

## GD4: COVID safe event plan

### Introduction

On 29 January 2020, the Minister for Health and Minister for Ambulance Services made an order declaring a public health emergency in relation to coronavirus disease (COVID-19) under the *Public Health Act 2005*. The public health emergency area specified in the order is for 'all of Queensland'.

In accordance with emergency powers arising from this order, the Queensland Chief Health Officer provides Directions pursuant to the powers under s 362B of the *Public Health Act 2005* to assist in containing, or to respond to, the spread of COVID-19 within the community.

This policy has been prepared to assist Capricorn Conservation Council (CCC) to meet the requirements of the most recent Chief Health Officer Direction, *Restrictions on Businesses, Activities and Undertakings Direction (No. 12)*.

This policy is based on the Queensland government's COVID Safe Framework which sets out the requirements businesses must comply with to meet the Queensland Chief Health Officer Direction.

### Visitor information and hygiene

- Department of health signs will be displayed near the entrance to the venue to advise attendees not to enter if unwell or have been in a Covid hotspot area in the last 14 days, and to social distance where possible.
- Hand sanitiser will be available near the entrance, washrooms and food serving areas.
- CCC will ensure that there is sufficient soap for hand washing.
- Disinfectant will be used to clean surfaces likely to be touched by attendees (i.e. tables and door knobs) before and after the event.
- COVID-safe requirements will be covered in the welcome and introduction to the event.

### Distancing and number of people

- The maximum number of people allowed at an indoor event will be the maximum number of people prescribed by the venue manager.
- Where the venue manager has not specified a maximum number of participants, the number will be calculated to allow one person per two square metres of venue space.
- The maximum number of people at an outdoor event will be in line with the current Chief Health Officer Directive.

## Attendance record keeping

Contact details for all attendees will be recorded to assist with any required contact tracing. This will include:

- Visitor's full name
- Phone number
- Email address (or residential address if email address is not available)
- Date and time period of patronage

Attendance records will be kept for at least 28 days.

## Additional requirements

- The Queensland Department of Health may have additional requirements in place from time to time (i.e. wearing of masks). Event attendees will be reminded to adhere to current Queensland Health Directions as appropriate.
- The venue manager may have additional requirements which will be followed.

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## Policy review

The COVID-19 pandemic is an evolving situation. This policy will require review and potential amendment as the Chief Health Officer issues new Directions in relation to the coronavirus health emergency.

## Revision history

Version	Date	Author/Reviewer	Details	Approved by	Date approved
1.0	17/05/2021	Coral Rowston	Document prepared		