

## LCC EVENT SU QLD COVID SAFE PLAN\* (@ 11 February 2021)

Industry Guidelines Available at: [https://www.covid19.qld.gov.au/\\_data/assets/pdf\\_file/0018/132570/industry-framework-covid-safe-events.pdf](https://www.covid19.qld.gov.au/_data/assets/pdf_file/0018/132570/industry-framework-covid-safe-events.pdf)

Area	Guidelines
Planning	<ul style="list-style-type: none"><li>• Determine the total number of people allowed on site at any given time, as per the physical distancing requirements of 1 person per 2m<sup>2</sup><sup>3</sup></li><li>• The Director can take a dual role as the COVID 19 Monitor for Events with less than 12 Volunteers. Events with more than 12 volunteers will appoint a dedicated 'COVID-19 Monitor' who, working with the event director, will be responsible for: ensuring that COVID-19 management strategies<sup>1</sup> will be considered across all aspects of the event in event planning; monitoring the implementation of these strategies throughout the event; and reviewing the implementation of these strategies throughout the event (eg – in leader's meeting)</li><li>• SU QLD can provide the resources to support your event's COVID-19 management strategies (eg - educational posters for the venue, reminders/alerts for directors and leaders via the Event Organiser App, EventsAIR Registration for contact tracing purposes etc)</li></ul>
Training	<ul style="list-style-type: none"><li>• If the Event has the service of food or people congregating in a confined space (e.g.: Dinners, Trivia Nights) The COVID 19 Monitor must complete the SU QLD COVID-19 training module on: identifying COVID-19 symptoms<sup>2</sup>; facilitating COVID-19 management strategies for the event; the protocols and additional training required for the service of food; and following COVID-19 incident management process for the event.</li></ul>
Attendees	<ul style="list-style-type: none"><li>• Event Capacity depends on your venue capacity (please see below).</li><li>• People who can't attend an event include: those who are feeling unwell with symptoms<sup>2</sup>; those who have been in contact with a person diagnosed with COVID-19 in the two weeks prior to the event; those who have been in a COVID-19 'hot spot' in the two weeks prior to the event</li><li>• Any attendees who are in a vulnerable category (eg - people 70 years and over, people 65 years and over with one or more chronic health conditions and people with compromised immune systems) should refer to <a href="#">current health advice</a> before attending.</li></ul>
Records	<ul style="list-style-type: none"><li>• All attendees and visitors must be checked in on arrival using the strategies provided by SU</li><li>• If contacted by Qld Dept of Health for attendee records, contact SU QLD to generate an attendee report</li></ul>
Management Strategies	<ul style="list-style-type: none"><li>• Maximum attendance Requirements<ul style="list-style-type: none"><li>○ Establish a system to monitor the numbers of people entering and exiting the event site, to ensure no more than:</li><li>○ Maximum site capacity; and</li><li>○ 500 people for indoor events; or</li><li>○ 1,500 people for outdoor events.</li></ul></li><li>• Venue:<ul style="list-style-type: none"><li>○ Work with the venue's COVID-19 Plan across all the areas covered in this section</li></ul></li></ul>

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|  | <ul style="list-style-type: none"><li>○ Allocate an appropriate space for a 'sick room' if the venue doesn't already have one</li><li>○ Set up hand sanitising stations (eg – dining area, high use areas, entry/ exit points etc)</li><li>○ Put up educational posters in appropriate places (eg – dining area, activity areas, bathrooms/toilets etc)</li><li>○ Set up Social Distancing markers where applicable (eg – Lines, Seating areas etc) 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...)</li><li>○ If there is another group using the venue, ensure that contact between the groups is kept to a minimum</li><li>○ Ensure one-way flow of foot traffic is established where practical</li><li>○ Use separate entries and exits within discrete areas of the event site</li><li>● Activities:<ul style="list-style-type: none"><li>○ All SU QLD 'Risk Management Plans' for activities will include specific COVID-19 management strategies</li></ul></li><li>● Cash Handling:<ul style="list-style-type: none"><li>○ Limit the use of cash transactions by encouraging customers to use tap and go, direct deposit or other contactless payment options (eg: Pre-Payment Via EventsAIR, EFPOS Hire)</li></ul></li></ul> |
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Area	Guidelines
Management Strategies (continued)	<ul style="list-style-type: none"> <li>● Food Preparation and Handling: <ul style="list-style-type: none"> <li>○ People preparing food need to have their 'Food Handling Certificate' plus one of these two micro-credentials - '<a href="#">COVID-19 Hospitality Best Practice Training</a>' (\$24.95) or <a href="https://tafeqld.edu.au/covid-safe">https://tafeqld.edu.au/covid-safe</a> (free). Kitchen helpers need only have the micro-credential.</li> <li>○ Food servers to be trained by and follow the directions of the food handling certificate holder (eg - serving area to be appropriately covered, servers to wear gloves and use utensils, server to give attendees plate once food is served on it etc)</li> <li>○ No shared platters, condiments, water etc or sharing of food between attendees</li> <li>○ Where there is no commercial-grade dishwasher for cleaning non-disposable crockery/cutlery/glassware, disposables should be used</li> </ul> </li> <li>● Dining Areas: <ul style="list-style-type: none"> <li>○ Use the following COVID-19 management strategies as appropriate for your event (eg - stagger timing, use multiple sites, limit number of people present per dining session, separate entry and exit points, physical distancing and directional markers for queuing, physical distancing instructions or markers for seating, leaders to monitor numbers, distancing and flow)</li> </ul> </li> </ul>
Incident Management	<ul style="list-style-type: none"> <li>● Respond to a suspected/confirmed case of COVID-19 on the event (eg - isolate person in the sick room and arrange for them to leave venue and seek testing/medical attention, inform, isolate and monitor attendees who have been in contact with person, liaise re required cleaning)</li> </ul>

\* This 'SU QLD EVENT COVID SAFE PLAN' is based on the Queensland state government's 'Industry Framework for COVID Safe Events in Queensland COVID SAFE PLAN', which references other Industry Plans relevant to our context

1. COVID-19 management strategies include: physical distancing; hand washing and hand washing stations; covering coughs and sneezes; disposing of tissues; regular and timely cleaning of dining room, toilets, high touch areas, shared equipment, personal items etc; limited physical contact; increased ventilation in enclosed areas; verbal reminders and e-alerts

2. COVID-19 symptoms include: fever, cough, sore throat and shortness of breath

3. As per current requirements See <https://www.covid19.qld.gov.au/government-actions/covid-safe-events> for the most up to date information