



COVID Safe Event Checklist – Impacted Areas

Easing of Restrictions Stage 1

As at 08 August 2021

This checklist is for events operating in an impacted area. Refer to the Queensland Government website for the Local Government Areas subject to the restrictions [for Impacted Areas](#)

COVID Safe Event Checklist

Event name:

Humbug Fornightly Meeting

Contact person name:

Russell Stuart

Contact phone number/email address:

0438805133 / secretary@humbug.org.au

Event location:

Russell Stuart

Checklist completion date: (DD/MM/YYYY)

13/08/2021

Event commencement date and time: (DD/MM/YYYY)

21/08/2021 2PM

Event completion date and time: (DD/MM/YYYY)

21/08/2021 10PM

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

12 pax

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

Computer Workshop and Talks

Important information

Effective from 8 August 2021, **operating a dance area for dancing is not permitted** in the above 11 Local Areas, except for performers as part of a performance.

What you need to do to safely operate your event

1. Maintain Occupant Density and Physical Distancing

- ☛ Ensure patrons are seated while eating and drinking
- ☛ Operating an area for dancing is not permitted, except for performers as part of a performance
- ☛ Implement measures to ensure physical distancing between performers and guests or patrons
- ☛ Determine the total number of people allowed an area at any given time, as per the following occupancy density requirements:
 - o 1 person per 4 square metres for indoor areas open to or used by guests or patrons, or
 - o 1 person per 2 square metres for smaller **indoor areas up to 200 square metres**, for a maximum of 50 people; or
 - o 1 person per 2 square metres for outdoor areas open to or used by guests or patrons, or
 - o Up to 50 per cent seated venue capacity provided patrons are in ticketed and allocated seating

Unite against COVID-19



- ☀ Place floor markings, wall markings or signs to identify 1.5 metre distance between persons queuing at 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 not 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 defined 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 at time of entry unless otherwise specified, by either:
 - o the [Check In Qld app](#)
 - o registering guests, patrons and staff through the Business Profile mode of the Check In Qld app

4. Regular and Thorough Cleaning

- ☀ Refer to the [Work health and safety during COVID-19: Guide to keeping your workplace safe, clean, healthy and informed on vaccinations](#) and ensure appropriate personal protective equipment is available for use by staff.
- ☀ Establish cleaning protocols for discrete areas of high foot traffic (e.g., bathrooms, catering areas). These 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.) for the duration of the entire event. Cleaning products, such as sanitiser and detergents must adhere to 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 Relations](#)
- ☀ Increased frequency will be required during expected high usage times (for example, at half-time of 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 COVID-19 infection are cleaned and disinfected and that appropriate personal protective equipment is worn by the cleaner, in accordance with the practices set out by the [Office of Industrial Relations](#)



5. Hand Sanitiser and Hand Washing Facilities

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

6. Face masks

- ✿ 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 at the 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 Addison, John Keogh,
Russell Stuart

Name of business/entity and location/address for this checklist:

HUMBUG, <https://humbug.org.au/>

Signature & date:

13/Aug/2021