COVID Safe Event Checklist

As at 23 July 2021

COVID Safe Event Checklist

Event name:

HUMBUG meeting

Contact person name:	**Contact phone number/email address:**
Russell Stuart	russell-humbug@stuart.id.au
Event location:	**Checklist completion date: (DD/MM/YYYY)**
UQ St Lucia, Building 78, room 217	30/07/2021
Event commencement date and time: (DD/MM/YYYY)	**Event completion date and time: (DD/MM/YYYY)**
07/08/2021 3PM	07/08/2021 10PM

Anticipated attendance details: (e.g. anticipated attendance numbers, number of event staff, etc):

15 pax, 2 staff

Brief description of the types of activities occurring at the event (e.g. concert, market stalls, food e

Computer Workshop

Events with patron dancing

* NO – proceed to Section 1. Maintain Occupant Density and Physical Distancing.
* YES – complete the below Additional Checklist for events with patron dancing before proceeding
  Section 1. Maintain Occupant Density and Physical Distancing.

Additional Checklist for events with patron dancing

Due to the nature of the activity, patron dancing is high risk for the potential transmission of COVID-19. In add
the requirements outlined in Sections 1 to 5 of the COVID Safe Event Checklist, an outdoor event that provides
patron dancing must:

* Operate an area or areas for dancing on the basis that no more than 1 person per 2 square metr
  dances in the dance area.

Controls to manage crowding in dance areas

Events with dancing are required to manage crowding in dance areas. To support the avoidance of crowding at
areas, event organisers may consider:

* Self-contained zones with food, drink and toilet facilities, with assigned QR codes.
* Multiple pods to physically distance and keep social groups separate from each other.
* Minimum number of Marshalls per 1000 patrons (1 per 200 patrons).
* `Stop shows' at increasing intervals and duration to maintain crowd dispersal, with performances
  prohibited from resuming altogether if this strategy proves ineffective.

What you need to do to safely operate your event

1. Maintain Occupant Density and Physical Distancing

- ✲ Determine the total number of people allowed in indoor areas at any given time, as per the follow occupant density requirements:
    - o 1 person per 2 square metres for areas open to or used by guests or patrons, or
    - o up to 100 per cent seated venue capacity provided patrons are in ticketed and allocated seating.

    Note: occupant density does not apply in outdoor spaces.

    Wedding ceremonies held indoors can the greater of:
    - o 1 person per 2 square metres; or
    - o 200 people; or
    - o 100 per cent capacity with ticketed and allocated seating.

- ✲ Place floor markings, wall markings or signs to identify 1.5 metre distance between persons queu all relevant indoor locations (for example, at all entries, ticket offices, and toilet facilities).
- ✲ Consider using physical barriers in high foot traffic areas to separate crowds in indoor areas.
- ✲ Ensure one-way flow of foot traffic is established where practical in indoor areas.
- ✲ Use separate entries and exits within discrete areas of the event site in indoor areas.
- ✲ Monitor and encourage physical distancing and occupant density in each discrete area.
- ✲ Monitor queuing arrangements to maintain physical distancing.

2. Screening

- ✲ Implement symptom screening for staff, contractors and volunteers. These persons should, at a minimum, be screened upon shift commencement. This may include verbal/print questionnaire or electronic solutions.
- ✲ Establish areas where attendees who become unwell during the event can be isolated from other attendees.
- ✲ All attendees and workers must be notified, either verbally or through signage, that they should n enter the event if in the previous 14 days they have:

    o returned to Australia from overseas (other than a safe travel zone country)

    o been in close contact with an active COVID-19 case

    o been in a Queensland declared COVID-19 hotspot, place of concern or exposure venue, as def by the Chief Health Officer

    o had a fever, cough, sore throat, headache, distorted sense of taste, shortness of breath, chills vomiting or any cold/flu like symptoms in the last 72 hours.

3. Facilitate Contact Tracing

- ✲ Event organisers must electronically collect contact information from all guests, patrons and staff time of entry unless otherwise specified, by either:

    o the Check In Qld app or

    o registering guests, patrons and staff through the Business Profile mode of the Check In Qld ap

4. Regular and Thorough Cleaning

- ✲ Refer to the Work health and safety during COVID-19: Guide to keeping your workplace safe, clea healthy and informed on vaccinations and ensure appropriate personal protective equipment is a for use by staff.

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

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

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

✱ Increased frequency will be required during expected high usage times (for example, at half-time
event when more people use toilets; at meal times more people will gather in food service areas).

✱ Cleaning and disinfection after suspected or confirmed COVID-19 infection: Adopt and implement
practices to ensure that areas that have been used by a person with suspected or confirmed COV
infection are cleaned and disinfected and that appropriate personal protective equipment is worn
cleaner, in accordance with the practices set out by the Office of Industrial Relations

5. Hand Sanitiser and Hand Washing Facilities

✱ Establish hand washing / sanitising stations and practices for staff and attendees as they enter an
the event site and discrete areas within the site.

✱ Hand washing / sanitising stations must include clean running water, liquid soap and paper towel.
hand washing facilities are not available, an appropriate alcohol-based hand rub should be made
available.

✱ Provide sanitiser stations outside of toilet facilities and throughout the event. Ensure that stations
adequately stocked and cleaned. Alcohol-based hand sanitiser must contain at least 60 per cent e
or 70 per cent iso-propanol.

6. Face masks – for events in an Impacted Area

✱ All customer facing staff are to wear masks when interacting with guests or patrons.

✱ All staff are to wear masks when unable to remain 1.5 metres away from other staff.

✱ Encourage guests or patrons, either verbally or through signage, to wear masks at all times while
venue, including upon entry, exiting and while seated. Masks are not required if able to physically
distance while outdoors or while patrons are eating and drinking.

*Refer to the Queensland Government website for the current Local Government Areas subject to the
restrictions for Impacted Areas*

Name of person(s) responsible for completing and implementing this checklist:	Joel Addision, Russell Stuart, John Keogh
Name of business/entity and location/address for this checklist:	HUMBUG
Signature & date:	

Queensland Government