Safe Event Checklist (signed by Event organiser) and kept on hand at the event and displayed if possible.  
3. Download and use the Check-in QLD app for all patrons, guests and staff to use. | Occupant density applies in outdoor spaces:  
• No more than one person / 2sqm.  
• up to 100% of a seated venue capacity provided all guests and patrons are in ticketed and allocated seating  
All events in indoor spaces must operate under the COVID Safe Event Checklist  
All guests, patrons, staff and students must check in using the Check In Qld app.  
1.5m physical distancing to the extent possible.  
Refer - PPL 7.30.01 Event Approval and Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |