

Griffith COVID Safe Plan

Stage 3 - Campus Recovery

(including Stage 3 Guidelines for Return to Research; Stage 3 Guidelines for Return to Teaching; and the QTIC Industry Framework for COVID Safe Events in Queensland)

This document directs and supports University activity on campus with COVID-19 outbreak prevention and management plans. It is for implementation by all Griffith University staff and students.

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Response to COVID-19

This document has been developed to provide the essential requirements and standards for Griffith University in response to COVID-19. It specifically refers to the required shared responsibilities of returning to campus. The document is applicable to all Griffith University staff and students.

This guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19). The University will continue to collaborate, share information, and review plans with local health officials to help protect the community, including those with special health needs.

The key references utilised for the development of this document include:

Chief Health Officer Public Health in accordance with emergency powers arising from the declared public health emergency - Public Health Act 2005 (Qld), as at 24 July 2020 - <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/business-activity-undertaking-direction>

Queensland Government – QLD Health COVID-19 webpage, as at 6 July 2020 - <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/take-action/coronavirus-prevention>

Road Map to Easing Restrictions

- <https://www.covid19.qld.gov.au/government-actions/roadmap-to-easing-queenslands-restrictions>
- <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/business-activity>

Safe Work Australia

- <https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit>
- Useful fact sheets

Work Safe Qld

- https://www.worksafe.qld.gov.au/coronavirus/workplace-risk-management-b/_recache

If unable to comply with the directions in this document:

- University staff and HDR candidates should inform their supervisor/manager, who will then advise the Dean (Academic) (If the staff member is based in one of the four academic Groups), the Director, Institute for Glycomics, or the Professional Area

Director (if the staff member is based in Corporate Services, central administration, or other element).

- Students, other than HDR candidates, should inform Student Connect in Student Life.

For the latest information on the University position please visit the following website:

<https://www.griffith.edu.au/coronavirus>

Revision History			
Version	Date	Reason/Changes	Endorsed by:
1.0	05/08/2020		Recovery Planning (Sprint) Team
2.0	12/08/2020	Amendments	Recovery Planning (Sprint) Team

Legal Framework

It is the responsibility of Griffith University to identify and comply with relevant legislation and regulations. The University must fulfil its legal responsibilities in relation to infection control by adopting standard and transmission-based precautions as directed by QLD public health authorities¹. COVID -19 is a notifiable condition under the Australian National Notifiable Diseases Surveillance System (NNDSS).

The University must also fulfil its legal responsibilities in relation to work health and safety as prescribed by the Work Health and Safety Act 2011 (QLD)². The University will achieve this by adopting clear Health and Safety requirements in relation to hazard management to identify the hazards, assess their risks and implement effective control measures to prevent illness occurring to any individual staff and students while conducting University activities.

COVID-19 contracted due to University's business or undertaking is a notifiable incident to Comcare as our regulator.

1.0 Failure to Comply

Griffith University has clear aspirations and mutual expectations of its staff and students as they work together to achieve the University's Mission. Such expectations include professional standards of behaviour such as acting with care and diligence, and in a safe manner. Expectations are drawn from the University's policies and procedures which are accessible [HERE](#).

All staff and students must comply with the University COVID-19 protocols within this document to ensure that workplaces remain safe environments. If staff or students are unsure of any of the protocols contained within this document, they should seek clarification from their supervisor (staff member or HDR candidate) or Student Connect in Student Life (other students). Clarification of any technical aspect(s) of health and safety should be referred to the Health Safety and Wellbeing Team.

Links to the Staff Code of Conduct and Student Charter are provided below for ease of reference:

[Staff Code of Conduct](#)

[Student Charter](#)

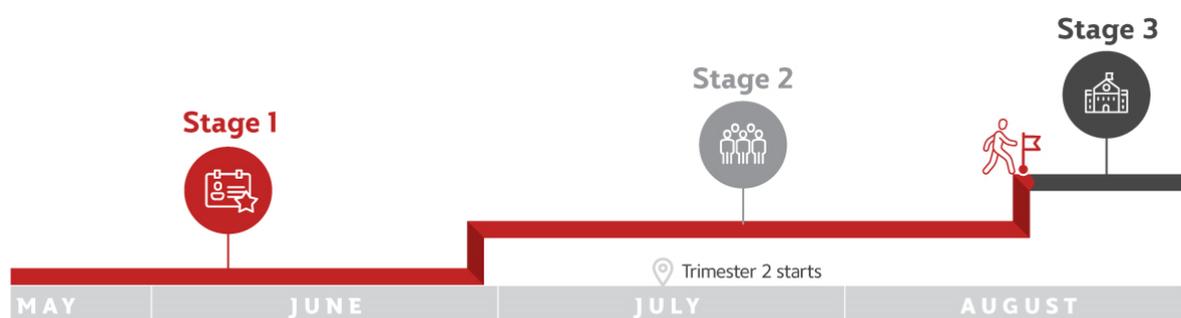
¹ https://www.qld.gov.au/data/assets/pdf_file/0025/124585/FINAL-QLD-WoG-Pandemic-Plan.pdf

² Section 19 of the Act details the primary duty of care to ensure, so far as is reasonably practicable, that the risk to a workers health and safety is managed. *Section 17 Management of risks* requires the elimination of risks as the first option and, where this is not reasonably practicable, to minimise the risks as far as is reasonably practicable. Reasonably practicable is defined in the Act under section 18 as taking into account numerous relevant factors such as: likelihood, degree of harm, knowledge of the risk, availability and suitability of controls and cost. The other key legislative consideration is the duty to consult; this needs to be demonstrated but there are numerous ways to achieve this.

Stage 3 Definition

Stage 3 continues to adhere to the University's staggered approach to campus recovery. It will also focus on ensuring we continue to follow COVID-19 safe guidelines to support the health and safety of staff and students. With this in mind, we ask all at risk and vulnerable staff to identify themselves to their managers, so that we can consider everyone's circumstances and ensure we do not put them at risk.

From Monday 17 August we will start **transitioning** the remaining staff, teaching and learning, research and enrichment activity back to campus. **This will be undertaken in a staged manner, progressively, and in accordance with the official application and approval process which we have had in place for Stages 1 and 2.**



Staff should only return to campus when they are officially notified they can do so. There is an official application and approval process which must be adhered to before any return to campus can be initiated.

2.0 Understanding COVID-19

2.1 Recognising COVID-19

COVID-19 is a contagious viral infection that generally causes respiratory illness in humans. Presentation can range from no symptoms (asymptomatic) to severe illness with potentially life-threatening complications, including pneumonia. COVID-19 is spread by contact with respiratory secretions and fomites.

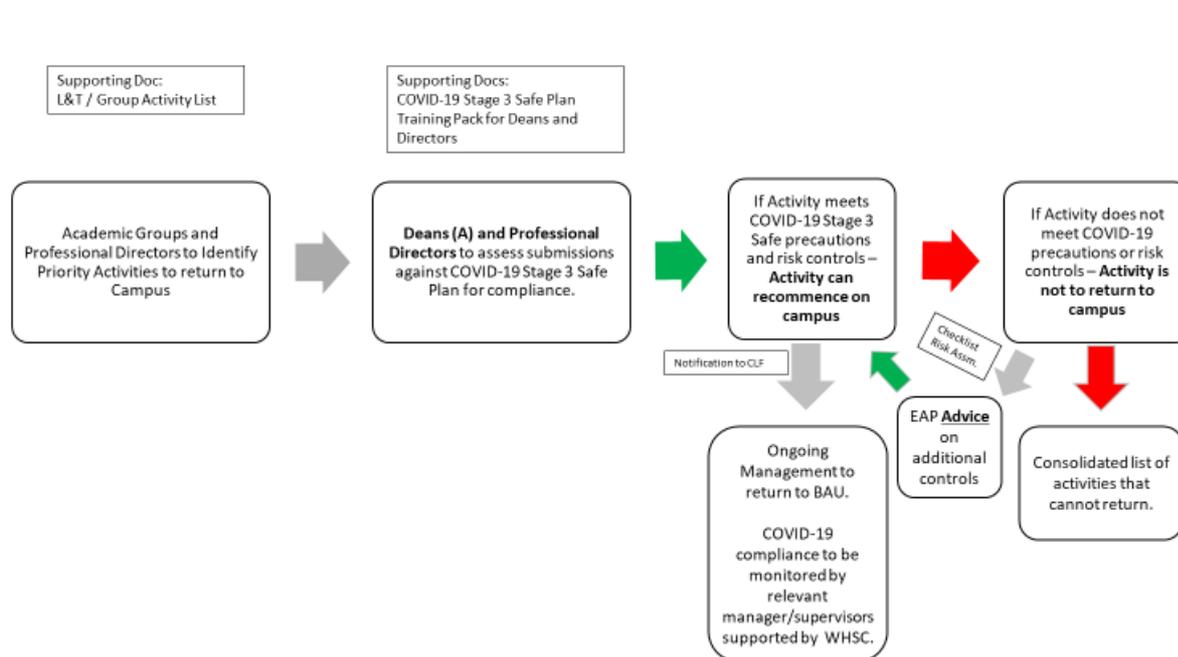
2.2 People at risk of complications from COVID-19³

People at risk of complications from COVID-19 include:

1. Age >70yrs
2. Underlying serious chronic disorders of the heart, lungs, or kidneys
3. Cancer within the last 5 years
4. Diabetes
5. Morbid obesity
6. Immunocompromised for any reason, including receiving immunosuppressive therapy.

³ <http://conditions.health.qld.gov.au/HealthCondition/condition/14/217/838/novel-coronavirus>

3.0 Roles and Responsibilities



3.1 Deans, Director, Institute for Glycomics and Professional Area Directors

The primary responsibility of managing prevention of COVID-19 outbreaks lies with Deans (Academic), Director of the Institute for Glycomics, and Professional Area Directors across Griffith, within their responsibilities of oversight for their operating areas. Each Dean, the Director of Glycomics, Professional Area Director, ultimately supported by the University Executive are required to:

- Confirm that Health and Safety Protocols for COVID-19 are planned for, implemented and followed.
 - Consult with Workplace Health and Safety Committees within their area on the impacts and changes resulting from this guideline, and report to the Recovery Planning (Sprint) Team any feedback.
 - Ensure that the consequences of non-compliance to COVID-19 protocols are enforced, and that staff and students are aware of their obligations under the:
 - [Staff Code of Conduct](#)
 - [Student Charter](#)
- to which we are all held to account.
- Where possible Deans, the Director and Professional Area Directors are to ensure any potential or confirmed incidents are reported via GSafe for case management. A reporting protocol from GSafe is in place to notify the relevant authorities including Queensland Health and University Executive Group.

3.2 Individual Staff/Students

Every individual is responsible for maintaining their own health and safety, and that of their colleagues across the University. Each individual is required to:

- Comply with QLD government testing requirements

- If a staff member or student is unwell, they must not attend campus or must leave campus and go home. Staff and students who are unwell should not attend campus until fully recovered.
- Ensure compliance social distancing and hygiene is maintained
- Comply with the contact tracing requirements of the University.

Staff who identify as at risk or vulnerable to complications from COVID-19 should discuss their on-going work arrangements with their direct supervisor. We encourage staff (and students) who identify as vulnerable or at risk to continue to work from home in the immediate future. In the first instance please use the working anywhere anytime guidelines. However, for more detailed support, there are provisions for reasonable adjustments for staff [with a health condition](https://www.griffith.edu.au/accessibility/staff-with-disabilities). Staff should speak to their manager or supervisor in the first instance. Support and advice is also available from the People and Wellbeing Team.

3.3 Support Responsibilities of the University

The University has the overall responsibility to provide a safe workplace for staff and students. Executive Group maintains the responsibility for COVID-19 management and liaison with Queensland Health. To support the return to learning & teaching and research the University will:

- Ensure Health, Hygiene and Sanitation arrangements are in place
- Ensure cleaning contractors are briefed on COVID-19 cleaning requirements

4.0 Managing COVID-19

4.1 Screening of Griffith University Research Staff and Students

Students and staff must continue to adhere to testing requirements for COVID-19 in accordance with QLD Health guidelines. Queensland Health guidelines can be found at: <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/take-action/testing-and-fever-clinics>

5.0 Standards of Precautions

If these standards are not already in place, they need to be implemented immediately and considered minimum, mandatory standards. Each activity should consider the requirement to conduct a COVID-19 exposure Risk Assessment in GSafe for submission to Deans, the Director or Professional Area Director if required. If these standard precautions cannot be satisfied, the proposed activity should not proceed.

5.1 Restriction to Campus⁴

In line with paragraphs 2.2 and 3.2, staff and students at high risk for COVID-19 complications are encouraged to self-identify so the University can work with them to ensure they are not put at risk.

⁴ <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/advice-for-people-at-risk-of-coronavirus-covid-19>

5.2 Hygiene measures⁵

- Washing your hands regularly for 20 to 30 seconds; and especially after touching communal surfaces e.g. door handles and taps.
- If soap and water is not available, use a hand sanitiser. **Hand sanitiser does not replace washing your hands after using the bathroom.**
- Avoiding touching your eyes, nose and mouth.
- Covering your mouth and nose when coughing and sneezing with a tissue or coughing into your elbow.
- Dispose of used tissues into a bin immediately and wash your hands afterwards.

5.3 Social (Physical) distancing

Social distancing means separating staff and students from each other and other people as much as possible in all places.

In line with QLD CHO directions, 16 June and 24 July 2020, smaller education and teaching sessions, such as group seminars, tutorials, practicals and laboratory-based learnings, and vocational training sessions are not subject to the one person per 4 square metres rule. Physical distancing (Maintain physical distancing – 1.5m between each person) should be observed to the extent possible.⁶

Please note that Research and Student Experience activities that can be considered education sessions, are also not subject to the one person per 4 square metres rule.

All professional, office and corporate services work on campus must be able to meet the following conditions:

- Do not enter the campus if you are feeling unwell
- Maintain physical distancing – 1.5m between each person to the extent possible
- 1 person per 4m² (2m x 2m) for office, meeting room activities.

Additional guidelines for Professional and Office Staff can be found at **point 8.6**.

5.4 Visitors and Communal Activities

Under Stage 3 of campus recovery, the movement of visitors onto campus remains restricted. With pre-approval of the relevant Dean, Director of the Institute of Glycomics, or Professional Area Director visitors may be granted access. While on campus, it is the expectation of visitors that they will comply with the University's COVID Safe Plan, maintain physical distancing, and remain on campus for the minimum time possible.

5.5 Signage

Signage must be installed at all entrances, points of egress around the building and in communal areas outlining requirements for social distancing, hygiene and self-isolation protocols which outline staff and students' responsibilities and the current restrictions in place.

⁵ <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/take-action/coronavirus-prevention>

⁶ <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/business-activity-undertaking-direction>

6.0 COVID-19 Case and Outbreak Management

6.1 Response to a Suspected Case of COVID-19 on Campus

Note: Confirmation of a COVID-19 case will come to the individual from Queensland Health.

To support Griffith University's community's safety⁷, staff who test positive for COVID-19 are required to inform their immediate supervisor what the situation is, and what advice you may already have been given by Queensland Health, GP, health professional, school or other. Managers are to lodge an incident in GSafe or contact the People Support Team on 07 373 54011.

The University has developed a comprehensive set of guidelines which detail the steps to be taken by staff, students, managers and supervisors in the event of potential exposure to COVID-19 or a diagnosis.

REFER:

<https://www.griffith.edu.au/staff/coronavirus>

<https://www.griffith.edu.au/coronavirus/information-for-students>

<https://www.griffith.edu.au/coronavirus/coronavirus-information-for-researchers>

6.2 Notification – QLD Department of Health and Comcare

Queensland Health will inform us of anyone testing positive for COVID-19. This is a provision in our existing workflows. In all cases, a GSafe incident report will need to be lodged and case managed by the [Health Safety and Wellbeing Team](#) in liaison with Queensland Health.

The Public Health Unit (PHU) will assist with advice and guidance on appropriate follow on actions. Deans, the Director (Glycomics) and Professional Area Director must be prepared to provide the following information to the PHU:

- Information on the details of the facility (e.g., location and operations)
- date of onset of illness
- total number of staff that work in the facility and in the affected area
- total number of staff and students in the facility and in the affected area.

The PHU will advise and assist with the following:

- confirming the presence of an outbreak
- identifying the control measures that need to be in place.

6.3 Contact Tracing

Health services use contact tracing to find people who may have been exposed to an infectious disease. There are two types of 'contacts' – close contacts and casual contacts. Health services give advice to both of these contact types on what they need to do.

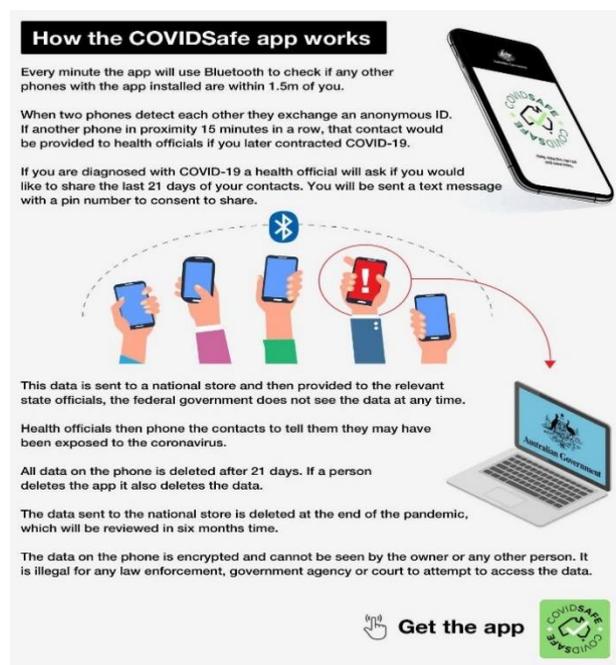
Close contacts are those that are likely to be at a higher risk of being infected. 'Close contact' is defined as any person with the following exposure to a suspect, confirmed or probable case during the case's infectious period, without appropriate personal protective equipment (PPE):

⁷ <https://www.griffith.edu.au/staff/coronavirus/advice-for-staff>

- direct contact with the body fluids or the laboratory specimens of a case
- face-to-face contact in any setting within two metres of a case for 15 minutes or more
- having been in a closed environment (e.g. a classroom or lab) within 2 metres of a case for 15 minutes or more.

Casual contacts are persons with exposure to the case who does not meet the criteria for a close contact.

To support contact tracing the University is strongly recommending that all staff and students download and register the Federal Government COVIDSafe Application.⁸ The COVIDSafe app helps find close contacts of COVID-19 cases and also assists state and territory health officials to quickly contact people who may have been exposed to COVID-19.



In addition, it must be reinforced that booking procedures for labs and rooms must be maintained, as it may serve as an additional measure to support contact tracing.

Note – That under the QLD CHO Direction⁹, 16 June 2020, the need to keep contact information about all staff and students for contact tracing purposes does not apply.

7.0 Cleaning Protocols and PPE

7.1 Cleaning

Individuals are responsible for their own workstation and wiping down common areas (e.g. Staff Kitchens, resource rooms and MFDs) before and after use.

⁸ <https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>

⁹ <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/business-activity-undertaking-direction>

7.2 Personal Protective Equipment (PPE)

- Follow official health advice based on the level of risk, in a setting where Griffith University staff or students may be in contact with COVID-19 patients, or patients undergoing testing for COVID-19, adherence to site specific PPE procedures must be maintained, such as those working in a hospital facility.
- Additional PPE guidelines can be sourced at:
- <https://www.health.gov.au/resources/publications/guidance-on-the-use-of-personal-protective-equipment-ppe-in-hospitals-during-the-covid-19-outbreak>

8.0 General protocols

8.1 Travel – Vehicle Operation

Queensland Health guidelines are limited on advice regarding travel in a car with someone from outside your household. Travelling in a car is not directly regulated in the Chief Health Officer's directions on public gatherings. Griffith University therefore permits vehicle travel in association with research/fieldwork **within Queensland only**, in line with existing vehicle procedures and processes.

Good practice from other State guidelines advises that you should follow these good hygiene practices to protect yourself from viruses *in a vehicle*:

- Stay home if you are feeling unwell.
- Wash your hands regularly with soap and water for 20 to 30 seconds or use an alcohol-based sanitiser.
- Cover your cough and sneeze with a tissue or your inner elbow and wash your hands afterwards.
- Avoid touching your eyes, nose and mouth.
- Practice physical distancing by separating yourself by 1.5 metres from other people when practicable.
- Clean surfaces with detergent/disinfectant wipes when available if droplets are spread (such as sneezing or coughing) so that the potential spread of infection can be minimised.

8.2 Travel – General

To slow the spread of COVID-19, the Queensland Government has restricted travel into the state. In response to the COVID-19 pandemic, entry into Queensland is temporarily prohibited unless the travel is exempt under the Chief Health Officer's [Border Restrictions Direction](#).

The University continues to operate within the Queensland Government's restrictions and in accordance with broader government travel advice:

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/stay-informed/travel-advice>

<https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/border-restrictions>

When restrictions are relaxed, it is anticipated that University travel will resume based on the **normal approval process** for the Group/Centre/Institute/Professional Area. The University's travel policy outlines the conditions under which staff may travel on University business. The Travel Policy is accessible on the website at:

<https://intranet.secure.griffith.edu.au/travel>

The University Travel Policy is accessible to staff in the Policy Library [HERE](#)

Based on **current advice**, the following guidelines are to be applied.

8.2.1 Travel – Domestic travel – Inter-state

All domestic, inter-state travel for the purposes of learning and teaching, and research is not deemed essential by the University and staff are not immediately entitled to the travel exemption at this point. The University, in response to the broader COVID-19 event, has suspended domestic inter-state travel until further notice.

Exemptions may be obtained through application to the relevant Professional Area Director or Group Dean (Academic). No exemptions will be granted for inter-state travel to designated COVID-19 hotspots.

There are currently no insurance restrictions for domestic inter-state travel.

8.2.2 Travel – Domestic travel – Intra-state

Intra-state travel is currently not restricted by the Queensland Government. All current restrictions are based on the University exercising its duty of care for staff. If travel is considered a priority for the purposes of research or teaching & learning, it may be approved by the relevant Group Dean (Academic), or the Deputy Vice Chancellor (Research), as appropriate. Approved domestic travel would be covered by the University's insurance.

8.2.3 Travel – International travel

Based on the directive of the Department of Foreign Affairs and Trade, no applications for international travel will be approved, as currently Australian citizens and permanent residents cannot leave Australia due to COVID-19 restrictions, unless they have an exemption. From the position of the University, the only exceptions where an application may be considered for an exemption must meet at least one of the following professional reasons:

- your travel is as part of the response to the COVID-19 outbreak, including the provision of aid; and/or
- your travel is in the national interest.

This travel requires approval from either the Deputy Vice Chancellor (Research), Senior Deputy Vice Chancellor or the Vice Chancellor and President.

8.3 Event management of on and off campus Griffith University events - NEW

Under Stage 3 of campus recovery Academic Groups, Centres and other University elements **may** consider the resumption of **priority** on or off campus events for the purposes of student recruitment, student retention and success, research and engagement. For such events to proceed, formal approval will be required from the relevant Group Dean Academic, Professional Area Director or the Director, Institute for Glycomics. This is consistent with the decision-making and approval process for other activities seeking to return to campus. There must be an assessment in relation to the importance of the activity, and it **must be deemed a priority** for the purposes outlined above.

In developing our protocols, the University has been informed by recommendations of the Queensland Tourism Industry Council (QTIC) and the Mass Gathering Collaboration at Griffith University. In accordance with the [Industry Framework for COVID Safe Events in Queensland](#) (Refer APPENDIX 3), it is the view that the majority of events the University would seek to resume would be considered **Category Three Events** (Events involving < 500 people on site at any given time). At this time, Category Three 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**. 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*

There may be some corporate events which would be deemed **Category Two Events** (Events involving 500 + people on site at any given time). Examples may include 'in person' graduation ceremonies. Category Two 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. 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*

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. Event Organisers must ensure physical distancing is maintained across the event site as a whole and in individual areas within the site. The number of people attending and the number in any given area must be limited to comply with the minimum requirements of people per square metre and physical distancing. For any event to be approved, the Event Organiser must be able to demonstrate how physical distancing strategies will be implemented and monitored in accordance with the requirements above. For further information in respect of physical distancing strategies REFER to APPENDIX 3, [Industry Framework for COVID Safe Events in Queensland](#), ATTACHMENT B, Sub-section 1.2.2 *Physical Distancing Strategies*.

To minimise the possibility of community transmission and to support the health, safety and wellbeing of our staff and students, it is **not recommended** that any non-essential small, local social events be held on or off campus by Groups, Schools, Departments, Centres or other areas. These would include end of year celebrations, shared morning / afternoon teas and staff communal lunches.

8.4 Common areas and Communal Items

Any non-essential communal items in common areas (crochery, cutlery, shared tea, coffee sugar and milk etc.), must be placed in storage to limit the opportunity for use. Staff and students are to wipe clean any shared items provided in the common area with wet wipes, paper towels and cleaning products before and after use. This includes common area items such as space within computer labs, audio-visual equipment, chairs, tables, kettles, coffee machines and microwaves.

8.5 Lift use

- No more than two persons are allowed to use a lift at one time. There is an exemption for this requirement in G40 Griffith Health Centre.

8.6 Fire Alarms and building evacuations

- If there is a Fire Alarm, the standard protocols must be followed.

8.7 Additional Guidance to the Return of Professional Staff

In returning staff to campus to work, Leaders and Managers should consider arrangements which optimise the health, safety and wellbeing of staff. Insofar as is reasonably practicable, staff working in an office environment should maintain social distancing and adhere to safe work practices at all time.

Staff who normally occupy a single-occupancy office will work under these business as usual conditions. In areas where staff work in open plan, with multiple occupants, Leaders and Managers should consider operational conditions which minimise the possibility of community transmission e.g., staff work on a roster A and B rotation to reduce the number of occupants in open plan areas and to maintain compliance with the 1 person per 4m² rule.

9.0 Accessing support

Staff and Students can access support 24 hours a day, 7 days a week via the Griffith University staff counselling service or Griffith Mental Wellbeing Support Line (Students). Details of these services are provided below:

Staff –

The Griffith University staff counselling and coaching program is a confidential wellbeing resource available for all employees and their immediate family. The services are delivered by an external provider, Benestar.

Contact details

Call 1300 360 364

Book online at: <https://www.benestar.com/>

Students -

The Griffith Mental Wellbeing Support Line operates 24/7.

Text or call this service for help to:

find immediate relief from emotional distress
explore coping strategies for current problems or a crisis
open pathways to find longer-term solutions
help you work out the next steps to take
manage safety concerns.

Contact details

Call [1300 785 442](tel:1300785442)
Or text 0488 884 146

Please note

Call 000 (emergency services) if you are in danger. This service does not offer ongoing counselling, but we can link you with on-campus and community counselling and wellbeing services and resources.

GUIDELINES FOR RETURN TO RESEARCH UNDER STAGE 3 OF CAMPUS RECOVERY

1. Purpose

These guidelines form an Annex to the Campus Recovery Plan for Griffith University, to provide additional research-specific guidelines. The Campus Recovery Plan is informed by the University's COVID-Safe Plan and outlines the approved staging of the University's return to on-campus activities.

These guidelines include information about research-related activities for all researchers, research higher degree candidates, Honours students and technical and professional staff. Information is included about [the three Stages](#) of research recovery, to contextualise the approach being taken to our safe return to research. This information will also support contingency planning by researchers and preparedness to revert to earlier Stage criteria, if external factors make this necessary.

2. General Principles for our Return to Research

- Research staff who can attend work safely should seek approval to do so in line with each Stage of the University's recovery plan.
- Staff, HDR candidates and Honours students who are in vulnerable populations should continue to work from home or seek medical advice from their health practitioner to support informed risk assessment and decision-making regarding the suitability of returning to university environment.
- All research staff and students are encouraged to download the Federal Government [COVID Safe App](#), which will help support contact tracing if needed, as more people to return to campus.
- Appropriate oversight should be in place for all researchers, research support staff and research higher degree candidates and Honours students to ensure that physical distancing is observed where possible and that appropriate health and safety measures are undertaken.
- Supervision arrangements of laboratory-based research higher degree candidates should be in line with risk assessments for the research activity and physical environment.
- Facility-specific and activity-specific inductions and training should continue with the inclusion of additional information on physical distancing and other requirements, either in person or in virtual mode if necessary.
- During the Stages of the University's recovery plan, consideration should be given to where facilities or office areas require a roster of researchers coming on-site to ensure that research can be completed with optimal compliance to physical distancing requirements.
- Researchers with primary carer responsibilities should be given preference for rostered times, noting the Rapid Research Information Forum [reviews](#) of COVID impacts on research clearly indicates the pandemic has disproportionately affected women researchers.
- A visible security presence will continue on campus as part of our safe working environment and with attention to areas with rostered activities outside of normal business hours.
- Essential meetings should continue to be held via MS Teams or other videoconferencing tools, teleconferencing, outside in the open air or in large venues that allow physical distancing regulations to be observed.
- Shared research areas should establish suitable cleaning processes to be endorsed by the Health, Safety and Wellbeing team and to be completed prior to commencing and prior to finishing in the area, provide hand hygiene products and suitable waste disposal bins, and maintain regular cleaning and waste disposal programs.

- Risk assessments are required to consider the specific requirements of activities to be undertaken and the spaces in which those activities will occur. These will be required for all research activities and specific risk management plans may be requested prior to approval for activities to or commence or resume.

3. Priority Activities and Personnel

In assessing what research work can be undertaken on-campus during campus recovery, and who needs to attend so that work can proceed safely, considerations will take into account requirements of the research, the expertise of researchers, and existence of appropriate supervision. Similar considerations will be undertaken in assessing what research work can be undertaken at locations off-campus, such as in hospitals and other clinical settings, facilities and institutions, in line with those organisations' approvals, safety controls and protocols.

Planning for the resumption or commencement of any research activities, regardless of location, **must include planning for how the activity would be rapidly shut down, should restrictions be reintroduced.**

3a. STAGE 1 Return to Research On-Campus and in 3rd Party Facilities

Stage 1 will enable the return of identified key staff who support essential learning, teaching and research activities. Most research staff and HDR candidates will not be included in Stage 1 returns to campus and will continue to work remotely. Staff and HDR candidates should only return to campus when they are officially notified that they have been approved to do so. The approval process can be accessed [here](#).

Considerations for the approval of priority activities will be guided by the following:

- Research activities where further delays or cessation is untenable because of the nature of the work, e.g. stage of development, the level of prior investment, capacity for retrieval, particular geography or its national importance, for example, certain clinical research, public health and diagnostic activity;
- Proximity of deadlines, such as external milestone requirements of deadlines for contracted research and grants;
- Proximity of deadlines and stage of program for HDR candidates, including for example, due consideration of final experimental or data collection work required to finalise a thesis for submission, and access to gallery spaces to enable examinations to proceed;
- Time-sensitivity of studies;
- Level of reliance on access to specialist facilities or infrastructure, including secure and reliable access to key software and data sets;
- Key support roles that enable research programs/activities. This may include: professional and technical staff responsible for core and/or major research equipment or facilities who are required for start-up, monitoring and research service provision, including the workshops and stores; staff required for safety assessment and compliance; and reception staff for clinical work.
- Criticality of progressing pilot studies for specifically targeted external funding applications.

3b. STAGES 2 & 3 Return to Research On-Campus and in 3rd Party Facilities

Stages 2 and 3 will involve a phased reintroduction of research and other operations onto campus. **Priorities for return to campus will be research activities that require face to face collaboration or access to specific resources that are unavailable off campus.**

When considering who should return to campus in Stages 2 and 3, approvers will continue to consult with a team of health and safety experts to ensure we are able to comply with social

distancing guidelines. Adherence to health and safety protocols will limit the number of people able to simultaneously occupy some facilities, office and other spaces; staggered returns and rostering will be required.

Where research activities can be **effectively and efficiently undertaken remotely**, researchers, research support staff, HDR candidates and Honours students are advised to continue working remotely during Stage 2.

Stage 3 will see progressively more activities resuming on campus, with a focus on a return to full campus operations by the end of the Stage 3 (unspecified date at time of this publication).

Staff, HDR candidates and Honours students should only return to campus when they are officially notified that they have been approved to do so and only in accordance with any timing or rostering procedure specified in that approval (e.g. on specified days or during particular hours).

Wherever there are limits on the availability of space or resources, facility or resource specific criteria need to be established to ensure fair, equitable, transparent allocations of time and where required, technical and professional support. Criteria may also include:

- Proximity of deadlines, such as external milestone requirements of deadlines for contracted research and grants;
- Proximity of deadlines and stage of program for HDR candidates, including for example, due consideration of final experimental or data collection work required to finalise a thesis for submission, and access to gallery spaces to enable examinations to proceed;
- Time-sensitivity of studies;
- Criticality of progressing pilot studies for specifically targeted external funding applications.;
- Availability of alternate resources or facilities to support the research activity
- Absence of alternate methodologies or approaches to satisfactorily complete requirements for Honours programs.

4. Activity/Venue Guidelines

A. Lab based research

Activity-specific guidelines apply consistently across Stages 1 -3:

- Physical distancing controls should be established where possible and adhered to within laboratory spaces, including managing access to equipment and workspaces.
- Each lab should develop a plan which allows research to continue in accordance with the COVID Safe Plan and may need to consider staggered access times to facilitate research.
- Where staggered or rostered access times are required to accommodate researchers and HDR candidates, the general principles outline above must be adhered to ensure fair, equitable, transparent allocations of time both to facilities, equipment and technical or professional support.
- Planning staggered or rostered occupancy should also consider the suitability of rotating working groups, so the same group of people are working together on the same days/times and do not physically interact with the other group/s, to minimise exposure.
- Each lab should review cleaning protocols and regularly disinfect high touch surfaces, such as benches, door handles, etc.
- Each lab should ensure relevant PPE is used, where appropriate, to avoid contamination and for personal protection.

- Essential visitors (including contractors required for start-up and/or maintenance of core and/or major research equipment facilities) may be approved to attend where physical distancing can be established and managed.
- The process for managing external participants, volunteers and sample collection should be developed in line with physical distancing to the greatest extent possible. A risk management plan will be required. Refer also Section 4F in relation to human participants.

B. Fieldwork

- Options such as video and teleconference should be used as first priority.
- During Stage 1, fieldwork that is local to the campus may be approved where they comply with the [Queensland Government's public health directions](#), including permitted travel distances.
- During Stages 2 and 3, fieldwork within Australia may be approved where that activity complies with the travel and public health directions of each State or Territory to be attended.
- All travel for research (and any other University business) must comply with Griffith University Travel Policy and with public health directions of each jurisdiction to be entered.
- Assessment must consider how researchers can access the site safely, including determining what form of transport is appropriate and parking availability.
- Activities should comply with physical distancing or be conducted in accordance with a specific approved risk management plan.
- The number of participants should be minimised, with consideration as to how interactions may be completed without physical contact or staggered over different periods of time.
- Appropriate levels of PPE, disinfectant and cleaning products should be made available in the field.
- Emergency response plans should be established in case of incident.
- Travel approvals will still be required in accordance with normal procedures.
- Researchers should refer also to Sections 8.1 and 8.2 of the University's [COVID Safe Plan](#).

C. Studio based

Activity-specific guidelines apply consistently across Stages 1 -3:

- Physical distancing measures should be established and adhered to within studio spaces where possible.
- Consideration may be given to staggered access times to facilitate activity.
- Where staggered or rostered access times are required to accommodate researchers, research support staff, HDR candidates and Honours students (from Stage 2), the general principles outline above must be adhered to ensure fair, equitable, transparent allocations.
- Planning staggered or rostered occupancy should also consider the suitability of rotating working groups, so the same group of people are working together on the same days/times and do not physically interact with the other group/s, to minimise exposure.
- The numbers of participants in activities should be minimised to support physical distancing and consideration given to alternative arrangements to physical contact such as use of technology to enable reduced physical contact (e.g. video conferencing, remote camera, etc).
- Any requirements for specialist surface cleaning requirements in practice/studio areas, e.g. piano keys, should be confirmed.

D. Office based, including HDR Hubs

- During Stage 1, only research that cannot reasonably be undertaken remotely will be considered for return to campus. This includes where personal circumstances may prevent

reasonable progress remotely. Office space allocations will typically be made into shared spaces in building that are open and not necessarily to the researcher's usual workspace

- During Stages 2 and 3, the staggered return of research staff, HDR candidates and Honours students to on-campus office-based research can be supported where there is a need for collaborative engagement that is unduly limited when attempted remotely, and that can be achieved safely on-campus.
- Shared workspaces (e.g. hot desk) should have an agreed disinfecting protocol prior to use.
- Approvals for office-based research activities must ensure physical distancing is in place where possible in shared office environments.
- Where staggered or rostered access times are required to accommodate researchers, research support staff, HDR candidates and Honours students (from Stage 2), the general principles outline above must be adhered to ensure fair, equitable, transparent allocations.

E. Biosciences Resources Facility

- Approvals for all research activities planned to be undertaken within the Biosciences Resources Facility will include confirmation of current protocols approved by the University Ethics Committee.
- The number of people in the Biosciences Resources Facility should be limited by use of a roster to minimise contact time and to avoid cross contamination.
- Use of appropriate PPE must be maintained along with careful observance of physical distancing and other separation standards.
- Sample transfer processes should be managed remotely, in an appropriate allocated area.

F. Clinical/human participants

- Participants in a vulnerable risk group or who are who are exhibiting cold or flu symptoms should be advised not to participate until further notice.
- Clients and staff should maintain physical distancing requirements where possible.
- Where physical distancing is not possible, approved risk-management strategies should be implemented.
- Cleaning and disinfecting protocols should be developed for communal equipment and areas.
- Minimise the number of participants and consider how interactions may be completed without physical contact (e.g. via video conferencing).
- Clinical trials must comply with the Commonwealth Department of Health [Guidance on clinical trials for institutions, HRECS, researchers and sponsors](#) and any site specific protocols.
- During Stage 1, studies involving healthy participants and that do not require physical contact and can be conducted in appropriately managed spaces and meet other priority criteria and physical distancing requirements may be approved for priority projects.
- Where an existing trial is in progress with cohort, to ensure continuity of treatment, approval may be granted to resume recruitment of new participants, for priority projects during Stage 1.
- During Stages 2 and 3, studies involving human participants and that do not require physical contact can be conducted in appropriately managed spaces and meet physical distancing requirements may be approved. Ethics approval and the associated informed consent is essential. A risk management plan is required, which includes detail of the type of participants and notice of any potentially vulnerable groups. Advice from the Expert Advisory Panel may be sought in relation to each case.
- During Stages 2 and 3, studies involving human participants and that involve some level of physical contact, while utilising appropriate PPE may be considered. These must be able to be conducted in appropriately managed spaces. Ethics approval and the associated

informed consent is essential. A risk management plan is required, which includes detail of the type of participants and notice of any potentially vulnerable groups. Advice from the Expert Advisory Panel will be sought in relation to each case, prior to approval

G. Off-campus/third party facilities

- Guidelines for the conduct of off-campus research workshops and events are provided below in Section 4H.
- A range of University other research activities are conducted off-campus, in third party facilities, including hospitals clinics, laboratories and other facilities. Approvals to undertake research activities in third party facilities will only be considered where these activities are in line with those organisations' safety controls and protocols and can provide written approval from the relevant authority in the third-party organisation.
- Griffith staff who have funded research that is being carried out at off-campus sites must abide by the risk-mitigation requirements of those locations in conjunction with Griffith University procedures.
- The same guidelines for "Priority Activities and Personnel" and "Specific Activity Venue Guidelines" should be considered in assessing these requests.

H. Research workshops and events

- This section relates to workshops and events that are for the conduct or dissemination of research. Researchers should also refer to Section 8.3 of the University's [COVID Safe Plan](#).
- Throughout Stages 1-3, wherever it is possible to effectively and efficiently achieve the goals of the workshop or event remotely, researchers are encouraged to hold virtual meetings via use of technology to enable reduced physical contact (e.g. video conferencing)
- Physical distancing and hygiene measures for any face-to-face engagement should be established and adhered to within workshop and event spaces; these measures should extend to assessment of the cleaning protocols for the venue.
- Consideration should be given to staggered cohort presentation and/or meeting times within the event agenda.

On-campus workshops and events

- On-campus face to face research workshops and events are not supported during Stage 1.
- During Stages 2 and 3, on-campus research workshops and events, including classes, need to be approved in accordance with University's [COVID Safe Plan](#)

Off-campus workshops and events

- Face to face research workshops and events in off-campus venues can only be supported where:
 - the work can be where that activity complies with the travel and public health directions of each State or Territory to be attended;
 - where the conduct of these activities is in line with the proposed venues' safety controls and protocols, in conjunction with Griffith University procedures; and
 - an approved risk assessment and risk management plan is in place.
- The same guidelines for "Priority Activities and Personnel" and "Specific Activity Venue Guidelines" should be considered in assessing these requests.

GUIDELINES FOR RETURNING TEACHING TO CAMPUS - STAGE 3

In Stage 3 we will continue to see a staged return to teaching on campus indicative timelines below. We will develop hybrid teaching provision in that we are committed to providing online provision and this will need to be coupled with face to face teaching elements as appropriate given the nature of the course and precise context of delivery. Groups to develop guidelines around principles underpinning return with their schools and elements.

Stage	Activities returned to campus	Key dates
Stage 1	Return of essential items that could not be delivered in T1 to include clinics, labs and performance subject to COVID Safe guidelines and approval by the Recovery Team.	18 May 2020- 26 June
Stage 2	Staged return – focusing on essential areas – labs, clinics and performance items including WiL and some tutorials No lectures	29 June 14 August 2020 Revised Stage 2: Watch and ACT
	CYO and GUAVR studios open	
	Dental and health clinics open; selective opening of labs	
	All campuses open – teams to review phased return to work of colleagues and what that looks like in the new normal	29 June 2020
Stage 3	HYBRID MODEL: Return of face to face teaching opportunities and continuance of fully online provision No lectures Online exams Exams on campus where practical elements involved	Commencing 17 August 2020 - Changes to schedule subject to government advice Ability required to revert to Stages 2 and 1 if required.

General principles and implications for Stage 3:

- "[S]maller *education and teaching sessions, such as group seminars, tutorials, practicals and laboratory-based learnings, and vocational training sessions are not subject to the one person per 4 square metres rule. Social distancing should be observed to the extent possible.*" ([Queensland Health](#), July 24)
- There will continue to be a **phased return to teaching on campus during T2 and T3**. Courses will aim to offer hybrid delivery involving face to face and online elements subject to decisions made at the Group level and principles underpinning staged return.
- Need to register in GSafe any instances of staff and students identified as being in contact with someone with COVID 19. Where a member of staff/student has been identified as COVID 19 positive, then contact tracing would be undertaken and staff notified.
- Documentation process streamlined using new procedures with permissions approved at the Dean level.
- Aim is to continue to minimise staff movement across campuses where possible.
- Deans L & T to complete return to campus templates for T2 and T3.

- Any further relaxations of social distancing impacting the return of teaching elements in Stage 3 will need to be carefully managed.
- Stage 3 will continue under current guidance with physical distancing and COVID Safe requirements in place. This will continue to mean selective return of key elements.
- The Stage between T2 and T3 and after T3 will be utilised for catch up activities as necessary.
- Should an activity/building/campus need to close, provision would continue as fully online.
- Staff and students are encouraged to download the Government contact tracing COVID Safe APP.
- Course Convenors and teaching staff are only required to maintain a list of students attending in-person if directed to do so by their Group Dean Learning & Teaching or for course specific reasons.
- Students attending campus will be required to follow COVID Safe protocols, failure to do will result in students being asked to leave Campus.
- Essential meetings should continue to be held via MS Teams or other videoconferencing tools, teleconferencing, outside in the open air or in large venues that allow physical distancing regulations to be observed.
- Entry into spaces and exit needs to be managed by those leading the teaching sessions to ensure physical distancing measures are adhered to.
- Suitable cleaning processes should be confirmed, with Campus Life, and endorsed by the Health, Safety and Wellbeing team and be completed prior to commencing and at the end of teaching sessions. Hand hygiene products and suitable waste disposal bins should be provided, and regular cleaning and waste disposal programs should be in place.

Return to campus permissions process:

- | | |
|---------|--|
| STEP 1: | Head of School/Department/Element seeks endorsement of request to return to work from campus. |
| STEP 2: | Dean (L & T) to consider requests for return against COVID Safe Plan –Stage 3 for compliance. Return L & T templates to Deans (A). Ensure Space at Griffith/ EXT aware of proposed spaces. |
| STEP 3 | Dean (Academic), subject to recommendation from Dean (L & T), endorse return to campus plans. |
| STEP 4 | Where COVID Safe regulations cannot be met a full risk assessment will be needed to be assessed by the health and safety Expert Advisory Panel, who will advise on any additional controls that need to be put in place. |
| STEP 5: | Room bookings confirmed with griffthtimetabling@griffith.edu.au and Space@griffith and security and parking etc. |

Strategy for return:

Teaching activities are returned to campus on the understanding that safe work practices will be observed and that compliance with the Queensland government guidelines and the University's risk assessment will be adhered to.

- Time is needed within the teaching timetable to facilitate cleaning (e.g. Assume the rule that one hour sessions will need to be reduced to 45 minutes to allow sufficient time between classes so as to avoid congestion at entrances, exits and waiting points.

- Exams in Trimester 2 and 3 will mainly be delivered online. Exams requiring practical elements (e.g. performance/ health) will be allowed to be undertaken face to face on campus.
- Students with special needs or limited access to equipment will complete exams on campus in designated computer labs.
- Decisions around return of teaching elements to Campus for **Stage 3** will be made based on:
 - Maximising opportunities for face to face delivery of those teaching elements less readily transferable to online.
 - to provide enrichment opportunities to enhance curriculum offer through focused tutorial activities as part of the 'new normal'.
 - cost efficiency (utilising lessons learnt from Trimester 1 to maximise efficiencies in delivery to enable consolidation of approaches).
 - space requirements to enable social distancing compliance in common spaces.
- **Priorities for return in Stage 3**
Please note during the phased return of teaching to campus, key priority areas identified in Stage 2 will remain in Stage 3:
 - Graduating students
 - Students from any year engaged in essential work that cannot be completed remotely:
 - Lab/clinical
 - Ensemble/performance
 - Studio work/ Film Production
 - Placements
 - Selected tutorials
 - Selected WIL placements
- Each Group is to review all teaching activity within and across programs for Stage 3 in relation to what can reasonably be returned to campus using a staggered approach (continuum from all online to blended delivery to fully on campus) and to develop a coordinated communications plan explaining the reasoning for distribution to students. Issues to do with return to campus plans to be discussed at Dean COVID L&T meetings. Plans to be agreed between Deans L& T and Deans Academic, the latter of which are responsible for endorsement of plans. Copies of return to campus plans to be sent to PVC Learning and Teaching and Campus Recovery team.
- Emphasis is on limiting movement from one campus to another as much as possible.

Key provision in Stage 3

- Orientation activities will all take place online until further notice.
- Open days and campus tours will be held online only until further notice.
- Graduation ceremonies online.
- Fully online provision with face to face teaching opportunities.
- There will be no in-person lectures but lecture halls can be used for mainstream teaching.
- Selected return of tutorials across disciplines as determined by Deans (L&T) in consultation with Schools/elements/timetabling/campus and student life.
- Priority given to clinical, lab and performance requirements as per Stages 2 and 3.
- Phased opening of Library operations across 6 sites (tbc). Selective opening e.g. Collective Service at QCA.
- International Work Integrated Learning (WIL) placements remain suspended for T2.
- Period between T2 and T3 will be used for intensive catch up for key activities if needed (e.g. labs).
- Domestic Work Integrated Learning will be explored where it is safe to place the student in placement. Queensland Health Guidelines and the University's policies must be adhered to before a placement occurs (in person or online).

- WIL Placement organisations to confirm that their COVID 19 Safe Plan complies with the requirements set down by Queensland Health and that they have a system in place to manage risks.
- Our students need to sign off that they acknowledge and comply with the rules set down by schools for their workplace context in terms of compliance with the above.
- Clarify with students their responsibilities from a COVID-safe perspective
- CYO studios at Nathan and Gold Coast open.
- The GUAVR studio is open at Nathan. The social distancing rules must be applied, with identified cleaning schedules adhered to. Staff need to book access to this space – limited access per day.
- Computer lab facilities are open. The social distancing rules must be applied, with identified cleaning schedules adhered to.
- Guild/SRC/GUPSA activities are returned to support student wellbeing including sporting and other related areas compliant with COVID Safe requirements and COVID Safe Event Checklist.
- Health-related placement activities will not be able to meet the social distancing requirements and must ensure they follow an approved risk management plan as advised by the Queensland Health guidelines and the health and safety Expert (Advisory) Panel.

2. Priority Activities and Personnel during Stage 3 Return

Anyone seeking an on-going / full-time return to campus MUST go through the application and approval process (i.e., Deans Academic, Professional Area Directors).

The return of staff to campus is dependent on the nature of the role and requirements of the specific team and following official notification that they can return. A mixed mode of working from home and office based is likely to be the norm. Groups to identify core staff to come back onto campus to provide essential services, and teaching/research delivery, and to agree protocols for staff for working at home and on campus as part of new normal. It is not envisaged that all activities will return to how they were delivered prior to COVID 19 and nor should they be. A key issue will be management of space and approaches for prioritisation of activities.

Vulnerable persons (staff and students) will need to self-identify and should work from home in the immediate future. Vulnerable staff need to notify relevant line managers to enable future planning of course/program delivery to be managed effectively. Vulnerable persons should liaise with line managers and/HR around any exceptional circumstances to manage return to on campus working. Group meetings should take place remotely via teams where possible. Small group meetings may take place on campus subject to social distancing regulations.

Staff are encouraged to not work across campuses during Stage 3 but to stick to one campus wherever possible.

3. Activity Venue Guidelines during Stage 2A Return

The health, safety and wellbeing of all students and staff is a priority. The following requirements will apply during Stage 3:

- Hand hygiene facilities and products will be provided and promoted widely.
- Physical distancing guidelines, good hygiene practices should be promoted, and staff/students reminded of avoiding physical greetings.
- Regular communication and updates on health protocols should be provided to staff and students (e.g. via digital notice boards, email, signage, within classes, etc).
- Efforts to avoid queuing should be in place and where necessary establish clear 1.5 metre separation between people. Students entering and leaving teaching rooms will need to be carefully managed.

- Students to bring own resources to sessions. Aim is to minimise distribution of materials around classrooms.
- Staff/students should be encouraged to use online ordering services for retail outlets on campus where available (e.g. pre-order takeaway online and set up a pickup area).

If a student or member of staff is unwell and think they might have contracted COVID-19, they should follow the Australian Government's Department of Health [advice](#) on what they should do next. If a student is unwell, they should notify their Course Convenor and not come onto campus until the student is well again. The student can apply for special consideration or deferred assessment if they are sick and cannot complete any course assessment.

Where there is a suspected or confirmed case of COVID-19 in a campus environment, staff should work through their WHS officer who will contact the National Coronavirus Helpline (1800 020 080) which operates 24 hours a day, 7 days a week for further advice or their State/Territory based health department.

It is important that all areas follow situationally appropriate environmental cleaning following a confirmed case of COVID-19 in a facility.

A. Large Groups (over 100)

- No in person lectures. Lectures will continue to be delivered online using video/ECHO 360 recordings and transcripts.
- Library resources subject to a phased return to campus.

B. Medium Groups (20-100)

- Priorities remain around clinics, labs and performance activities. Return of tutorials observing social distancing where possible.
- Activities should comply with social distancing or be conducted in accordance with a specific approved risk management plan*.
- Exams - should be carried out online wherever possible with some selected computer labs being available for students with special needs etc.
- Computer equipment will need to be cleaned pre and post use.

C. Small Group work Studio based

- The CYO and GUAVR studios are open for staff use.
- Physical distancing measures should be established and adhered to within studio spaces.
- Consideration may be given to staggered access times to facilitate activity.
- The numbers of participants in activities should be minimised to support physical distancing and consideration given to alternative arrangements to physical contact such as use of technology to enable reduced physical contact (e.g. video conferencing, remote camera, etc).
- The specialist surface cleaning requirements/regimen in practice/studio areas, e.g. piano keys, should be confirmed.

D. Lab-based

- Appropriate hand hygiene and cleaning products should be available in all computer labs, with signage to promote pre-use and post use cleaning.
- Physical distancing controls should be established and adhered to within laboratory spaces, including managing access to equipment and workspaces.
- Each lab should develop a physical distancing plan which may consider staggered access times.
- Where possible, lab activities should be videoed to facilitate online delivery and reduce need for face-to-face delivery.

- Each lab and specialist teaching space should ensure relevant Personal Protective Equipment (PPE) is used, where appropriate, to avoid contamination and personal protection.
- Each lab should review cleaning protocols and regularly disinfect high touch surfaces, such as benches, door handles, etc. The opportunity for increased ventilation by adjusting air-conditioning, where appropriate, should also be considered.

E. *Field-based*

- Field based activities can proceed in line with appropriate university and host organisation risk assessment and guidance on physical distancing.
- Assessment must consider how researchers can access the site safely, including determining what form of transport is appropriate and parking availability.
- Activities should comply with physical distancing or be conducted in accordance with a specific approved risk management plan.
- The number of participants should be minimised with consideration as to how interactions may be completed without physical contact or staggered over different periods of time.
- Appropriate levels of PPE, disinfectant and cleaning products should be made available in the field.
- Emergency response plans should be established in case of incident.
- Travel approvals will still be required in accordance with normal procedures.

F. *Clinical/human participant*

- Risk assessments are to be undertaken prior to clinical placements commencing in order to ensure the continued safety of students, supervisors and participants.
- If the risk exposures cannot be appropriately mitigated to an acceptable level of risk the clinical activity must not proceed. Any student, staff, supervisor or participant who presents with COVID-19 symptoms and/or are living in the same dwelling as anyone presenting with COVID-19 symptoms are not to participate in the clinical activity, to self-isolate, and to inform their Course Convenor immediately.
- Social distancing requirements are to be maintained in clinical activities where possible.
- Where physical distancing is not possible, approved risk management strategies should be implemented in line with Queensland Health Authority Guidelines.
- Regular cleaning and disinfecting protocols are to be developed and maintained for communal equipment and areas.
- Clinical participant numbers are to be reduced the number of participants and consider how interactions may be completed without physical contact (e.g. via video conferencing).

G. *Work Integrated Learning (WiL) and school-based placements*

- Domestic WIL placement is to be managed at the Academic Group Level on a case-by-case basis.
- Continued compliance with the Work Integrated Learning at Griffith Policy, the [national](#) and [state](#) health advice is required to assess workplace suitability.
- All WIL placements must have the risk assessment, site evaluation and the required checklist completed before commencing placement.
- Maintain social distancing.
- Other placements can be phased-in where appropriate, in line with relevant university and host organisation's risk assessment and guidance on physical distancing.

H. *Off-campus/third party facilities*

- A range of University teaching activities are conducted off-campus, in third party facilities, including hospitals clinics, laboratories, schools, industry and business locations. Approvals to undertake teaching activities in third party facilities will only be considered where these

activities are in line with those organisations' safety controls and protocols and are endorsed by the relevant authority in the third-party organisation.

- The same guidelines for "Priority Activities and Personnel during Stage 3 Return" and "Specific Activity Venue Guidelines" should be considered in assessing these requests.

Industry Framework for COVID Safe Events in Queensland



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
<i>The following types of events are likely to fall within this category:</i> <ul style="list-style-type: none">- <i>Large scale participation events in the public domain</i>- <i>Large scale festival-style events</i>

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
<i>The following types of events are likely to fall within this category:</i> <ul style="list-style-type: none">- <i>Medium scale participation events in the public domain</i>- <i>Events in stadiums with designated seating</i>- <i>Concerts in venues or on sites with designated seating</i>- <i>Expo-style events in indoor venues such as Convention Centres</i>- <i>Expo-style events in outdoor venues with managed access such as Showgrounds</i>- <i>Business/conference-style events in Conference Centres/Hotels</i>

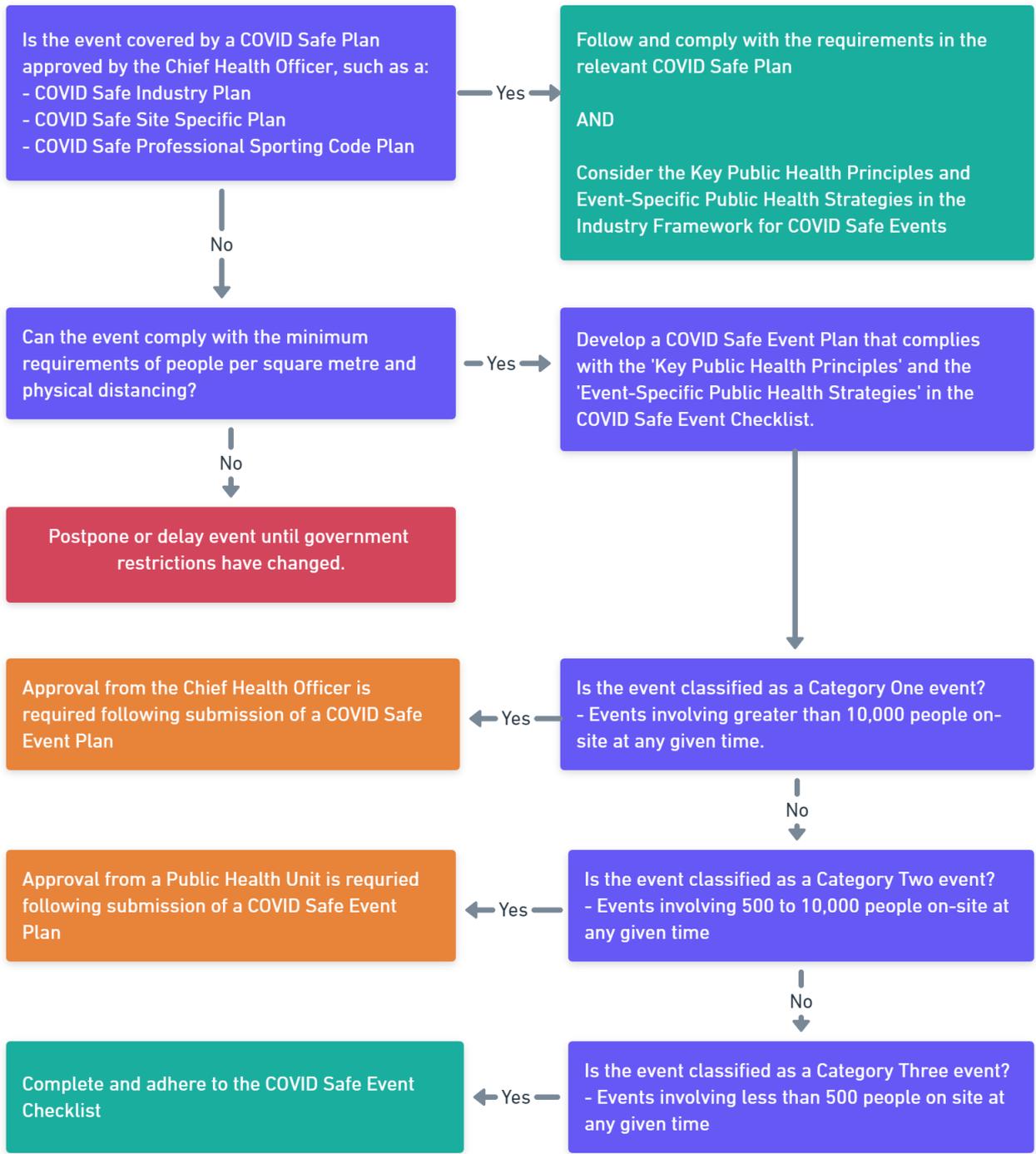
2.3.3 Category Three Events

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
<i>The following types of events are likely to fall within this category:</i> <ul style="list-style-type: none">- <i>Small-scale participation events and small scale market/stall-style events in the public domain</i>- <i>Events in small to medium sized private venues</i>- <i>Events in community halls</i>

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.



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 remunerated, 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: <ul style="list-style-type: none"> - 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 	<input type="checkbox"/>
Venue/Site details: <ul style="list-style-type: none"> - 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 4m²/person - Explanation of access management arrangements 	<input type="checkbox"/>
Anticipated attendance details: <ul style="list-style-type: none"> - 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 	<input type="checkbox"/>
Explanation of COVID Safe measures (based on Attachment B) <ul style="list-style-type: none"> - How are the Key Public Health Principles being addressed? - What key Event-Specific Public Health Strategies are being implemented? 	<input type="checkbox"/>
<ul style="list-style-type: none"> - Signed Statement of Compliance 	<input type="checkbox"/>
Contact details (telephone and e-mail) of key event personnel	<input type="checkbox"/>

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	<input type="checkbox"/>
	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)	<input type="checkbox"/>
	Identify key staff who are responsible for implementing the COVID Safe Event Plan including the strategies in the Checklist for COVID Safe Events	<input type="checkbox"/>
	Identify key personnel who will be responsible for the review of the COVID Safe Event Plan	<input type="checkbox"/>
	Ensure that public health directions are frequently monitored for changing regulations and restrictions, and that these are adapted as necessary	<input type="checkbox"/>
	Register the event for free at the Australian Tourism Data Warehouse: https://atdw.com.au/	<input type="checkbox"/>
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)	<input type="checkbox"/>
After	Document lessons learnt from the event in relation to COVID safe strategies	<input type="checkbox"/>

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	<input type="checkbox"/>
	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.	<input type="checkbox"/>
	<p>Ensure key health messages are scheduled such as:</p> <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> 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 	<input type="checkbox"/>
	<p>Promote good hygiene practices at key points (e.g., retail outlets, bathrooms). Posters are available here:</p> <p>https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources</p>	<input type="checkbox"/>
	Communicate security requirements via social media and event website to prevent crowding at entry points	<input type="checkbox"/>
	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	<input type="checkbox"/>
	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	<input type="checkbox"/>
	Provide messaging in various translations depending on the event target audience.	<input type="checkbox"/>
During	Monitor social media to ensure scheduled messages are sent	<input type="checkbox"/>
	Monitor and respond to social media messages from attendees	<input type="checkbox"/>
	Use loud speakers and/or a megaphone to disseminate information about the public health measures implemented at the event	<input type="checkbox"/>
	Ensure signs are maintained and visible	<input type="checkbox"/>

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...)	<input type="checkbox"/>
	Use physical barriers in high foot traffic areas to separate crowds	<input type="checkbox"/>
	Where possible, ensure one-way flow of foot traffic is established	<input type="checkbox"/>

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

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.	<input type="checkbox"/>
	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: <ul style="list-style-type: none"> - Include verbal/print questionnaire or electronic solutions. - Ongoing adherence will require implementation of training, auditing and record keeping processes. 	<input type="checkbox"/>
During	At entry points that have event staff or security personnel, ask screening questions of attendees such as: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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. 	<input type="checkbox"/>

	<ul style="list-style-type: none"> - Refuse entry to the event upon recommendation from first aid, medical or in-event health services. <p>Screening questions can be undertaken concurrently with other activities, e.g., during ticket purchasing or bag checking.</p>	
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1.3.2 Facilitate Contact Tracing

Facilitating contact tracing of COVID-19 positive contacts is of utmost importance. Strategies to facilitate contact 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.	<input type="checkbox"/>
	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)	<input type="checkbox"/>
	Via social media and the event website, encourage attendees to download the Commonwealth Government COVID-19 app prior to attending the event	<input type="checkbox"/>
During	Records must adhere to standards in the <i>Privacy Act</i> . Record the contact information of all attendees at the event	<input type="checkbox"/>
After	Records must be securely stored for 56 days, not used for any other purpose, prior to being appropriately destroyed.	<input type="checkbox"/>

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	<input type="checkbox"/>

	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.	<input type="checkbox"/>
During	Frequent cleaning of high traffic areas is required (e.g., toilets, retail spaces).	<input type="checkbox"/>
	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.	<input type="checkbox"/>
After	During the bump-out, complete a final clean of the event site, discrete areas and facilities.	<input type="checkbox"/>

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	<input type="checkbox"/>
	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.	<input type="checkbox"/>
During	Ensure hand sanitiser and hand washing facilities are maintained throughout the event site for staff and attendees.	<input type="checkbox"/>

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)	<input type="checkbox"/>
	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.	<input type="checkbox"/>

	Establish dedicated communication plans between first aid / in-event health services and event organisers, security and cleaning staff	<input type="checkbox"/>
	Establish processes to screen / triage people presenting with COVID-19 like symptoms separate to other attendees presenting for first aid / in-event health care	<input type="checkbox"/>
	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).	<input type="checkbox"/>
	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).	<input type="checkbox"/>
	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	<input type="checkbox"/>
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. Ensure the person in charge of the event notifies Workplace Health and Safety Queensland that the case has been identified. (See p9 of <u>Workhealth and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy</u>)	<input type="checkbox"/>
	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.	<input type="checkbox"/>
	Maintain contact with event organisers, security and cleaners throughout the event	<input type="checkbox"/>
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.	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
	Liaise with the local contracted transport company to ensure public transport can be undertaken with physical distancing requirements	<input type="checkbox"/>	<input type="checkbox"/>
	Review transport COVID-19 considerations at: https://translink.com.au/service-updates/274176	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure physical distancing signage to / from public transport hubs are in place	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure directional signage to / from public transport is clear and easy to follow, to prevent people back-tracking in crowds	<input type="checkbox"/>	<input type="checkbox"/>
	Use of bollards / partitions to direct crowds	<input type="checkbox"/>	<input type="checkbox"/>
During	Monitor crowd movement and points of congestion	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
	Have clearly marked ingress pathways	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure physical distancing signage to / from car parks are in place	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure direction signage to / from car parks is clear and easy to follow, to prevent people back-tracking in crowds	<input type="checkbox"/>	<input type="checkbox"/>

	Use of bollards / partitions to direct crowds	<input type="checkbox"/>	<input type="checkbox"/>
During	Monitor crowd movement and points of congestion	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
	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	<input type="checkbox"/>	<input type="checkbox"/>
	Limit size of bags (to reduce bag searches)	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>
	Instruct attendees to open bags and empty contents on tables (security have no touch technique)	<input type="checkbox"/>	<input type="checkbox"/>
	Avoid touching people unless necessary for security enforcement purposes	<input type="checkbox"/>	<input type="checkbox"/>
	Monitor queues to maintain distancing guidelines	<input type="checkbox"/>	<input type="checkbox"/>
	For ticketed events, use ticket scanning devices	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>
	Establish one-way movements throughout indoor spaces with different exit points if possible	<input type="checkbox"/>	<input type="checkbox"/>
During	Maximise ventilation: open doors and windows where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>
	Monitor levels of ventilation and airflow	<input type="checkbox"/>	<input type="checkbox"/>
	Monitor movement of event attendees in in-door spaces	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
	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)	<input type="checkbox"/>	<input type="checkbox"/>
During	Ensure queues do not cross other foot traffic areas	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
	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	<input type="checkbox"/>	<input type="checkbox"/>
	Have additional retail outlets open to disperse crowds	<input type="checkbox"/>	<input type="checkbox"/>
	Establish different areas for ordering and collection, and where practical, separate entry and exit paths.	<input type="checkbox"/>	<input type="checkbox"/>
During	Monitor queues to maintain physical distancing. Cease food and beverage operations if distancing measures cannot be maintained.	<input type="checkbox"/>	<input type="checkbox"/>

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 queuing 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	<input type="checkbox"/>	<input type="checkbox"/>
	Review the physical distancing strategies above in the 'Key Public Health Principles' section.	<input type="checkbox"/>	<input type="checkbox"/>
During	Monitor queues to maintain physical distancing. Cease operating if distancing measures cannot be maintained.	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>
During	Monitor the use of stadium and grandstand seating to ensure people are not moving between allocated seating	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
	Outdoor Team Sports	<input type="checkbox"/>	<input type="checkbox"/>
	Field Sports	<input type="checkbox"/>	<input type="checkbox"/>
	Outdoor Team Sports	<input type="checkbox"/>	<input type="checkbox"/>
	Aquatic Sports	<input type="checkbox"/>	<input type="checkbox"/>
	Other	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>
	Employ strategies to avoid crowding if entertainers are performing (e.g., do not allow people to stand at the front of the stage)	<input type="checkbox"/>	<input type="checkbox"/>
	Program solo performances or small groups only, based on the size of the stage and the performers ability to maintain physical distancing	<input type="checkbox"/>	<input type="checkbox"/>
During	Monitor crowd density. Cease performances if crowds cannot maintain physical distancing requirements.	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure equipment, such as microphones have disinfectant wipe-down of equipment before and after use	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>
	Establish one-way flow of pedestrian traffic at stalls (e.g., encourage people movement from left to right of stalls)	<input type="checkbox"/>	<input type="checkbox"/>
During	Ensure stall owner understand that they should stay at their stall to avoid interactions between other stall owners.	<input type="checkbox"/>	<input type="checkbox"/>
	Monitor physical distancing measures in queues, ensuring queues do not cross foot traffic	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure one-way flow of pedestrian traffic can be achieved	<input type="checkbox"/>	<input type="checkbox"/>
During	For amusement rides, disinfectant wipe-down of equipment before and after use	<input type="checkbox"/>	<input type="checkbox"/>

	Monitor physical distancing measures in queues, ensuring queues do not cross foot traffic	<input type="checkbox"/>	<input type="checkbox"/>
	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.	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
	Space out side show stall throughout the event (rather than having side-show stalls side-by-side) to disperse crowds	<input type="checkbox"/>	<input type="checkbox"/>
	Have additional side-show stalls to disperse crowds	<input type="checkbox"/>	<input type="checkbox"/>
During	Monitor crowd density. Cease operating if distancing measures cannot be maintained.	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>
During	Encourage attendees to disseminate across parade route	<input type="checkbox"/>	<input type="checkbox"/>
	Block the beginning and end of the parade to the public, to prevent crowds gathering in marshalling areas	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure pathways are wide enough to allow the flow of pedestrian traffic while maintaining physical distance from seated people	<input type="checkbox"/>	<input type="checkbox"/>

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

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	<input type="checkbox"/>	<input type="checkbox"/>
	A maximum of 20 people per toilet facility is required	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure physical distancing signage is visible within camp areas, especially amenities	<input type="checkbox"/>	<input type="checkbox"/>
During	Additional cleaning of amenities is required during peak usage times, such as mornings and evenings	<input type="checkbox"/>	<input type="checkbox"/>
	Monitor levels of hand soaps and/or hand sanitiser in amenities	<input type="checkbox"/>	<input type="checkbox"/>
	Monitor camp set-ups to ensure they are within the designated camp sites	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
During	Monitor shelters to maintain physical distancing	<input type="checkbox"/>	<input type="checkbox"/>
	If rainfall is imminent or commences, provide messaging of where to shelter	<input type="checkbox"/>	<input type="checkbox"/>

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)	<input type="checkbox"/>	<input type="checkbox"/>
	Use online ticketing to limit number of people entering per hour	<input type="checkbox"/>	<input type="checkbox"/>
	Program entertainment at the conclusion of the event to stagger exiting of attendees	<input type="checkbox"/>	<input type="checkbox"/>
	Have additional exit points to allow crowds to widely disperse	<input type="checkbox"/>	<input type="checkbox"/>
During	Monitor numbers of person entering and exiting per hour to maintain restrictions per m2 as per requirements	<input type="checkbox"/>	<input type="checkbox"/>
	Monitor crowd movement and direct crowds to less congested exits	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure pathways are well-lit, or hire lighting equipment to enhance the visibility of pathways	<input type="checkbox"/>	<input type="checkbox"/>
	Use visual prompts to highlight pathway entrances and exits for attendees, such as small flashing lights	<input type="checkbox"/>	<input type="checkbox"/>
During	Monitor lighting of signs	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
	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.	<input type="checkbox"/>	<input type="checkbox"/>
	Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered.	<input type="checkbox"/>	<input type="checkbox"/>
	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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>

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.)	<input type="checkbox"/>	<input type="checkbox"/>
	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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure any security holding areas (e.g., whilst awaiting police attendance) are isolated from crowded spaces	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
	Have additional exit points to disperse crowds	<input type="checkbox"/>	<input type="checkbox"/>
During	Monitor crowd density at key exit pathways and points	<input type="checkbox"/>	<input type="checkbox"/>
	Direct crowds to less congested exits	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure that event staff have input into emergency service access plans (e.g., in-event health services for ambulance, security contractors for police)	<input type="checkbox"/>	<input type="checkbox"/>
	Where normal practice, communicate plans with emergency services to ensure they are reasonable and consider a COVID environment	<input type="checkbox"/>	<input type="checkbox"/>
During	Ensure key staff are aware when an emergency service has been called to attend the event	<input type="checkbox"/>	<input type="checkbox"/>
	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.	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
	Establish additional assembly areas	<input type="checkbox"/>	<input type="checkbox"/>
	Share evacuation plans with staff	<input type="checkbox"/>	<input type="checkbox"/>
During	If an evacuation is ordered, ensure security and event staff direct attendees to either the nearest or least congested exit	<input type="checkbox"/>	<input type="checkbox"/>

	If an evacuation is ordered, once attendees are safe in assembly areas, encourage physical distancing as practically as possible	<input type="checkbox"/>	<input type="checkbox"/>
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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 <i>Coronavirus (COVID-19) advice for liquor and gaming licensees</i> at: www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/coronavirus-advice	<input type="checkbox"/>	<input type="checkbox"/>
	Establish designated areas where alcohol is served	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure one-way flow of pedestrian traffic can be achieved	<input type="checkbox"/>	<input type="checkbox"/>
During	Ensure co-mingling does not occur in areas where alcohol is being consumed.	<input type="checkbox"/>	<input type="checkbox"/>
	Monitor crowd density. Cease operating if distancing measures cannot be maintained.	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
	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	<input type="checkbox"/>	<input type="checkbox"/>
During	Encourage event attendees to be considerate of the crowding impact on local communities	<input type="checkbox"/>	<input type="checkbox"/>
	Encourage event attendees to be maintain 'Key Public Health Principles' when in the host community of the event.	<input type="checkbox"/>	<input type="checkbox"/>

2.3 Event Staff

Event staff may include remunerated 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 <u>Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy</u> and ensure appropriate personal protective equipment is available for use by staff	<input type="checkbox"/>	<input type="checkbox"/>
	Establish communication plans with cleaners, security, and first aid / in-event health providers	<input type="checkbox"/>	<input type="checkbox"/>
	Be aware of methods to contact the Queensland Health if a suspected case of COVID-19 is identified before, during or after the event	<input type="checkbox"/>	<input type="checkbox"/>
	Share COVID Safe Event Plans with all staff and contractors	<input type="checkbox"/>	<input type="checkbox"/>
During	Monitor crowd behaviour and movements to ensure the key principles of this plan are maintained	<input type="checkbox"/>	<input type="checkbox"/>

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 <u>Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy</u> and ensure appropriate personal protective equipment is available for use by staff	<input type="checkbox"/>	<input type="checkbox"/>
	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	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure staff complete <i>COVID Safe for Dining In (micro-credential)</i> Training available via Queensland TAFE: https://tafeqld.edu.au/covid-safe	<input type="checkbox"/>	<input type="checkbox"/>
During	Monitor queues to maintain physical distancing. Cease operating if distancing measures cannot be maintained.	<input type="checkbox"/>	<input type="checkbox"/>

2.3.3 Cleaning staff

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

		Applicable	Not 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	<input type="checkbox"/>	<input type="checkbox"/>
	Established communication plans with event organisers, security, and first aid	<input type="checkbox"/>	<input type="checkbox"/>
	Complete industry training at https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans	<input type="checkbox"/>	<input type="checkbox"/>
	Maintain staff training records	<input type="checkbox"/>	<input type="checkbox"/>
During	Maintain direct communication with first aid / in-event health services and security personnel	<input type="checkbox"/>	<input type="checkbox"/>
	Have adequate personal protective equipment and don if engaging with attendees with possible COVID-19 symptoms	<input type="checkbox"/>	<input type="checkbox"/>

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.

		Applicable	Not 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	<input type="checkbox"/>	<input type="checkbox"/>
	Establish communication plans with first aid / in-event health services	<input type="checkbox"/>	<input type="checkbox"/>
	Determine key areas security can monitor crowd movements and density (including static security points, CCTV monitoring, mobile patrols)	<input type="checkbox"/>	<input type="checkbox"/>
	Monitor crowd behaviour for unwell attendees and contact first aid / in-event health services when appropriate	<input type="checkbox"/>	<input type="checkbox"/>
	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.	<input type="checkbox"/>	<input type="checkbox"/>
During	Have adequate personal protective equipment at entry points to don if engaging with attendees exhibiting possible COVID-19 symptoms	<input type="checkbox"/>	<input type="checkbox"/>
	Monitor crowd movements and density to implement strategies to maintain crowd density as per the government guidelines	<input type="checkbox"/>	<input type="checkbox"/>

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.

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

Attachment C: COVID Safe Event Checklist

The Checklist is being finalised and will be added to this document shortly.

Attachment D: Statement of Compliance (COVID Safe Event Checklist; COVID Safe Event Plan)

- For event 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/data/assets/pdf_file/0030/129927/Statement-of-compliance.pdf



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)



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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