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
- events that are deemed to be University critical activities by the Vice Chancellor’s Committee.

Events that are primarily for external parties or the public should not be organised on campus for the foreseeable future.

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**

- Only events that are related to current students’ experience and future student recruitment will be approved.
- These events must have fewer than 500 total attendees if possible.
- Events between 500 to 10,000 people will be subject to special event planning.
- 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.

**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 ([here](#)) 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 new 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
- 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 that are 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
Occupant density for permitted events must comply with the **one person per four square metres requirement** (outlined in the COVID Safe Event Checklist and section 1.2.1 (page 16) of the Industry Framework for COVID Safe Events).

Consideration should be given to the venue’s size, and density management and physical distancing must be enforced.
Catering
Permitted events where staff 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 checklist or plan is completed and authorised, the Statement of Compliance must be displayed with the COVID Safe Event Plan / COVID Safe Event Checklist in a prominent, visible location for the duration of the event.
# Events approval process table

<table>
<thead>
<tr>
<th>Event size (Number of people, attendees + event staff)</th>
<th>Event documentation required</th>
<th>Approval required</th>
</tr>
</thead>
</table>
| **Fewer than 500 people** | • Must complete and comply with:  
  o [COVID Safe Event Checklist](#)  
  o [PPL 7.30.01 Event Approval and Control](#)  
  • Written approval from Executive Dean or relevant USMG member  
  • Must display a [Statement of Compliance](#) in a visible location at the event signed by Executive Dean or relevant USMG | Written approval from Executive Dean for Faculty events or relevant USMG member (or delegate) for central / Institute events (timeline: eight weeks prior to event)  
Send completed documentation to P&F along with approval from Executive Dean or relevant USMG member (timeline: six weeks prior to event) | UQ Events Oversight Group  
• Director HSW (review COVID Safe Event Plan)  
• 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)  
Not required | Not required, but event organisers must be able to produce completed checklist if audited or government requests it, e.g. for contact tracing ([Fact Sheet](#)) |
| **Between 500 and 10,000 people** | • Must complete and comply with:  
  o [COVID Safe Event Checklist](#) (Attachment A and B, pages 13–34)  
  o [PPL 7.30.01 Event Approval and Control](#)  
  • Written approval from Executive Dean or relevant USMG member  
  • Written approval from relevant VCC member (via the Events Oversight Group)  
  • Must display a [Statement of Compliance](#) in a visible location at the event signed by Provost, DVCA or DVCEE |  
| **More than 10,000 people** | • Must complete and comply with:  
  o [COVID Safe Event Checklist](#) (Attachment A and B, pages 13–34)  
  o [PPL 7.30.01 Event Approval and Control](#)  
  • Written approval from Executive Dean or relevant USMG member  
  • Written approval from relevant VCC member (via the Events Oversight Group)  
  • Must display a [Statement of Compliance](#) in a visible location at the event signed by Provost, DVCA or DVCEE |  
| **Level 1 Local approval** | Written approval from Executive Dean for Faculty events or relevant USMG member (or delegate) for central / Institute events (timeline: eight weeks prior to event)  
Send completed documentation to P&F along with approval from Executive Dean or relevant USMG member (timeline: six weeks prior to event) | UQ Events Oversight Group  
• Director HSW (review COVID Safe Event Plan)  
• 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)  
Not required | Not required, but event organisers must be able to produce completed checklist if audited or government requests it, e.g. for contact tracing ([Fact Sheet](#)) |
| **Level 2 Operations approval** |  
| **Level 3 VCC approval** (Prior to any submissions to QLD Health) |  
| **Level 4 Queensland Health approval** |  
| **NB:** meet weekly to review upcoming events for all campuses and sites.  
Timeline: five weeks prior to event |  
| **Provost (or delegate)  
DVCA (or delegate) for Current student experience  
DVCEE (or delegate) for Future students**  
Timeline: four weeks prior to event |  
|  
## 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 must be submitted to P&F as per PPL 7.30.01  
• Plans will be sent to Queensland Health via HSW  
Timing: notice at least 10 business days prior |  
| **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 must be submitted to P&F as per PPL 7.30.01  
• Plans will be sent to Queensland Health via HSW  
Timing: notice at least 10 business days prior |  
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