Industry Framework for COVID Safe Events in Queensland

July 2020

Queensland Tourism Industry Council (QTIC) has engaged the Mass Gathering Collaboration at Griffith University to develop a framework and recommendations for the safe return to events in the context of COVID-19. By implementing the principles of safe operations in each event, we can keep customers and staff safe, ensuring a speedy recovery of our industry and our economy.

We thank all partners and collaborators in this endeavour and the Queensland Government who has provided financial support for this work.

DISCLAIMER: This disclaimer is to be interpreted in the natural and ordinary meaning of the words included herein.

The Queensland Tourism Industry Council (QTIC) has prepared this document in good faith and with the collaboration of Griffith University specifically for Event businesses located in Queensland. The criteria asserted in the Industry Framework for COVID Safe Events in Queensland are based on current National and State Government directives, guidelines, and advice. It is your responsibility to ensure your business remains compliant with all updated National, State and Local government level directives and legislation on an ongoing basis. A COVID Safe Events Framework developed to these guidelines is not a guarantee that a business/individual is protected from COVID-19 and QTIC can accept no responsibility for this said outcome.

Development, Status and Publication of this Industry Framework

This Industry Framework for Events in Queensland was developed by the Queensland Tourism Industry Council (QTIC) in conjunction with Tourism and Events Queensland (TEQ) and the Department of State Development, Tourism and Innovation (DSDTI), and in collaboration with industry stakeholders and Queensland Health.

This Industry Framework for Events reflects the public health restrictions applicable in Queensland as set out under Queensland's Roadmap to easing COVID-19 restrictions and reflected in the Chief Health Officer Public Health Directions. It has been endorsed by Queensland Health. This Industry Framework for Events is subject to change, in accordance with public health requirements. Workplace health and safety risk management processes will be revisited to identify and manage any new or changed hazards that may have arisen as a result of the implementation of the Industry Framework for Events.

This Industry Framework for Events serves as a guide for Event Organisers for events in Queensland. It sets out public health principles and provides strategies to assist Event Organisers deliver events in the context of COVID-19. Event Organisers remain responsible for adhering to all applicable Queensland Public Health Directions and for obtaining relevant approvals pertaining to their events. Event Organisers are expected to regularly monitor the effectiveness of measures as well as new public health advice, and review risk management measures accordingly.

This Industry Framework for Events is publicly available on the Queensland Government COVID-19 website along with approved COVID Safe Industry Plans, for Event Organisers to access.

This Industry Framework for Events remains in place for as long as COVID-safe measures are deemed necessary by Queensland's Chief Health Officer.

Consultation

Extensive consultation has occurred in relation to the development of this Industry Framework for Events.

Input into the public health strategies that should be considered in relation to events in Queensland has been sought from The Mass Gathering Collaboration, a forum for mass gathering experts hosted by the School of Nursing and Midwifery at Griffith University. The mission of the Mass Gathering Collaboration is *"To strengthen health security and health system resilience globally for mass gatherings in partnership with communities, government, non-government, industry, and academic organisations."* The Mass Gathering Collaboration consultation included representatives from the Australian Strategic Policy Institute, Griffith University School of Nursing and Midwifery, Griffith University School of Paramedicine, Griffith Institute for Tourism, Gold Coast Hospital and Health Services Emergency Department, Hemisphere Events, Queensland Ambulance Service, Queensland Health, and the Torrens Resilience Institute which is a World Health Organisation Collaboration Centre for Mass Gatherings and Global Health Security.

Input into this Industry Framework has been sought from a diverse range of Event Organisers who deliver events in Queensland, local councils and venue operators who typically play a role in granting approvals/permits for events, and Queensland Government agencies.

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1 Purpose of this Industry Framework for COVID Safe Events

There is no precise definition for an 'event', beyond saying that events are generally 'planned public or social occasions'. Events come in an enormous range of types and sizes. They take place across a large variety of venues, have a range of characteristics, and involve a diverse range of operational spaces. Events often incorporate a broad range of activities, such as service of food and beverages, gatherings for entertainment, and the movement of large crowds.

By their nature events often involve the gathering of people in significant numbers and at high densities. Therefore, events present risk in terms of the spread of infectious diseases such as COVID-19. It is imperative that this risk is managed by Event Organisers seeking to conduct events. Adherence to the principles and strategies set out in this Industry Framework for Events will assist Event Organisers to manage risks associated with the transmission of infectious diseases such as COVID-19. There remains risk associated with any activity involving the congregation of a significant number of people in the same place and Event Organisers should be mindful of this and manage this risk effectively. Event Organisers are expected to regularly monitor the effectiveness of measures as well as new public health advice, and review risk management measures accordingly.

The purpose of this Industry Framework for Events is to set out key principles and provide strategies that will limit the transmission of COVID-19 during a range of different type of events, and to help Event Organisers operate safely. Queensland's Roadmap to easing COVID-19 restrictions (the Roadmap), reflected in the Chief Health Officer Public Health Directions, sets out the types of activities that are permitted in Queensland and any applicable restrictions. This Industry Framework for Events sets out minimum requirements which Event Organisers should adhere to if they are seeking to operate in accordance with the Roadmap, and provides strategies to assist Event Organisers deliver events during the COVID pandemic.

2 Scope of this Industry Framework for COVID Safe Events

2.1 Events covered by an Approved COVID Safe Plan

Various COVID Safe Plans have been approved by the Chief Health Officer or delegate, including:

- **COVID Safe Industry Plans** for specific industries or venue types, such as community sporting events, live music venues and hotels,
- **COVID Safe Site Specific Plans** for individual venues in which many events are held, such as an individual stadium or convention centre, and
- **COVID Safe Professional Sporting Code Plans** for professional sporting events.

Where an event is covered by an Approved COVID Safe Plan, the Event Organiser should refer to the relevant Approved COVID Safe Plan and liaise with the respective industry body, venue operator or sports organisation to identify the requirements that apply to their event.

Regardless, the Key Public Health Principles and Event Specific Public Health Strategies set out in this Industry Framework for Events should be considered, incorporated and implemented in conjunction with the measures set out in the relevant Approved COVID Safe Plan.

2.2 Events not covered by an Approved COVID Safe Plan

In the case of events which are not covered by an Approved COVID SAFE Plan, Event Organisers are accountable for ensuring adherence to the requirements set out in this Industry Framework for COVID Safe Events, including:

- Determining whether a ratio of four square metres per person can be maintained across the event site at all times (this is a minimum physical distancing requirement for all events);
- Determining if the event requires approval from the Queensland Chief Health Officer or a Queensland Public Health Unit, based on its characteristics;
- Ensuring the measures set out in the Event Organiser's approved COVID Safe Event Plan (see **Attachment A**) or COVID Safe Event Checklist (see **Attachment C**) are implemented.

2.3 Characteristics and Category Ratings of Events

It is acknowledged that each event is unique and will have its own characteristics. The following characteristics are significant in terms of the level of risk relating to the potential spread of COVID-19 associated with an event.

Event Characteristics
Number of attendees (including staff, volunteers, contractors, spectators, participants)
Site density
Controlled v's Uncontrolled pattern of attendance eg. ticketed v's non-ticketed; defined v's undefined site boundary
Seated v's Mobile
Indoor v's Outdoor
Likelihood of alcohol presence
Single Site v's Multiple Sites
Single Day v's Multiple Days

2.3.1 Category One Events

The following categories of events are currently deemed to have a high level of risk of the potential transmission of COVID-19 based on their characteristics, and therefore approval of the Event Organiser's COVID Safe Event Plan by the Queensland Chief Health Officer is required in order to proceed.

Category One Events
Events involving > 10,000 people on site at any given time
The following types of events are likely to fall within this category: - *Large scale participation events in the public domain* - *Large scale festival-style events*

2.3.2 Category Two Events

The following categories of events are currently deemed to have a medium risk of the potential transmission of COVID-19 based on their characteristics, and therefore approval of the Event Organiser's COVID Safe Event Plan by a Queensland Public Health Unit is required in order to proceed.

Category Two Events
Events involving 500 to 10,000 people on site at any given time
The following types of events are likely to fall within this category: - *Medium scale participation events in the public domain* - *Events in stadiums with designated seating* - *Concerts in venues or on sites with designated seating* - *Expo-style events in indoor venues such as Convention Centres* - *Expo-style events in outdoor venues with managed access such as Showgrounds* - *Business/conference-style events in Conference Centres/Hotels*

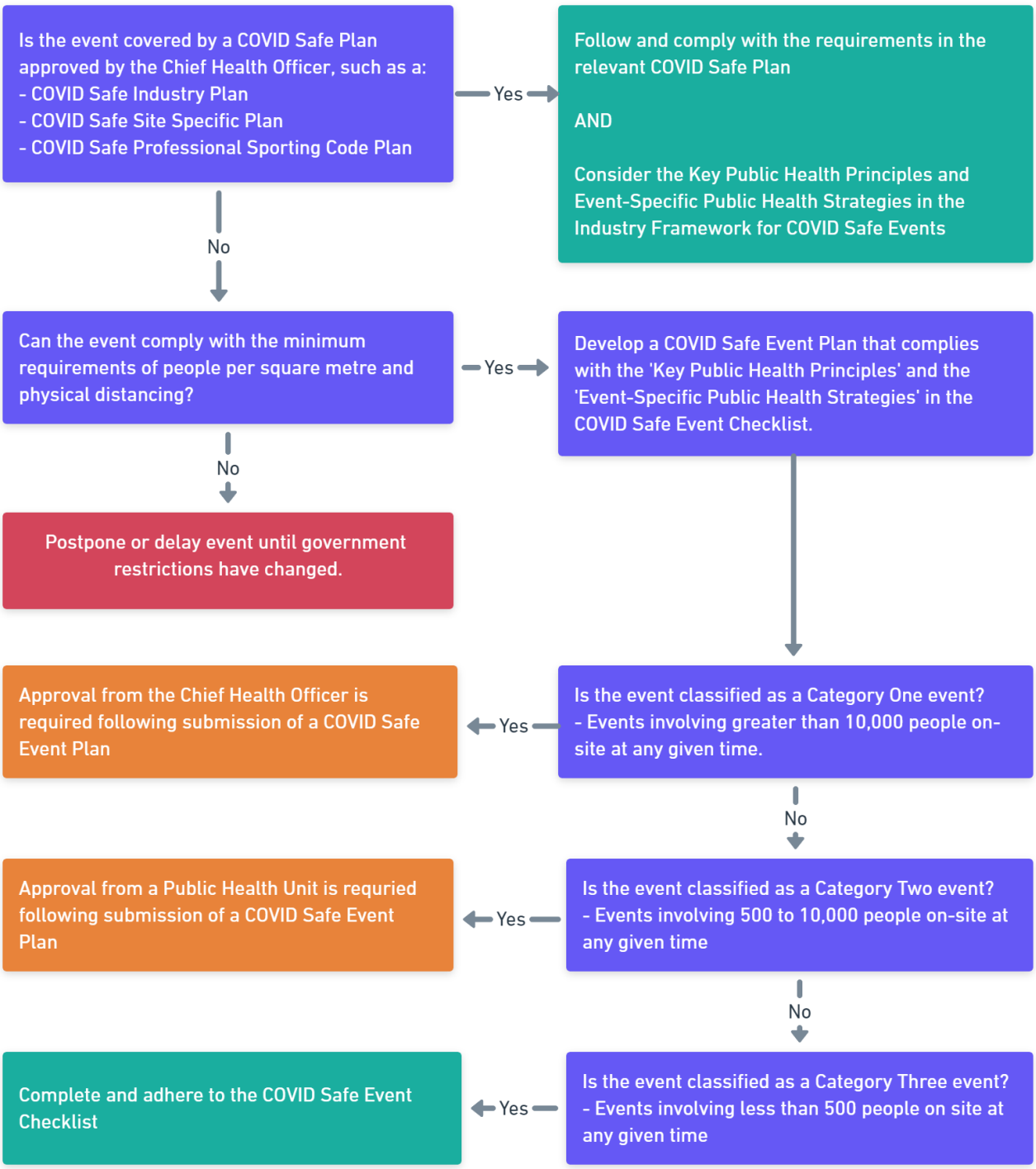
2.3.3 Category Three Events

The following categories of events are deemed to be low risk. There is no requirement for the Event Organiser's COVID Safe Event Plan to be assessed and approved by Queensland Health. Event Organisers are required to complete and adhere to the COVID Safe Event Checklist.

Category Three Events
Events involving < 500 people on site at any given time
The following types of events are likely to fall within this category: - *Small-scale participation events and small scale market/stall-style events in the public domain* - *Events in small to medium sized private venues* - *Events in community halls*

2.4 Event Decision Tree

The following Event Decision Tree will enable Event Organisers to identify if and how they are able to proceed with their event under Stage Three of the Roadmap and beyond.


Is the event covered by a COVID Safe Plan approved by the Chief Health Officer, such as a:
- COVID Safe Industry Plan
- COVID Safe Site Specific Plan
- COVID Safe Professional Sporting Code Plan
Yes
Follow and comply with the requirements in the relevant COVID Safe Plan
AND
Consider the Key Public Health Principles and Event-Specific Public Health Strategies in the Industry Framework for COVID Safe Events
No
Can the event comply with the minimum requirements of people per square metre and physical distancing?
Yes
Develop a COVID Safe Event Plan that complies with the 'Key Public Health Principles' and the 'Event-Specific Public Health Strategies' in the COVID Safe Event Checklist.
No
Postpone or delay event until government restrictions have changed.
Is the event classified as a Category One event?
- Events involving greater than 10,000 people on-site at any given time.
Yes
Approval from the Chief Health Officer is required following submission of a COVID Safe Event Plan
No
Is the event classified as a Category Two event?
- Events involving 500 to 10,000 people on-site at any given time
Yes
Approval from a Public Health Unit is requried following submission of a COVID Safe Event Plan
No
Is the event classified as a Category Three event?
- Events involving less than 500 people on site at any given time
Yes
Complete and adhere to the COVID Safe Event Checklist

3 Guidelines for COVID Safe Events

3.1 COVID Safe Event Plans and Checklists

A COVID Safe Event Plan must be developed for all events involving more than 500 people on site at any given time, for submission to a Queensland Health Public Health Unit or the Queensland Health Chief Health Officer for review, in order for approval to be obtained for the event to proceed.

A COVID Safe Event Plan is an Event Plan which reflects the key principles and event specific public health strategies identified in this Industry Framework for Events that the Event Organiser will be implementing in relation to the event. It is similar to an Event Plan the Event Organiser may ordinarily develop, but which also addresses the management of risks associated with the potential transmission of COVID-19. A list of the matters that should be covered in a COVID Safe Event Plan can be found at **Attachment A**. Guidance on COVID Safe Event Measures to be addressed in COVID Safe Event Plans can be found at **Attachment B**.

If the event requires the approval of either the Chief Health Officer or a Public Health Unit (as indicated in section 2.3 above), the COVID Safe Event Plan should be emailed to COVID-19.Industryplans@health.qld.gov.au.

Organisers of events involving less than 500 people on site at any given time must complete and adhere to the COVID Safe Event Checklist at **Attachment C**.

Aside from any approvals required from the Chief Health Officer or a Public Health Unit, Event Organisers are required to obtain any permits, licences, and approvals ordinarily required in order to conduct their event. Event Organisers may be required to submit their Event Plan to the venue owner/operator and/or other approval bodies in order to obtain relevant approvals. The focus of these approvals bodies will be the non-public health aspects of the Event Plan.

COVID Safe Event Plans and COVID Safe Event Checklists should be retained and made available if requested by relevant authorities including Local Council, Queensland Police Service and Queensland Health.

3.2 Workplace Health and Safety

Event Organisers like other businesses in Queensland should have a Work Health and Safety Plan addressing health and safety matters relevant to their workforce. Event Organisers need to consider COVID-19 in their Workplace Health and Safety planning, and Work Health and Safety Plans must reflect COVID Safe practices.

Information and guidance about Work Health and Safety Plans is available from Workplace Health and Safety Queensland (www.worksafe.qld.gov.au/coronavirus). Event Organisers are expected to regularly monitor the effectiveness of measures as well as new public health advice, and review risk management measures accordingly (see p3 of Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy).

There are a number of overarching Workplace Health and Safety principles that should be applied across all event planning environments. Specifically these include:

1. At each stage of Workplace Health and Safety risk management, Workplace Health and Safety Plans should include communication, consultation, instruction, training and supervision of workers and their representatives (see the Overview and pages 2-3 of Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy).

2. The Workplace Health and Safety Plan should include managing a staff member or client with a probable or confirmed case of COVID 19 (see page 9 of Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy).
3. The Workplace Health and Safety Plan should include managing psychosocial risks (see pages 4 and 10 of Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy).
4. Workplace Health and Safety Plans should clearly show how records of the risk management process are kept. The detail and extent of records will depend on the size of the event. It is useful to keep information on:
    a. The identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process);
    b. How and when the control measures were implemented, monitored and reviewed;
    c. Who you consulted with;
    d. Relevant training records; and
    e. Any plans for future changes.

The Workplace Health and Safety responsibilities of employers and workers are outlined in the Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy.

Work Health and Safety Plans are internal documents and are not required to be submitted for approval, unless the venue owner/operator and/or other approval bodies require this as part of their normal event approval process.

3.3 Responsibilities

Event Organisers have primary responsibility for staging a COVID-safe event. It is the Event Organiser's responsibility to ensure that the key principles and event specific public health strategies identified in this Industry Framework for Events are implemented and monitored. The Event Organiser is responsible for ensuring these strategies are reflected in the COVID Safe Event Plan and the Event Organiser's Work Health and Safety Plan, and demonstrated to the venue owner/operator and/or other relevant approval bodies. Event Organisers are responsible for submitting their COVID Safe Event Plan (reflecting the public health measures that will be implemented) to Queensland Health if required, or for completing the COVID Safe Event Checklist. Event Organisers are also responsible for ensuring their sub-contractors and suppliers adopt and implement appropriate public health strategies relevant to their specific industry and activities.

Event Organisers need to be clear regarding the accountability for undertaking COVID Safe measures. If an Event Organiser is relying on an approved COVID Safe Site Specific Plan, then the organiser must comply with all requirements specified in that COVID Safe Site Specific Plan, and must ensure the COVID Safe Site Specific Plan is appropriate for the type of event being held at that venue.

Venue owners/operators are responsible for ensuring that specific public health measures applicable to their venue (as set out in legislation or venue-specific COVID Safe Plans) are understood and implemented by Event Organisers operating in their venues. Additionally, venue owners/operators should include checks and preparation for reopening (such as equipment, building, facilities are in good, safe working order) following a period of closure such as that caused by COVID-19.

Approval bodies are responsible for ensuring they have an understanding of the Queensland Government's expectations with regard to the public health measures that event organisers should be implementing. Approval bodies should ensure that relevant public health strategies that specifically relate to their areas of approval are reflected in COVID Safe Event Plans and supporting documentation submitted by Event Organisers.

Sub-contractors and suppliers are responsible for ensuring they are informed about, and adhere to industry standards relevant to their areas of activity, and that these are reflected in their Safe Work Method Statements.

Staff (renumerated and volunteers) are responsible for understanding their role in providing a COVID-safe event. This includes safeguarding the welfare of their colleagues and attendees of the event at which they are working.

Attendees have a level of responsibility for their own welfare, as well as that of others around them.

3.4 Compliance with the Industry Framework for COVID Safe Events

To comply with this Industry Framework for COVID Safe Events, Event Organisers should:

- Comply with the requirement of 4m2 per person across the site at,
- Obtain relevant approval from Queensland Health authorities as set out in the Event Decision Tree above through submission of a COVID Safe Event Plan,
- Complete the COVID Safe Event Checklist attached to this Industry Framework for Events, and commit to adhering to it by signing,
- Conduct the event in compliance with physical distancing requirements and Queensland Health approvals,
- Have a Work Health and Safety Plan in place which reflects appropriate public health strategies,
- Print, sign and display on site a Statement of Compliance (**Attachment D**) which is also located alongside approved COVID Safe Industry Plans on the Queensland Government website, and
- Obtain usual permits, licences and approvals.

Routine inspections of events may be conducted by Queensland Government Enforcement Officers. Both Queensland Health and Queensland Police Service can issue on-the-spot infringements for individuals and corporations for non-compliance with the Public Health Directions.

3.5 Key Public Health Principles for COVID Safe Events

There are a number of key public health principles which are crucial when it comes to limiting the spread of COVID-19, and which must be implemented by all Event Organisers across their operations.

- **Implement best practice governance arrangements** before and regularly during the event,
- Maintain and monitor **physical distancing of 1.5m**
- Enhance **public health measures** before, during and after the event, and
- Establish **first aid / in-event health service plans** to isolate and transport possible COVID patients safely within events.

Each of these key public health principles is addressed in more detail in Guidance on COVID Safe Event Measures (**Attachment B)**.

3.6 Event-Specific Public Health Strategies for COVID Safe Events

It is acknowledged that each event is unique and will have its own characteristics. As such, event specific public health strategies should be implemented with these characteristics in mind. It is recognised that the strategies for one event may not be directly replicated to another event.

A range of event elements that are common to many events are addressed in the Checklist attached to this Industry Framework for Events. Event Organisers should consider the strategies listed against each of the elements in the Checklist for Event-Specific Public Health Strategies that are relevant to their event. The strategies are grouped into the following categories for integration into the Event Organiser's COVID Safe Event Plan:

- **Operational spaces** which are likely to result in crowds, co-mingling and congestion
- **Operational considerations** which influence the ability of crowds to move freely and
- **Event staff** including renumerated, volunteer, contracted and sub-contracted staff.

Additional detail are outlined in the Guidance on COVID Safe Event Measures (**Attachment B)**.

3.7 Event Site Maps

All Event Organisers should develop a Site Map for their event. The following details should be noted on Site Maps:

- Event boundaries if applicable
- The total size of the site, the total useable area of the site, and the maximum number of people permitted on the site based on physical distancing requirements
- Discrete areas of the site and the maximum number of people permitted in each discrete area (a demarcated room or space within which the number of people can be managed) based on physical distancing requirements
- The location of hand washing stations, alcohol-based hand rub stations and cleaning stations
- Expected queueing locations (e.g., at ticketing booths, entrances, retail outlets, food outlets)
- Location of staff monitoring behaviour to ensure physical distancing is maintained
- First aid posts and discrete isolation areas.

Site Maps should be incorporated into the Event Organiser's COVID Safe Event Plan or kept with the COVID Safe Event Checklist.

Attachment A: Matters to be included in COVID Safe Event Plans

COVID Safe Event Plan must be developed for all events involving more than 500 people on site at any given time, for submission to a Queensland Health Public Health Unit or the Queensland Health Chief Health Officer for review, in order for approval to be obtained for the event to proceed. Organisers of events involving less than 500 people on site at any given time should also consider developing a COVID Safe Event Plan.

A COVID Safe Event Plan is an Event Plan which reflects the key principles and event specific public health strategies identified in this Industry Framework for Events that the Event Organiser will be implementing to manage risks associated with the potential transmission of COVID-19.

The table below sets out the things that should be addressed in COVID Safe Event Plans.

COVID Safe Event Plan	Included
Event details: - Event name - Event description - Event date - Bump-in/out dates and times (when event staff, but not attendees will be on-site) - Event commencement and completion times (when event staff and attendees will be on-site) - Timings of key activities/performances - Link to event website (if applicable) - Details of any approved COVID Safe Industry Plans that apply to the event	☐
Venue/Site details: - Venue/Site name and size - Site Map (including the details listed in section 3.7 of the Industry Framework for COVID Safe Events) - Site capacity based on $4m^2$/person - Explanation of access management arrangements	☐
Anticipated attendance details: - Anticipated total patron attendance - Anticipated peak patron attendance (maximum number of patrons at any given time) - Number of staff/contractors/volunteers on site at any given time - Maximum number of people on site at any given time - Expected crowd demographics (e.g., families, retirees) - Attendance details from previous years if the event has been held before	☐
Explanation of COVID Safe measures (based on **Attachment B**) - How are the Key Public Health Principles being addressed? - What key Event-Specific Public Health Strategies are being implemented?	☐
- Singed Statement of Compliance	☐
Contact details (telephone and e-mail) of key event personnel	☐

Attachment B: Guidance on COVID Safe Event Measures

1 Key Public Health Principles

Event Organisers are expected to contextualise the following Key Public Health Principles and strategies to their particular event and integrate these principles and strategies into their own event planning process. The following key public health principles **must** be implemented by all Event Organisers across their operations.

1.1 Implement Best Practice Governance Arrangements

COVID Safe Event Plans for COVID-safe events should be fluid based on the changing dynamics of the event. As such, governance arrangements are of high importance for every event. Event Organisers should develop COVID Safe Event Plans that are reviewed multiple times prior to the event and regularly throughout the event.

1.1.1 General Governance

Governance of events is of high importance. The following strategies should be implemented alongside other best practice governance strategies for events.

		Implemented
Before	Communicate the intent to hold the event to appropriate authorities such as land holders and/or local council, and to local health authorities, and obtain relevant approvals	☐
	Identify key times to review plans prior to the event (e.g., initial planning, the month before, a week before, a day before and an hour before commencing an event)	☐
	Identify key staff who are responsible for implementing the COVID Safe Event Plan including the strategies in the Checklist for COVID Safe Events	☐
	Identify key personnel who will be responsible for the review of the COVID Safe Event Plan	☐
	Ensure that public health directions are frequently monitored for changing regulations and restrictions, and that these are adapted as necessary	☐
	Register the event for free at the Australian Tourism Data Warehouse: https://atdw.com.au/	☐
During	Monitor COVID safe event strategies during the event at regular intervals (e.g., at the beginning of the event, hourly, prior to and at the conclusion of main acts / performances, prior to expected increases in attendee movement)	☐
After	Document lessons learnt from the event in relation to COVID safe strategies	☐

1.1.2 Communicate Expectations to Event Staff and Attendees

Clearly communicate expectations regarding physical distancing requirements, hand hygiene, cough/sneeze behaviour and staying home if someone (attendee or staff) is unwell.

		Implemented
Before	Include information such as location of first aid posts and physical distancing measures on the event website	☐
	For ticketed events, ensure refund policies are well defined in social media and on the event website. This should explicitly outline refund policies when someone is not able to attend due to illness. Ticket holders should not be penalised for not attending when unwell. Instead they should be encouraged to stay at home and not attend the event.	☐
	Ensure key health messages are scheduled such as: - Stay at home if unwell - How to seek assistance if becoming unwell during the event (locate security, cleaners, event officials or first aid / in-event health staff) - Location of first aid posts - Maintaining physical distancing requirements is the individuals responsibility - Enhanced public health measures that are in place at the event - Encourage attendees to download the Commonwealth Government COVID-19 app prior to attending the event. - Not attending the event if: i. You have been in close contact with a person who is positive for COVID-19 ii. You are positive for COVID-19 iii. You have travelled overseas or to a declared COVID-19 Hotspot in the previous 14 days	☐
	Promote good hygiene practices at key points (e.g., retail outlets, bathrooms). Posters are available here: https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources	☐
	Communicate security requirements via social media and event website to prevent crowding at entry points	☐
	Place signs at entry points to the event and discrete areas advising attendees not to enter if they are unwell or have COVID-19 symptoms	☐
	Place signs at entry points stating that the event organisers have the right to refuse entry and may insist that anyone with COVID-19 symptoms needs to leave the event and obtain COVID-19 testing as per health guidelines	☐
	Provide messaging in various translations depending on the event target audience.	☐
During	Monitor social media to ensure scheduled messages are sent	☐
	Monitor and respond to social media messages from attendees	☐
	Use loud speakers and/or a megaphone to disseminate information about the public health measures implemented at the event	☐
	Ensure signs are maintained and visible	☐

1.2 Maintain Physical Distancing

In all event contexts, event staff must facilitate practices which support appropriate physical distancing aligned to the prevailing advice from Queensland's Chief Health Officer.

Ensure physical distancing is maintained across the site as a whole and in individual areas within the site. The number of people on site and in any given area must be limited to comply with the minimum requirements of people per square metre and physical distancing. Monitor strategies to distance household groups and prevent co-mingling.

1.2.1 Calculating Site Capacities

Event Organisers should determine the total number of people allowed on site at any given time, and the number of people allowed within each discrete area of the site at any given time, as per the physical distancing requirements. A discrete area is a demarcated room or space within which the number of people can be managed. The number of people includes event staff, event attendees and other people on site.

For example, to determine the event capacity if 4m2 per person is the requirement:

1) Determining the total capacity of the event:
   a) Determine the entire site size in metres square.
   b) Determine the size of the non-useable spaces in metres square (such as space taken up by plant equipment, storage containers and other impenetrable structures).
   c) Minus the non-usable area size from the entire site size.
   d) Divide the useable area of the site by 4.
2) Determining the capacity of discrete areas:
   a) Determine the size of the discrete area in metres square.
   b) Determine the size of non-useable spaces in metres square (such as space taken up by plant equipment, storage containers and other impenetrable structures).
   c) Minus the non-usable area size from the entire site size.
   d) Divide the useable area of the site by 4.

1.2.2 Physical Distancing Strategies

For physical distancing, a household unit (i.e., people with the same residential address) will be required to maintain appropriate physical distancing (at least 1.5m) from all individuals who are not part of their household unit. Members of household units can be closer to each other than 1.5m however there should still be enough space to ensure adherence to the 4m2 per person requirement and for each individual in the area to be able to physically distance from others.

		Implemented
Before	Place floor markings, wall markings or signs to identify 1.5 metre distance between persons queuing at all relevant locations (e.g., at all entries, ticket offices, toilets, food areas, etc...)	☐
	Use physical barriers in high foot traffic areas to separate crowds	☐
	Where possible, ensure one-way flow of foot traffic is established	☐

	Where possible, use separate entries and exits within discrete areas of the event	☐
	Ensure event evacuation plans consider COVID-19 and therefore increase evacuation exits and assembly areas where possible	☐
	Establish system to monitors number of people entering and exiting the event site	☐
During	Monitor physical distancing as per government guidelines in each discrete area (number of people per m2, distance between household groups).	☐
	Monitor queues and/or seating arrangements to maintain physical distancing	☐
After	Remove signage and implemented structural changes, returning the space to the original site characteristics	☐

1.3 Enhance Public Health Measures

A number of public health measures should be enhanced to limit the transmission of COVID-19 and facilitate the contract tracing of event attendees who may have been in contact with a COVID-19 positive case.

1.3.1 Screening

Screening of staff and attendees for COVID-19 like symptoms should be undertaken where possible. For events with defined boundaries (e.g., at a stadium) this may be easier to facilitate when compared to events with no boundaries (e.g., in a parkland and other open public space). Temperature testing and thermal scanning are of little value in reducing the risk of people with COVID-19 entering the event, therefore temperature testing and thermal scanning are not recommended for the operation of an event. Instead, screening for COVID-19 related symptoms should be the key focus.

		Implemented
Before	Frequent event messaging should encourage event staff and attendees to stay home if they have signs or symptoms of COVID-19, such as: cough, fever, sore throat, fatigue or shortness of breath.	☐
	Event organisers will implement symptom screening for staff, contractors and volunteers and will at a minimum, be screened upon arrival/ shift commencement. This may include: - Include verbal/print questionnaire or electronic solutions. - Ongoing adherence will require implementation of training, auditing and record keeping processes.	☐
During	At entry points that have event staff or security personnel, ask screening questions of attendees such as: - In the last 14 days have you travelled from overseas or a COVID-19 hotspot? - Have you been in close contact with a person who is positive for COVID-19? - Are you an active COVID-19 case? - Are you currently, or have you recently experienced cough, fever, sore throat, fatigue or shortness of breath? If yes to both of the above: - Isolate the attendee in the nearest designated isolation space. - Provide the affected person with appropriate PPE. - Refer the person to first aid, medical or in-event health services if available.	☐

	- Refuse entry to the event upon recommendation from to first aid, medical or in-event health services. Screening questions can be undertaken concurrently with other activities, e.g., during ticket purchasing or bag checking.	

1.3.2 Facilitate Contact Tracing

Facilitating contract tracing of COVID-19 positive contacts is of upmost importance. Strategies to facilitate contract tracing should be implemented by event organisers. This may be easier to achieve for events that are ticketed (e.g., where the ticketing organisation holds the ticket purchaser information) when compared to events that are not ticketed (e.g., spectators at unbounded events such as a marathon, or attendees at events with no boundaries such as attending community events).

Contact information must be kept for all workers and visitors upon entry. If this is not feasible, the event must ensure that physical distancing, hand hygiene and environmental cleaning effectively mitigate any need for contact tracing.

		Implemented
Before	A record of all on-site staff, including contractors and volunteers must be established to identify the persons: name, contact details, affiliation, discrete areas of work (e.g., security at front gate, cleaner in retail space), time entered the event, time of leaving the event.	☐
	For ticketed events, consider establishing relationships with ticketing administrator in case attendee information needs to be released to Queensland Health. For non-ticketed events, consider employing a ticketing system to register attendees who intend to participate in the event (such systems are free for free events, e.g., www.trybooking.com, www.stickytickets.com.au, www.eventbrite.com.au).	☐
	Via social media and the event website, encourage attendees to download the Commonwealth Government COVID-19 app prior to attending the event	☐
During	Records must adhere to standards in the *Privacy Act*. Record the contact information of all attendees at the event	☐
After	Records must be securely stored for 56 days, not used for any other purpose, prior to being appropriately destroyed.	☐

1.3.3 Regular and Thorough Cleaning

Have a regular and thorough cleaning schedule in place before, during and after the event ensuring surfaces are disinfected, paying extra attention to high contact areas such as door handles, counters, railings, taps and food preparation areas. It should be ensured that adequate cleaning supplies are available and that hand washing and alcohol-based hand rub stations are re-stocked frequently.

		Implemented
Before	Refer to pages 6-9 of the Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy and ensure appropriate personal protective equipment is available for use by staff	☐

	Establish cleaning protocols for discrete areas of high foot traffic (e.g., bathrooms, catering areas). This should include a frequency of cleaning for the discrete area dependent on usage from attendees.	☐
During	Frequent cleaning of high traffic areas is required (e.g., toilets, retail spaces).	☐
	Increased frequency will be required during high usage times (e.g., at half-time in an event when more people use toilets; at meal times more people will gather in food service areas)	
	Gloves should be recommended only for specific indications where the prospect of contact with heavily contaminated items is high, such as cleaning of toilet facilities. If gloves are worn, these should be considered single use, disposed of appropriately. Gloves may be supplied for staff clearing tables (and other tasks), though the risk of contact with contaminated parts of dishes during this process is not considered high.	☐
After	During the bump-out, complete a final clean of the event site, discrete areas and facilities.	☐

1.3.4 Hand Sanitiser and Hand Washing Facilities

Hand sanitiser must be an alcohol-based hand rub. Ensure hand sanitiser and hand washing facilities are readily available and maintained throughout the event site for staff and attendees.

		Implemented
Before	Establish hand washing / sanitising stations and practices for staff and attendees as they enter and exit the event site and discrete areas within the site	☐
	Hand washing / sanitising stations must include clean running water, liquid soap and paper towel. If hand washing facilities are not available, an appropriate alcohol-based hand rub should be made available. Hand washing facilities are required for food businesses.	☐
During	Ensure hand sanitiser and hand washing facilities are maintained throughout the event site for staff and attendees.	☐

1.4 Establish First Aid / In-Event Health Service Plans

Where first aid, medical and/or in-event health services are required for an event, have plans that incorporate the management of suspected COVID-19 cases. This Industry Framework does not mandate additional first aid, medical and/or in-event health services for the purpose of managing COVID-19 patients. Instead, the normal acceptable levels of first aid, medical and/or in-event health services should be applied to an event.

		Implemented
Before	Know protocols for when and how to notify health authorities of issues or suspected COVID-19 cases, such as informing the Queensland Health Department Hotline at 13 HEALTH (13 43 25 84)	☐
	Explore options for obtaining additional personal protective equipment if additional supplies are required during the event. Consider how to obtain additional supplies outside of normal business hours.	☐

	Establish dedicated communication plans between first aid / in-event health services and event organisers, security and cleaning staff	☐
	Establish processes to screen / triage people presenting with COVID-19 like symptoms separate to other attendees presenting for first aid / in-event health care	☐
	Develop plans to respond to medical emergencies in an event, while considering the movement through crowds (e.g., it may be better to go out of the event footprint and enter via an alternative route, rather than going through a crowd).	☐
	Develop plans that consider COVID-19: - Identifying unwell attendees - transport attendees throughout an event whilst maintaining distancing from other attendees (e.g., from discrete areas in the event to a first aid post, and a first aid post to an ambulance meeting point, or from the event to the attendees car).	☐
	All first aid / in-event health staff should complete training to identify and manage potential COVID-19 patients. Free resources and training is available at: https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training	☐
During	If there is a confirmed or probable case of COVID-19 infection at a workplace, ensure the medical professional who confirms the diagnosis and the relevant testing laboratory notifies Queensland Health. Ensue the person in charge of the event notifies Workplace Health and Safety Queensland that the case has been identified. (See p9 of Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy)	☐
	Ensure adherence to appropriate personal protective equipment for first aid / in-event health staff and the provision of personal protective equipment to persons displaying COVID-19 related symptoms.	☐
	Maintain contact with event organisers, security and cleaners throughout the event	☐
After	Keep a record of each notifiable incident for at least 5 years from the day notice of the incident is given to the regulator.	☐

2 Event-Specific Public Health Strategies

Event Organisers should evaluate their event and ensure the strategies below are implemented for the elements which form part of the event. Event Organisers are expected to contextualise the following strategies to their particular event and integrate these principles and strategies into their own event planning process.

2.1 Operational Spaces

Events are often comprised of multiple discrete areas and/or spaces. These spaces may be external (e.g., transport hubs, ticket offices), front of house (e.g., toilets, retail outlets, grandstands), back of house (e.g., staff areas), or other spaces (e.g., fields of play, stages).

2.1.1 Public transport hubs

The movement of pedestrians from public transport hubs to the event site should ensure large groups of people do not congregate and co-mingling does not occur. It should be noted that arrangements relating to public transport for staff and attendees to and from event sites are subject to plans developed by the Department of Transport and Main Roads.

		Not Applicable	Implemented
Before	Spread out key public transport set-down and pick-up zones to assist in dispersing crowds	☐	☐
	Liaise with the local contracted transport company to ensure public transport can be undertaken with physical distancing requirements	☐	☐
	Review transport COVID-19 considerations at: https://translink.com.au/service-updates/274176	☐	☐
	Ensure physical distancing signage to / from public transport hubs are in place	☐	☐
	Ensure directional signage to / from public transport is clear and easy to follow, to prevent people back-tracking in crowds	☐	☐
	Use of bollards / partitions to direct crowds	☐	☐
During	Monitor crowd movement and points of congestion	☐	☐

2.1.2 Car parks

The movement of pedestrians between car parks and the event site should ensure large groups of people do not congregate and so that co-mingling does not occur.

		Not Applicable	Implemented
Before	Consider spreading out car parking spaces to assist in dispersing crowds	☐	☐
	Have clearly marked ingress pathways	☐	☐
	Ensure physical distancing signage to / from car parks are in place	☐	☐
	Ensure direction signage to / from car parks is clear and easy to follow, to prevent people back-tracking in crowds	☐	☐

	Use of bollards / partitions to direct crowds	☐	☐
During	Monitor crowd movement and points of congestion	☐	☐

2.1.3 Entry points

Some events have a defined point of entry (such as gates or ticket check points). Defined entry points may funnel attendees to become closer than the requirements regarding physical distancing allow. Events without defined entry points (such as open parklands) may still be able to institute some of these strategies.

		Not Applicable	Implemented
Before	Promote online ticket reservations to reduce crowding at ticket boxes and at event entries	☐	☐
	Establish an area away from attendees, at each point of entry, for people to wait for assessment by in-event health services if suspected of COVID-19	☐	☐
	Limit size of bags (to reduce bag searches)	☐	☐
During	Ask screening questions of attendees as they enter the event (can be completed concurrently with other security measures, e.g., bag checking, ticket scanning, etc)	☐	☐
	Instruct attendees to open bags and empty contents on tables (security have no touch technique)	☐	☐
	Avoid touching people unless necessary for security enforcement purposes	☐	☐
	Monitor queues to maintain distancing guidelines	☐	☐
	For ticketed events, use ticket scanning devices	☐	☐

2.1.4 Indoor spaces

Indoor spaces should have adequate ventilation. Such spaces may include pavilions and marquees.

		Not Applicable	Implemented
Before	Maximise ventilation: avoid placing large objects or partitions near doors and windows; open doors and windows where appropriate.	☐	☐
	Establish one-way movements throughout indoor spaces with different exit points if possible	☐	☐
During	Maximise ventilation: open doors and windows where appropriate.	☐	☐
	Monitor levels of ventilation and airflow	☐	☐
	Monitor movement of event attendees in in-door spaces	☐	☐

2.1.5 Toilet facilities

Depending on the scheduling of acts and performances, toilet facilities may become crowded and queues may form. Additionally, toilet facilities are high touch points and therefore require additional cleaning.

		Not Applicable	Implemented
Before	Plan for additional portable toilets if space is available	☐	☐
	Have additional cleaning staff scheduled to ensure that toilet facilities are cleaned frequently, especially during high demand periods (e.g., at half time breaks, at the end of key performances / acts)	☐	☐
During	Ensure queues do not cross other foot traffic areas	☐	☐

2.1.6 Food and beverage preparation and service areas

There may be additional considerations for food and catering areas during events, as these spaces often result in queues and crowding.

		Not Applicable	Implemented
Before	Ensure queues do not cross other foot traffic areas	☐	☐
	Review and implement strategies outlined in the Food Services COVID Safe Industry Plan and the Queensland Hotels and Clubs COVID Safe Industry Plan at https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans	☐	☐
	Have additional retails outlets open to disperse crowds	☐	☐
	Establish different areas for ordering and collection, and where practical, separate entry and exit paths.	☐	☐
During	Monitor queues to maintain physical distancing. Cease food and beverage operations if distancing measures cannot be maintained.	☐	☐

2.1.7 Other queuing areas

There are a number of areas within events that may result in queuing of attendees. Such areas may include retail outlets, information booths and registration desks. Event Organisers should identify areas of expected queueing and monitor strategies to ensure attendees can maintain physical distancing and public health measures.

		Not Applicable	Implemented
Before	Ensure queues do not cross other foot traffic areas	☐	☐
	Review the physical distancing strategies above in the 'Key Public Health Principles' section.	☐	☐
During	Monitor queues to maintain physical distancing. Cease operating if distancing measures cannot be maintained.	☐	☐

2.1.8 Grandstands and stadium seating

Grandstands at events pose challenges to ensure the key principles described in this plan are implemented, monitored and maintained.

		Not Applicable	Implemented
Before	Allocate stadium and grandstand seating with plans to distance household groups, for example leaving 1.5 m distance between allocated seats and leaving alternative rows empty.	☐	☐
During	Monitor the use of stadium and grandstand seating to ensure people are not moving between allocated seating	☐	☐

2.1.9 Fields of play and competition areas

Depending on the sport being played and the area of play, one or more of the following Approved COVID Safe Industry Plans should be opted-in to, referenced and complied with in the COVID Safe Event Plan:

		Not Applicable	Implemented
	Indoor Sports Group	☐	☐
	Outdoor Team Sports	☐	☐
	Field Sports	☐	☐
	Outdoor Team Sports	☐	☐
	Aquatic Sports	☐	☐
	Other	☐	☐

2.1.10 Stages

Stages for the purposes of performing, present a number of challenges in establishing and maintaining public health strategies and physical distancing measures.

		Not Applicable	Implemented
Before	Ensure the capacity at the front of stage area is determined based on physical distancing requirements.	☐	☐
	Employ strategies to avoid crowding if entertainers are performing (e.g., do not allow people to stand at the front of the stage)	☐	☐
	Program solo performances or small groups only, based on the size of the stage and the performers ability to maintain physical distancing	☐	☐
During	Monitor crowd density. Cease performances if crowds cannot maintain physical distancing requirements.	☐	☐
	Ensure equipment, such as microphones have disinfectant wipe-down of equipment before and after use	☐	☐

2.1.11 Market stalls and fetes

Crowding often results at popular stalls.

		Not Applicable	Implemented
Before	Provide appropriate amounts of alcohol-based hand sanitiser at each stall.	☐	☐
	Establish one-way flow of pedestrian traffic at stalls (e.g., encourage people movement from left to right of stalls)	☐	☐
During	Ensure stall owner understand that they should stay at their stall to avoid interactions between other stall owners.	☐	☐
	Monitor physical distancing measures in queues, ensuring queues do not cross foot traffic	☐	☐

2.1.12 Amusement rides

Event Organisers staging events that include amusement rides may elect to opt-in to the Australian Attractions COVID Safe Industry Plan.

Carnival activities, such as amusement rides, can result in high frequency of high touch points.

		Not Applicable	Implemented
Before	Provide appropriate amounts of alcohol-based hand sanitiser at entry and exit points to all rides	☐	☐
	Ensure one-way flow of pedestrian traffic can be achieved	☐	☐
During	For amusement rides, disinfectant wipe-down of equipment before and after use	☐	☐

	Monitor physical distancing measures in queues, ensuring queues do not cross foot traffic	☐	☐
	If an amusement device is to be operated with a reduced capacity, ensure the loading and distribution of patrons on the amusement device is conducted in accordance with the instructions from the manufacturer or engineer.	☐	☐

2.1.13 Side-show alley

Carnival activities, such as side-show alleys, can increase the density of crowds.

		Not Applicable	Implemented
Before	Ensure one-way flow of pedestrian traffic can be achieved	☐	☐
	Space out side show stall throughout the event (rather than having side-show stalls side-by-side) to disperse crowds	☐	☐
	Have additional side-show stalls to disperse crowds	☐	☐
During	Monitor crowd density. Cease operating if distancing measures cannot be maintained.	☐	☐

2.1.14 Parades

Events which include parades require additional considerations to disperse crowds and limit co-mingling.

		Not Applicable	Implemented
Before	Consider making the event footprint larger (e.g., take a longer route for parades, spread out food and other outlets) to disperse crowds.	☐	☐
During	Encourage attendees to disseminate across parade route	☐	☐
	Block the beginning and end of the parade to the public, to prevent crowds gathering in marshalling areas	☐	☐

2.1.15 Bring your own seat or picnic rug areas

Many events encourage attendees to bring their own seat or rug to an event. This may present challenges in maintaining physical distancing.

		Not Applicable	Implemented
Before	Provide gridlines on the ground where people will place their belongings with adequate physical distance between other groups	☐	☐
	Ensure pathways are wide enough to allow the flow of pedestrian traffic while maintaining physical distance from seated people	☐	☐

	Ensure one-way flow of pedestrian traffic can be achieved within pathways that divide seated people	☐	☐
During	Event staff are to provide directions to attendees regarding , the one-way flow of foot traffic and the location of vacant spaces	☐	☐
	Monitor physical distancing measures in queues, ensuring queues do not cross foot traffic	☐	☐

2.1.16 In-event camping areas

Some events will include in-event camping. The number of campers should be capped based on the size of the camping area and available amenities.

		Not Applicable	Implemented
Before	Designate camp sites 15 meters apart	☐	☐
	A maximum of 20 people per toilet facility is required	☐	☐
	Ensure physical distancing signage is visible within camp areas, especially amenities	☐	☐
During	Additional cleaning of amenities is required during peak usage times, such as mornings and evenings	☐	☐
	Monitor levels of hand soaps and/or hand sanitiser in amenities	☐	☐
	Monitor camp set-ups to ensure they are within the designated camp sites	☐	☐

2.2 Operational Considerations

2.2.1 Weather

Weather influences attendee behaviour. As such, strategies should be planned and implemented to prevent crowding of attendees if weather conditions are not favourable or change during the course of the event.

		Not Applicable	Implemented
Before	For expected high temperatures and/or rainfall, have provisions for additional shelter structures	☐	☐
During	Monitor shelters to maintain physical distancing	☐	☐
	If rainfall is imminent or commences, provide messaging of where to shelter	☐	☐

2.2.2 Commencement and completion times

The timing of the event may impact on the movement of event attendees to, from, and throughout the event site and discrete areas. Strategies should be implemented to disperse crowds in a staggered manner.

		Not Applicable	Implemented
Before	Stagger start times for event (e.g., based on demographics of attendees)	☐	☐
	Use online ticketing to limit number of people entering per hour	☐	☐
	Program entertainment at the conclusion of the event to stagger exiting of attendees	☐	☐
	Have additional exit points to allow crowds to widely disperse	☐	☐
During	Monitor numbers of person entering and exiting per hour to maintain restrictions per m2 as per requirements	☐	☐
	Monitor crowd movement and direct crowds to less congested exits	☐	☐

2.2.3 After-dark

Events which occur during the evening / night require additional consideration to ensure pathways and signage is visible.

		Not Applicable	Implemented
Before	When placing signs, ensure they will be in a well-lit area	☐	☐
	Ensure pathways are well-lit, or hire lighting equipment to enhance the visibility of pathways	☐	☐
	Use visual prompts to highlight pathway entrances and exits for attendees, such as small flashing lights	☐	☐
During	Monitor lighting of signs	☐	☐

2.2.4 Deliveries

Deliveries to the event site should be discouraged during the operational hours of the event. Instead, deliveries should occur prior to the commencement of the event. A COVID Safe Event Plan should include management arrangements for deliveries to the event site. Additional information can be accessed here: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/physical?tab=tab-toc-employer

		Not Applicable	Implemented
Before	Non-essential visits to the event site should be cancelled or postponed	☐	☐
	Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with your workers wherever possible.	☐	☐
	Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered.	☐	☐
	Use, and ask delivery drivers and contractors to use, electronic paper work where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures. For instance, see whether a confirmation email or a photo of the loaded or unloaded goods can be accepted as proof of delivery or collection (as applicable). If a pen or other utensil is required for signature you can ask that the pen or utensil is cleaned before use. For pens, you may wish to use your own.	☐	☐
During	Delivery drivers and other contractors who need to attend the event site, to provide maintenance or repair services or perform other essential activities, should be given clear instructions of your requirements while they are on site.	☐	☐

2.2.5 Disturbances and evictions

Civil disturbances can cause crowding as people congregate to witness the commotion. Strategies should be implemented to reduce crowding on occasions of civil disturbances. Additionally, strategies to move evicted attendees through crowds should be implemented.

		Not Applicable	Implemented
Before	Ensure the Workplace Health and Safety Plan addresses the management of psychosocial risks, including patron aggression. (See pages 4 and 10 of Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy.)	☐	☐
	If security personnel are contracted to the event, they should have input into parameters for eviction of attendees and the security aspects of the COVID Safe Event Plan, to ensure the event is COVID-safe.	☐	☐
During	When moving evicted attendees through crowds ensure a clear pathway has been established. For example, use security personnel to move ahead and clear a pathway.	☐	☐
	Ensure any security holding areas (e.g., whilst awaiting police attendance) are isolated from crowded spaces	☐	☐

2.2.6 Egress

It is common for attendees to exit an event the same way in which they entered. As such, strategies should be implemented to prevent co-mingling between groups arriving and departing.

		Not Applicable	Implemented
Before	Ensure dedicated avenues to exit events are established, and that these exists do not promote co-mingling with attendees arriving at the event	☐	☐
	Have additional exit points to disperse crowds	☐	☐
During	Monitor crowd density at key exit pathways and points	☐	☐
	Direct crowds to less congested exits	☐	☐

2.2.7 Emergency services access

Emergency services may include Queensland Police Service, Queensland Ambulance Service, Queensland Fire and Rescue Service, and/or other emergency service agencies. On occasion, emergency services may require immediate and/or emergency access within or peripheral to an event site.

		Not Applicable	Implemented
Before	Ensure individual plans are established for each emergency service as each service may have different requirements	☐	☐
	Ensure that event staff have input into emergency service access plans (e.g., in-event health services for ambulance, security contractors for police)	☐	☐
	Where normal practice, communicate plans with emergency services to ensure they are reasonable and consider a COVID environment	☐	☐
During	Ensure key staff are aware when an emergency service has been called to attend the event	☐	☐
	Ensure strategies are implemented to ensure the 'Key Public Health Principles' are maintained during emergency service access to the events. This may include additional crowd control measures.	☐	☐

2.2.8 Evacuation

The goal of maintaining physical distancing and additional public health measures is a secondary consideration in the case of imminent danger requiring an emergency evacuation.

		Not Applicable	Implemented
Before	Ensure event evacuation plans consider COVID-19 and therefore increase evacuation exits where possible	☐	☐
	Establish additional assembly areas	☐	☐
	Share evacuation plans with staff	☐	☐
During	If an evacuation is ordered, ensure security and event staff direct attendees to either the nearest or least congested exit	☐	☐

	If an evacuation is ordered, once attendees are safe in assembly areas, encourage physical distancing as practically as possible	☐	☐

2.2.9 Service of alcohol

The service of alcohol should be in line to the relevant licence arrangements.

		Not Applicable	Implemented
Before	Following the *Coronavirus (COVID-19) advice for liquor and gaming licensees* at: www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/coronavirus-advice	☐	☐
	Establish designated areas where alcohol is served	☐	☐
	Ensure one-way flow of pedestrian traffic can be achieved	☐	☐
During	Ensure co-mingling does not occur in areas where alcohol is being consumed.	☐	☐
	Monitor crowd density. Cease operating if distancing measures cannot be maintained.	☐	☐

2.2.10 Impact on host community

Depending on the size of the event, and the size of the event host community, events may have flow-on implications for host communities. For example, large events in small communities can result in additional crowding at local shops, cafes, bakeries, petrol stations, hotels and off-site accommodation.

		Not Applicable	Implemented
Before	Ensure the host community retailers (e.g., hotels, café, tourism operators) are aware of event planning	☐	☐
	Liaise with the local council, local tourism organisation and retail societies or equivalent, to plan for additional impacts of increased crowds in the host community as a result of the event	☐	☐
During	Encourage event attendees to be considerate of the crowding impact on local communities	☐	☐
	Encourage event attendees to be maintain ‘Key Public Health Principles’ when in the host community of the event.	☐	☐

2.3 Event Staff

Event staff may include renumerated and volunteer personnel. For the purpose of this guideline, event staff also include those contracted or sub-contracted to the event. First aid, medical and in-event health service staff have been addressed in the ‘Key Public Health Principles’.

All employers have a duty to provide employees with a safe and healthy work environment. Under the Work Health and Safety Act 2011 (WHS Act), all employers must assess risks and implement and review control measures to prevent or minimise exposure to these risks. Event Organisers must develop a Risk Management Framework which is applied at each stage of the Workplace Health and Safety risk management process, to keep workforce safe in the context of COVID-19. The Risk

Management Framework should take into account communication, consultation, instruction, training and supervision of workers and their representatives.

Overall, event staff have responsibilities to ensure colleagues and event attendees have the opportunity to practice physical distancing and public health measures.

2.3.1 Event organisers and general event staff

Event staff are responsible for ensuring the 'Key Public Health Principles' described in this plan are implemented, monitored and maintained.

		Not Applicable	Implemented
Before	Refer to pages 6-9 of the Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy and ensure appropriate personal protective equipment is available for use by staff	☐	☐
	Establish communication plans with cleaners, security, and first aid / in-event health providers	☐	☐
	Be aware of methods to contact the Queensland Health if a suspected case of COVID-19 is identified before, during or after the event	☐	☐
	Share COVID Safe Event Plans with all staff and contractors	☐	☐
During	Monitor crowd behaviour and movements to ensure the key principles of this plan are maintained	☐	☐

2.3.2 Food and catering staff

There may be additional considerations for food and catering staff during events.

		Not Applicable	Implemented
Before	Refer to pages 6-9 of the Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy and ensure appropriate personal protective equipment is available for use by staff	☐	☐
	Ensure all staff complete appropriate training as outlined in the 'hospitality social distance program' section of the Food Services COVID Safe Industry Plan at: https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans	☐	☐
	Ensure staff complete *COVID Safe for Dining In (micro-credential)* Training available via Queensland TAFE: https://tafeqld.edu.au/covid-safe	☐	☐
During	Monitor queues to maintain physical distancing. Cease operating if distancing measures cannot be maintained.	☐	☐

2.3.3 Cleaning staff

Cleaning staff are required to have the resources and capacity to adequately undertake cleaning activities as outlined above.

		Not Applicable	Implemented
Before	Refer to pages 6-9 of the Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy and ensure appropriate personal protective equipment is available for use by staff	☐	☐
	Established communication plans with event organisers, security, and first aid	☐	☐
	Complete industry training at https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans	☐	☐
	Maintain staff training records	☐	☐
During	Maintain direct communication with first aid / in-event health services and security personnel	☐	☐
	Have adequate personal protective equipment and don if engaging with attendees with possible COVID-19 symptoms	☐	☐

2.3.4 Security staff

Security staff are required to have the resources and capacity to adequately undertake security and monitoring activities. It is often that security staff are the first to make contact with unwell or injured attendees at events, therefore it is imperative that security staff can make rapid contact with first aid / in-event health services.

		Not Applicable	Implemented
Before	Refer to pages 6-9 of the Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy and ensure appropriate personal protective equipment is available for use by staff	☐	☐
	Establish communication plans with first aid / in-event health services	☐	☐
	Determine key areas security can monitor crowd movements and density (including static security points, CCTV monitoring, mobile patrols)	☐	☐
	Monitor crowd behaviour for unwell attendees and contact first aid / in-event health services when appropriate	☐	☐
	Develop protocols for the management of aggression from attendees. In particular this should include crowd management, movement of attendees throughout crowds, and liaison with police.	☐	☐
During	Have adequate personal protective equipment at entry points to don if engaging with attendees exhibiting possible COVID-19 symptoms	☐	☐
	Monitor crowd movements and density to implement strategies to maintain crowd density as per the government guidelines	☐	☐

2.3.5 Volunteers

Volunteers play a crucial role in the delivery of many events, and have the same responsibilities as even staff in terms of training. Additional considerations may be required in relation to volunteers working on events during COVID-19. A number of organisations have provided resources for volunteers and organisations engaging volunteers.

		Not Applicable	Implemented
Before	Refer to pages 6-9 of the Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy and ensure appropriate personal protective equipment is available for use by staff	☐	☐
	Review the *Responding to a Pandemic: A Practical Guide for Volunteer Involving Organisations* produced by Volunteering Queensland at: https://volunteeringqld.org.au/covid-19	☐	☐
During	Monitor the well-being of volunteer members as per the above mentioned practical guide	☐	☐

Attachment C: COVID Safe Event Checklist

Events for up to 500 people from **12 noon, 03 July 2020**

As at 02 July 2020

COVID Safe Event Checklist	
Event name:	
Contact person name:	**Contact phone number/email address:**
Event location:	**Checklist completion date: (DD/MM/YYYY)**
Event commencement date and time: (DD/MM/YYYY)	**Event completion date and time: (DD/MM/YYYY)**
Anticipated attendance details: (e.g. anticipated attendance numbers, number of event staff, etc):	
Brief description of the types of activities occurring at the event (e.g. concert, market stalls, food etc):	

What you need to do to safely operate your event

1. Governance Arrangements

a. Before the event

- ☐ Check the Queensland Government's COVID-19 website at www.covid19.qld.gov.au to confirm you can operate your event and whether any specific restrictions apply.
- ☐ Obtain any necessary approvals to operate your event from appropriate authorities, e.g., venue owner/land holders and/or other approval bodies
- ☐ Identify key staff who are responsible for implementing and reviewing the strategies in this COVID Safe Events Checklist.
- ☐ Keep up to date with the legislative requirements and find additional guidance by monitoring the Public Health Directions, and visiting www.covid19.qld.gov.au and www.worksafe.qld.gov.au
- ☐ Where applicable, ensure that businesses operating at the event comply with their respective COVID Safe industry plans.
- ☐ Ensure staff attending the event are adequately trained to manage the COVID-19 requirements. This should include providing education or guidance on good personal hygiene, in accordance with standards set by the Office of Industrial Relations.
- ☐ Adopt procedures to manage psychosocial risks (including patron aggression), in accordance with practices recommended by the Office of Industrial Relations (page 10) and Safe Work Australia.
- ☐ Areas at the event must have a minimum of 4 square meters of accessible space per person. To determine the capacity of the event site, review section *1.2.1 Calculating Site Capacities* in the Industry Framework for COVID Safe Events in Queensland. This may require monitoring to ensure that the maximum number of people in these areas is not exceeded.

b. During the event

- ☐ Monitor strategies during the event at regular intervals (e.g., at the beginning of the event, hourly, prior to and at the conclusion of main acts / performances, prior to expected increases in attendee movement)
- ☐ Ensure you have a copy of this signed checklist which must be produced if requested by a relevant enforcement officer. This may include providing an electronic copy.
- ☐ Provide evidence to the approving authority that staff have undertaken the required COVID-19 online training.
- ☐ Employees with a general work-related complaint can call WHS Queensland on 1300 362 128
- ☐ Business owners that would like to better understand their WHS duties regarding COVID-19 can call 1300 005 018 or their union or industry association. For questions regarding the Public Health Directions, call 134 COVID.
- ☐ Event attendees who have concerns about whether a business is complying with this checklist can call 13QGOV (13 74 68).

2. Communicate Expectations to Event Staff and Attendees

a. Before the event

- ☐ For ticketed events, ensure refund policies are well defined in social media and on the event website. Ticket holders should not be penalised for not attending when unwell.
- ☐ Include messaging prominently displayed on event website that people must not attend the event if they have COVID-19 symptoms.
- ☐ Ensure key health messages are scheduled via social media and are displayed on the event website:
  - Stay at home if unwell or have a cough, fever, sore throat, fatigue or shortness of breath.

- How to seek assistance if becoming unwell during the event (locate security, event officials or first aid)
- Maintaining physical distancing requirements is the individuals responsibility

☐ Communicate security requirements via social media and event website to prevent crowding at entry points

☐ Place signs at entry points to instruct attendees not to enter the venue if they are unwell, have COVID-19 symptoms, have been overseas in the last 14 days, or have been in close contact with a confirmed case. The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the venue.

☐ Prominently display hygiene placards (e.g. hand washing and sanitising practices). Electronic copies of hygiene placards can be accessed from the Safe Work Australia website

b. During the event

☐ Use loud speakers and/or a megaphone to disseminate information about the public health measures implemented at the event

☐ Ensure signs about enhanced public health measures are maintained and visible

3. Maintain Physical Distancing

a. Before the event

☐ Determine the total number of people allowed on site at any given time, as per the physical distancing requirements of 1 person per 4 metres squared per person

☐ Establish a system to monitor the numbers of people entering and exiting the event site, to ensure the site capacity or limit of 500 people (whichever is least) is not exceeded.

☐ Develop and implement practices to manage the number of people inside discrete areas of the event (e.g., toilet facilities, retail spaces, food service areas) at any given time (e.g. using signage).

☐ Place floor markings, wall markings or signs to identify 1.5 metre distance between persons queuing at all relevant locations (e.g., at all entries, ticket offices, toilets, food areas, etc...)

☐ Use physical barriers in high foot traffic areas to separate crowds

☐ Ensure one-way flow of foot traffic is established where practical

☐ Use separate entries and exits within discrete areas of the event site

☐ Limit the use of cash transactions by encouraging customers to use tap and go, direct deposit or other contactless payment options.

☐ Where practical, direct delivery drivers or other contractors visiting the event to do so prior to the event and to minimise physical interaction with others. Use electronic paperwork where possible. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.

b. During the event

☐ Monitor physical distancing as per government guidelines in each discrete area (metres squared per person; distance between household groups).

☐ Monitor queuing arrangements to maintain physical distancing

4. Screening

a. Before the event

☐ Implement symptom screening for staff, contractors and volunteers and will at a minimum, be screened upon shift commencement. This may include verbal/print questionnaire or electronic solutions.

☐ Establish areas where attendees who become unwell during the event can be isolated from other attendees

b. During the event

☐ At entry points that have event staff or security personnel, ask screening questions of attendees such as:

- In the last 14 days have you travelled from overseas or a COVID-19 hotspot?
- Have you been in close contact with a person who is positive for COVID-19?
- Are you an active COVID-19 case?
- Are you currently, or have you recently experienced cough, fever, sore throat, fatigue or shortness of breath?

If yes to any of the above:

- Isolate the attendee in the nearest designated isolation space.
- Provide the affected person with appropriate personal protective equipment.
- Refuse entry to the event and refer the person to first aid, medical or in-event health services if available.

☐ Screening questions can be undertaken concurrently with other entry activities, e.g., during ticket purchasing or bag checking.

5. Facilitate Contact Tracing

a. Before the event

☐ A record of all on-site staff including contractors and volunteers must be established to identify the persons: name, phone number, email address, home address, organisation affiliation, discrete areas of work (e.g., security at front gate, cleaner in retail space), time of entry to the event site, time of leaving the event site.

☐ For ticketed events only, records for at least one person per group must be kept that include: name of attendee, contact phone number, email address, home address (or residential postcode at minimum).

b. During the event

☐ Records must adhere to standards in the *Privacy Act*. Records must be securely stored for 56 days after the event for contact tracing purposes.

☐ Records of contact information for staff and attendees to be provided immediately upon request by public health officials from Queensland Health.

6. Regular and Thorough Cleaning

a. Before the event

☐ Refer to pages 6-9 of the Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy and ensure appropriate personal protective equipment is available for use by staff

☐ Establish cleaning protocols for discrete areas of high foot traffic (e.g., bathrooms, catering areas). This should include a frequency of cleaning for the discrete area dependent on usage from attendees.

☐ Ensure that there are enough supplies of cleaning products (e.g. detergent, sanitiser, bleach, etc) to last the duration of the entire event. Cleaning products, such as sanitiser and detergents must adhere to the standards set out by the Office of Industrial Relations.

b. During the event

☐ Toilets - adopt and implement practices to ensure that frequently touched areas and surfaces are cleaned regularly with detergent or disinfectant (including shared surfaces such as taps, basins, benches, hand drying equipment/paper towel dispensers, doors/door handles, locks on toilets, cistern buttons, etc.). Cleaning practices to be implemented in accordance with Office of Industrial Relations.

- ☐ General cleaning **–** adopt and implement practices to ensure that the venue is frequently cleaned, with a particular focus on high contact areas, such as eftpos equipment, dining tables, counter tops and sinks are regularly cleaned, in accordance with standards set out by the Office of Industrial Relations.
- ☐ Increased frequency will be required during expected high usage times (e.g., at half-time in an event when more people use toilets; at meal times more people will gather in food service areas)
- ☐ Gloves should be recommended only for specific indications where the prospect of contact with heavily contaminated items is high, such as cleaning of toilet facilities. If gloves are worn, these should be considered single use and disposed of appropriately.
- ☐ Cleaning and disinfection after suspected or confirmed COVID-19 infection: Adopt and implement practices to ensure that areas that have been used by a person with suspected or confirmed COVID-19 infection are cleaned and disinfected and that appropriate personal protective equipment is worn by the cleaner, in accordance with the practices set out by the Office of Industrial Relations.

7. Hand Sanitiser and Hand Washing Facilities

a. Before the event

- ☐ Establish hand washing / sanitising stations and practices for staff and attendees as they enter and exit the event site and discrete areas within the site
- ☐ Hand washing / sanitising stations must include clean running water, liquid soap and paper towel. If hand washing facilities are not available, an appropriate alcohol-based hand rub should be made available.
- ☐ Provide sanitiser stations outside of toilet facilities and throughout the event. Ensure that stations are adequately stocked and cleaned. Alcohol-based hand sanitiser containing at least 60% ethanol, or 70% iso-propanol are recommended.
- ☐ Hand washing facilities are required for food businesses.

b. During the event

- ☐ Ensure hand sanitiser and hand washing facilities are maintained throughout the event site for staff and attendees.
- ☐ Encourage staff to practice good personal and hand hygiene, in accordance with standards set by the Office of Industrial Relations

Name of person(s) conducting business or undertaking as defined in the Work Health & Safety Act 2011: **Signature & date:**	

Attachment D: Statement of Compliance

- For events with up to 500 attendees, the COVID Safe Event Checklist Statement of Compliance is required
- For events with greater than 500 attendees, the COVID Safe Event Plan Statement of Compliance is required

These Statements of Compliance are available at:
https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses

Unite against COVID-19

STATEMENT OF COMPLIANCE

This site is operating in compliance with a COVID Safe Event Checklist

A copy of the Industry COVID Safe Plan may be found at:
www.covid19.qld.gov.au/government-actions/covid-safe-businesses

- **Follow the rules and keep us all safe**
- **Practice social distancing**
- **Wash your hands regularly**
- **Be prepared to leave your contact details for tracing purposes**
- **This is a COVID SAFE site**

Signed by: _____ Date: _____
(authorised business representative)

Unite against COVID-19

STATEMENT OF COMPLIANCE

This site is operating in compliance with a COVID Safe Event Plan

A copy of the Industry COVID Safe Plan may be found at:
www.covid19.qld.gov.au/government-actions/covid-safe-businesses

- **Follow the rules and keep us all safe**
- **Practice social distancing**
- **Wash your hands regularly**
- **Be prepared to leave your contact details for tracing purposes**
- **This is a COVID SAFE site**

Signed by: _____ Date: _____
(authorised business representative)

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