

Gold Coast Seniors Expo: COVID Safe Event Plan Template

Updated 4th May 2021

Event Organiser: Social Impact Institute Events Pty Ltd

Event Name: Gold Coast Seniors Expo

Event Category: Category Two

Event Date: 15 – 16 June 2021

Background

A COVID Safe Event Plan is an Event Plan which reflects the key principles and event specific public health strategies identified in the Industry Framework for COVID Safe Events, which the Event Organiser will be implementing to manage risks associated with the potential transmission of COVID-19.

Development of a COVID Safe Event Plan is an important responsibility and is not to be taken lightly, as the Plan establishes your commitment to the safety of those persons attending your event. It also places responsibility on you as the Event Organiser to undertake the measures you have committed to in your Plan.

There is no guarantee that your event will not be attended by a person who is a carrier of the COVID-19 virus. If an Event Organiser stages an event without a COVID Safe Event Plan, or not in accordance with an approved COVID Safe Event Plan:

- this places the health of those attending the event at risk;
- the Event Organiser is in breach of the Chief Health Officer's Public Health Directions and may be liable to legal action; and
- there would be considerable loss of reputation, should an outbreak occur resulting from the event.

COVID Safe Event Plans are required for the following categories of events:

- **Category One:** More than 10,000 people on site per day
- **Category Two:**
 - Indoor events – Between 500 and 10,000 people on site per day
 - Outdoor events –
 - Between 1,500 and 10,000 people on site per day
 - Multi-day events with fewer than 1,500 people on site per day which incorporate on-site accommodation such as camping.

Category Three events may proceed in accordance with the COVID Safe Events Checklist. Organisers of Category Three events **are not required to develop a COVID Safe Event Plan.**

- **Category Three:**
 - Indoor events - Less than 500 people on site per day
 - Outdoor events – Less than 1,500 people on site per day

Note: Multi-day events that involve on-site accommodation with shared facilities require a COVID Safe Event Plan approved by local Public Health Unit, regardless of number of attendees or if there is an existing Approved Plan

Instructions on using/completing the template

1. The template is **not** designed to be used as a “tick and flick” exercise. The information provided in the COVID Safe Event Plan must demonstrate how each requirement/COVID Safe measure will be achieved/implemented.
2. Each section of the template provides guidance on COVID Safe measures that may need to be addressed in your COVID Safe Event Plan.
3. Completing each section is **not** a “cut and paste” of the measures provided for guidance.
4. When completing “Describe how you will be implementing this measure” you will need to detail the “**what**”, “**when**”, “**where**” and “**how**” for each measure that is applicable to your event.

Example

1.3.2 Facilitate Contact Tracing

	Measure	Addressed	Describe how you will be implementing this measure
During	Records must be securely stored for 56 days, not used for any other purpose, prior to being deleted from the QR database.	<input checked="" type="checkbox"/>	Records will be securely stored in a locked cupboard in our office for 56 days prior to being deleted from the QR database and will not be used for any purpose other than contact tracing if required.

You should also think “outside the square” to look at any other measures not provided in the guidance measures that may be appropriate for your specific event. Do not limit your planning to only the guidance measures.

For example, an event that includes a fun run will require additional measures addressing social distancing prior to the start of the run including possible staggered starts, social distancing at drink stations and additional protection for drink station volunteers, strategies for social distancing past the finish line, etc.

COVID Safe Event Plan - Overview

EVENT DETAILS

Event name	Gold Coast Seniors Expo
Event description	<p>The Gold Coast Seniors Expo is a unique event designed to help bring together service providers and specialist businesses with consumers and their families, case-workers, teachers, and carers in a way that ensures that products or services are seen by those who need access to such products or services. The Expo aims to enhance the lives of seniors in a positive and encouraging way.</p> <p>The event is FREE to attend. Should attendees be unable to attend face to face, the Expo is a hybrid event and will also be accessible online.</p> <p>.</p>
Event date	15 – 16 June 2021
Bump-in/out dates and times (when event staff, but not attendees will be on-site)	<p>BUMP IN: 14th June 2021, 3:00pm – 6:00pm and 14th June 2021. 7:00am – 9:00am</p> <p>BUMP OUT: 16th June 2021, 3:00pm – 6:00pm</p>
Event commencement and completion times (when event staff and attendees will be on-site)	<p>9:00am – 3:00pm – When the event opens to the public.</p> <p>7:00am – 6:00pm - when event staff and exhibitors will be onsite</p>
Timings of key activities/performances	Stage: Tuesday 14 th & Wednesday 15 th – 10am / 12pm / 2pm – 40's/50's/60s Tribute Group (Doo Wop Dolls)
Link to event website (if applicable)	https://www.goldcoastseniorsexpo.com.au/
Details of any approved COVID Safe Industry Plans that apply to the event	

<i>*Details of measures required by approved Industry Plans should be addressed in this COVID Safe Event Plan</i>	
VENUE/SITE DETAILS	
Venue/Site name and size	Gold Coast Event Centre, Racecourse Drive, Bundall QLD Size: 2,000sq metres
Site Map (including the details listed in section 3.7 of the Industry Framework for COVID Safe Events) <i>*Include the Site Map as an attachment to this Plan</i>	Please click to view Site Map Please click to view Floor Plan
Site capacity based on 2m ² /person rule	1000 pax capacity
Explanation of access management arrangements	
ANTICIPATED ATTENDANCE DETAILS	
Anticipated total patron attendance	1500 - 2000 across both days
Anticipated peak patron attendance (maximum number of patrons at any given time)	600
Number of staff/contractors/volunteers on site at any given time	30
Maximum number of people on site at any given time	900
Expected crowd demographics (e.g., families, retirees)	Seniors, families, support workers

Attendance details from previous years if the event has been held before	2000
EVENT ORGANISER CONTACT DETAILS	
Key Contact 1	
Name	Mathew Botten, Events Manager
Phone Number	0455 038 737
Email Address	mathew.botten@socialimpact.institute
Business Name	Social Impact Institute
ABN	23 131 006 374
Key Contact 2	
Name	Kathryn Carey, Events Director
Phone Number	0418 969 149
Email Address	Kathryn.carey@socialimpact.institute
Business Name	Social Impact Institute
ABN	23 131 006 374

1 KEY PUBLIC HEALTH PRINCIPLES

The following Key Public Health Principles must be implemented by all Event Organisers across your operations. You are expected to contextualise these to your event, and integrate them into your event planning process.

1.1 Implement Best Practice Governance Arrangements

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.

	Measure	Addressed	Describe how you will be implementing this measure																						
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"/>	Contacted local council who advised that due to the fact we are holding our event in an already approved event centre and not on public land then we do not require approval																						
	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 checked="" type="checkbox"/>	<p>The COVIDSafe Event Plan will be continually monitored and reviewed both before and during the event to ensure that the Gold Coast Seniors Expo takes into consideration the most recent and up to date information regarding COVIDSafe restrictions and regulations. Public Health directions will be included in this process with all revised information incorporated into the plan. Please see below the COVIDSafe Review Schedule</p> <table><tr><td>COVIDSAFE REVIEW SCHEDULE</td><td>REVIEW DATE</td></tr><tr><td>COVIDSAFE PLANNING</td><td>11th March</td></tr><tr><td>COVIDSAFE EVENT PLAN SUBMISSION</td><td>6th April</td></tr><tr><td>MONTHLY REVIEW DATES</td><td>6th May</td></tr><tr><td>WEEKLY REVIEW DATES</td><td>13th May</td></tr><tr><td></td><td>19th May</td></tr><tr><td></td><td>26th May</td></tr><tr><td></td><td>3rd June</td></tr><tr><td></td><td>10th June</td></tr><tr><td>DAILY REVIEW DATES</td><td>11th-16th- June</td></tr><tr><td>HOURLY REVIEW DATES</td><td>17-19th June</td></tr></table>	COVIDSAFE REVIEW SCHEDULE	REVIEW DATE	COVIDSAFE PLANNING	11th March	COVIDSAFE EVENT PLAN SUBMISSION	6th April	MONTHLY REVIEW DATES	6th May	WEEKLY REVIEW DATES	13th May		19th May		26th May		3rd June		10th June	DAILY REVIEW DATES	11th-16th- June	HOURLY REVIEW DATES	17-19th June
COVIDSAFE REVIEW SCHEDULE	REVIEW DATE																								
COVIDSAFE PLANNING	11th March																								
COVIDSAFE EVENT PLAN SUBMISSION	6th April																								
MONTHLY REVIEW DATES	6th May																								
WEEKLY REVIEW DATES	13th May																								
	19th May																								
	26th May																								
	3rd June																								
	10th June																								
DAILY REVIEW DATES	11th-16th- June																								
HOURLY REVIEW DATES	17-19th June																								

	Identify key staff who are responsible for implementing the COVID Safe Event Plan including the strategies in the Checklist for COVID Safe Events	<input checked="" type="checkbox"/>	Events Manager: Mathew Botten mathew.botten@socialimpact.institute 0455 038 737 Events Director: Kathryn Carey kathryn.carey@socialimpact.institute 0418 969 149
	Identify key personnel who will be responsible for the review of the COVID Safe Event Plan	<input checked="" type="checkbox"/>	Events Manager: Mathew Botten mathew.botten@socialimpact.institute 0455 038 737 Events Director: Kathryn Carey kathryn.carey@socialimpact.institute 0418 969 149
	Ensure that public health directions are frequently monitored for changing regulations and restrictions, and that these are adapted as necessary	<input checked="" type="checkbox"/>	Public health regulations will continually be monitored, and changes implemented where required.
	Register the event for free at the Australian Tourism Data Warehouse: https://atdw.com.au/	<input checked="" type="checkbox"/>	Our Expo, although open to the public, targets a specific demographic, this being Seniors. As a result, our event is not eligible to be registered at the Australian Tourism Data Warehouse
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 checked="" type="checkbox"/>	The COVID Safe event strategies will continually be monitored throughout the event. The COVID Safe Review Schedule will be in place, additionally COVID Safe Marshals will be positioned throughout the venue overseeing COVID Safe strategies are being implemented and offering guidance where required. Should any strategies be identified as not working, Key staff mentioned above will immediately assess, review the risk and implement changes. Stage area to be constantly monitored by COVID Safe Marshals for the duration of the event. Key staff will meet assess the strategies in the morning of each day prior to being open to the public. Key staff will also meet on the hour, every hour for the duration of the event to review the status of all COVID Safe strategies.
After	Document lessons learnt from the event in relation to COVID safe strategies	<input checked="" type="checkbox"/>	Key staff, together with other staff working the event to hold a debrief at the end of each day to review the COVID Safe strategies. Post event, COVID Safe Strategies to be included in the staff debrief, identifying strategies that were successful and strategies that need to be reviewed for improvement

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.

	Measure	Addressed	Describe how you will be implementing this measure
Before	Include information such as location of first aid posts and physical distancing measures on the event website	<input checked="" type="checkbox"/>	<p>First Aid located at exit door.</p> <p>Suspected patients to be isolated in one of the venues Corporate Suites. The location is central yet separate from the event. Exit door has a foyer area which can serve as an immediate triage point before utilising Corporate Suites should isolation be required.</p> <p>COVID Safe FAQ drop down menu has been added to website, highlight physical distancing and other key strategies aim in preventing the spread of the coronavirus</p>
	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 checked="" type="checkbox"/>	<p>Although the event is ticketed and attendees must register, it is FREE event to attend end therefore no refund policy is in place. A refund policy is covered in our Terms and Conditions for all our Exhibitors. Please see below:</p> <p>In the event that the expo proceeds but an exhibitor is unable to travel due to a local lockdown either within their home state or the state that the expo is being held in the force majeure clause applies and no refunds apply.</p> <p>In the event that the expo can-not proceed due to government issuing a public health order the clause 5.7 of our terms and conditions applies.</p> <p>5.7 Force Majeure. The organiser will not be liable for any delay or failure to perform as required by these terms and conditions as a result of any cause or concern beyond its reasonable control, provided that the organiser uses all commercially reasonable efforts to avoid non-performance. In the event that the organiser reschedules an event due to circumstances beyond its reasonable control then the exhibitor is entitled to a credit note, limited to the value of the booking, which can be applied towards a future or alternative event hosted by the organiser.</p>
	Ensure key health messages are scheduled such as: - Stay at home if unwell	<input checked="" type="checkbox"/>	Key health messages are promoted via our social media platforms and websites for attendees.

	<ul style="list-style-type: none"> - 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 		<p>Exhibitors are continually updated and reminded of these health measures via EDMs</p> <p>Staff and Volunteers also continually reminded via emails, meetings and inductions.</p> <p>Conditions of entry has been implemented and will be posted on each individual Website, Facebook Page as well as posted directly to the Social Impact Institute events section of the website. The Conditions of Entry will also be accessible via the Exhibitor Manual.</p> <p>COVID Safe app is promoted and encouraged via the website and in the Conditions of Entry. Conditions of Entry also attached to both Attendee and Exhibitor tickets via a hyperlink and displayed prominently within the venue registration area.</p> <p>NOTE: The Conditions of Entry highlight the key health measures with the screening questionnaire in place to reduce the risk of transmission. To view documents click below: Conditions of Entry Screening Questionnaire</p>
	<p>Promote good hygiene practices at key points (e.g., retail outlets, bathrooms). Posters are available here: https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources</p>	☒	<p>Signage in place in at all food and beverage outlets, all seating areas, bathrooms, stage, registration desk and high traffic areas promoting good hygiene practises.</p>
	<p>Communicate security requirements via social media and event website to prevent crowding at entry points</p>	☒	<p>Although security is not being engaged for the event, Event Management will be responsible for security measures. All security requirements are communicated via social media and website as well as via EDM's</p>
	<p>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.</p> <p>The up-to-date list of symptoms can be obtained from the Queensland Health website: http://conditions.health.qld.gov.au/HealthCondition/condition/14/217/838/novel-coronavirus</p>	☒	<p>Conditions of Entry sign to be positioned at entrance and together with other signage to be positioned in discrete areas around to remind patrons. This is in addition to the what the venue has in place.</p>

	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 checked="" type="checkbox"/>	Rights of refusal together with COVID-19 symptoms included in the Conditions of Entry. Conditions of Entry will be signed and placed at entry
	Provide messaging in various translations depending on the event target audience.	<input checked="" type="checkbox"/>	Various translation will be included on the Conditions of Entry signage
During	Monitor social media to ensure scheduled messages are sent		Social Media will be continually monitored (daily at a minimum) to ensure scheduled messages are sent
	Monitor and respond to social media messages from attendees		Social Media platforms are monitored daily and response to attendees are sent within 24 – 48 business hours.
	Use loud speakers and/or a megaphone to disseminate information about the public health measures implemented at the event		MC to ensure Public Announcements made from Stage to disseminate information to the public occur on the hour every hour highlighting the event health measures being implemented for the event to limit the spread of the transmission.
	Ensure signs are maintained and visible		Event staff and COVID Safe Marshalls to ensure signage is maintained and visible

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.

Major sporting stadiums, indoor and outdoor concert venues, theatres and auditoriums are allowed to operate ticketed and seated events, with up to 100 per cent seated capacity.

Events at indoor or outdoor entertainment venues or major sporting facilities that are not ticketed are allowed to have one person per 2 square metres.

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 per day, 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 under the 2m² per person 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 2.
- 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 2.

1.2.2 Physical Distancing Strategies

For physical distancing, a social group (i.e. people who arrive together or usually interact together) will be required to maintain appropriate physical distancing (at least 1.5m) from all individuals who are not part of their social group. Members of the social groups can be closer to each other than 1.5m however there should still be enough space to ensure adherence to the 2m² per person requirement and for each individual in the area to be able to physically distance from others.

	Measure	Addressed	Describe how you will be implementing this measure
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 checked="" type="checkbox"/>	Both Signage and Floor Markings in place to highlight 1.5m physical distance. Essential areas identified are; queuing at entrance, registration desk, entrance, stage, food and beverage outlets.
	Use physical barriers in high foot traffic areas to separate crowds	<input checked="" type="checkbox"/>	Tensa Barriers in place in high traffic areas to help separate and direct crowds
	Where possible, ensure one-way flow of foot traffic is established	<input checked="" type="checkbox"/>	Directional Flow has been incorporated into the Floor Plan. Covid Safe Marshals overseeing to ensure directional flow is adhered. Single point entry and exits established
	Where possible, use separate entries and exits within discrete areas of the event	<input checked="" type="checkbox"/>	Single point entry and exits implemented
	Ensure event evacuation plans consider COVID-19 and therefore increase evacuation exits and assembly areas where possible	<input checked="" type="checkbox"/>	Emergency Evacuation plan in place with multiple exit points and assembly areas. This has been put together as per Venue Emergency Evacuation Plan with our Floor Plan being overlayed.
	Establish system to monitors number of people entering and exiting the event site	<input checked="" type="checkbox"/>	iCloud based scanning in/out software in place to monitor total number of people moving in and out of the event
During	Monitor physical distancing as per government guidelines in each discrete area (number of people per m2, distance between household groups).	<input checked="" type="checkbox"/>	Event numbers are capped, Covid Safe Marshals in place, Booth number restrictions established as per the m2 government guideline.
	Monitor queues and/or seating arrangements to maintain physical distancing	<input checked="" type="checkbox"/>	Signage and Floor Markings in place with queue and seating areas being monitored by COVID Safe Marshals
After	Remove signage and implemented structural changes, returning the space to the original site characteristics	<input checked="" type="checkbox"/>	Our build supplier will be dismantling immediately preceding the event. Event staff will be removing all signage and floor markings in preparation to hand the room back to the venue.

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. The up-to-date list of symptoms can be obtained from the Queensland Health website: <http://conditions.health.qld.gov.au/HealthCondition/condition/14/217/838/novel-coronavirus>

	Measure	Addressed	Describe how you will be implementing this measure
Before	<p>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, loss or smell or taste, vomiting, diarrhoea or shortness of breath.</p> <p><i>Up-to-date information, including symptoms, can be find in the <u>Communicable Diseases Network Australia's Series of National Guidelines (SoNGs) for Coronavirus Disease 2019 (COVID-19).</u></i></p>	<input checked="" type="checkbox"/>	<p>Frequent event messaging being communicated to all event staff, event volunteers, exhibitors and attendees and advising of the need to stay at home should anyone have signs or symptoms of COVID-19. This is also highlighted in the Conditions of Entry.</p> <p>Messages are distributed in the following ways:</p> <ul style="list-style-type: none"> - Electronic Direct Mail - Social Media - Incorporated into online training which is compulsory to complete - Re scheduled exhibitor calls - Staff meetings
	<p>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:</p> <ul style="list-style-type: none"> - Include verbal/print questionnaire or electronic solutions. <p>Ongoing adherence will require implementation of training, auditing and record keeping processes.</p>	<input checked="" type="checkbox"/>	<p>A COVID Safe Screening Questionnaire has been established and is mandatory for all patrons wanting to enter our event to complete prior.</p> <p>This is available to be completed electronically, verbally or print.</p> <p>All records obtained for the purpose of contact tracing will be securely stored for 56 days. The information captured will be stored for contact tracing only. Once the 56 days has expired, all information stored for contact tracing purposes will be destroyed.</p>

During	<p>At entry points that have event staff or security personnel, ask screening questions of attendees such as:</p> <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, loss of smell or taste, vomiting, diarrhoea or shortness of breath? <p>If yes to both of the above:</p> <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. - 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>	<input checked="" type="checkbox"/>	<p>Event staff in place at entry points verbalising the screening questions and to direct all patrons to the COVID Safe Screening Questionnaire, offering assistance where required.</p> <p>In the event the answer is YES, patron to be provided the appropriate PPE, isolated in one of the venues Corporate Suites. The location is central yet separate from our event. Patron referred to event First Aid and entry to be refused should the first aid staffer recommend such action.</p> <p>Screening questionnaire attached to the Conditions of Entry via hyperlink and available to be view prior or during event.</p>
--------	--	-------------------------------------	---

1.3.2 Facilitate Contact Tracing

Facilitating contract tracing of COVID-19 positive contacts is of utmost importance. Strategies to facilitate contract tracing must 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). This may require the use of QR Codes displayed in areas visible to spectators.

Please attach a screenshot or copy of the QR code/electronic record system or manual sign-in system you will be utilising for your event.

	Measure	Addressed	Describe how you will be implementing this measure
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 checked="" type="checkbox"/>	All contact tracing information of all staff and visitors to the event will be captured upon entry at each shift and records securely stored for 56 days. The information captured will be stored for contact tracing only. Once the 56 days has expired, all information stored for contact tracing purposes will be destroyed.
	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 checked="" type="checkbox"/>	Event staff manage ticketing. All patrons required to purchase a free ticket online prior to point of entry, or at registration if not preregistered, before they are granted entry. All patron to complete Covid Screening Questionnaire prior to being granted entry. Ticket records processed via registration software and stored on secure hard drive and iCloud storage bank – Security software utilised to ensure information is stored securely to protect privacy. Any persons requiring help to register will be assisted by staff in registering at the desk ensuring physical distance, providing the appropriate PPE and ensuring COVIDSafe measures are actioned at all times.
	Via social media and the event website, encourage attendees to download the Commonwealth Government COVID-19 app prior to attending the event	<input checked="" type="checkbox"/>	Government COVID-19 continually being encouraged be used as a tool to help ease contact tracing through social media platforms, website, email correspondence and event documentation. Staff and Volunteers to also ensure that the COVIDSafe app is heavily promoted, and the benefits highlighted to help support contact tracing. Staff and Volunteers will be encouraged to install COVIDSafe app with the importance of the app reiterated during the on-site WHS induction.
During	Records must adhere to standards in the <i>Privacy Act</i> . Record the contact information of all attendees at the event	<input checked="" type="checkbox"/>	All information we collect is done so in accordance with our Privacy Policy, which meets the requirements of the Privacy Act.
	Records must be securely stored for 56 days, not used for any other purpose, prior to being appropriately destroyed.	<input checked="" type="checkbox"/>	Records to be securely stored for 56 days as per QLD requirement and then destroyed accordingly.

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.

	Measure	Addressed	Describe how you will be implementing this measure
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 checked="" type="checkbox"/>	Venue management responsible for cleaning of high traffic areas (toilets, main thoroughfare). Social Impact event staff and volunteers to monitor and advise venue cleaning if maintenance is required in these areas. Event staff and COVID Safe Marshals to monitor Stage and registration areas and wipe down surfaces regularly. Appropriate PPE to be provided before any cleaning undertaken.
	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 checked="" type="checkbox"/>	Venue management responsible for cleaning of high traffic areas (toilets, main thoroughfare). Social Impact event staff and volunteers to monitor and advise venue cleaning if maintenance is required
During	Frequent cleaning of high traffic areas is required (e.g., toilets, retail spaces).	<input checked="" type="checkbox"/>	Venue management responsible for cleaning of high traffic areas (toilets, main thoroughfare). Social Impact event staff and volunteers to monitor and advise venue cleaning if maintenance is required
	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)	<input checked="" type="checkbox"/>	Venue management responsible for cleaning of high traffic areas (toilets, main thoroughfare). Social Impact event staff and volunteers to monitor and advise venue cleaning if maintenance is required. Event Management to ensure that cleaning frequency is increased during event times.
	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 checked="" type="checkbox"/>	Disposable gloves provided together with masks to all event staff should they be required when cleaning surfaces, wiping down equipment and other tasks where gloves are advised.
After	During the bump-out, complete a final clean of the event site, discrete areas and facilities.	<input checked="" type="checkbox"/>	Venue Management responsible managing cleaning during and after bump-out. Event Staff and Volunteers provided PPE during this time so they can assist volunteers where required.

1.3.4 Hand Sanitiser and Hand Washing Facilities

Hand sanitiser must be an alcohol-based (at least 60% ethanol or 70% Isopropyl) hand rub. Ensure hand sanitiser and hand washing facilities are readily available and maintained throughout the event site for staff and attendees.

	Measure	Addressed	Describe how you will be implementing this measure
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 checked="" type="checkbox"/>	Numerous wash basins available via multiple venue toilet locations. Several hand sanitiser stations positioned throughout the venue and available for all visitors.
	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 checked="" type="checkbox"/>	Wash basins in toilets have running water and liquid soap together with paper towel. Stock levels to be maintained by venue cleaning. Exhibitors providing food as part of their booth are required to obtain both council approval and the appropriate permits.
During	Ensure hand sanitiser and hand washing facilities are maintained throughout the event site for staff and attendees.	<input checked="" type="checkbox"/>	Venue staff to monitor toilets whilst event staff and volunteers to monitor hand sanitisers throughout the venue.

1.3.5 Face Masks

If the ticketed and seated event allows more than one person per 2 square metres, encourage attendees to wear a mask when they are not in their allocated seat and it is not possible to physically distance. This could include entering or exiting the venue, leaving their seats to go to the bathroom or purchasing food or drinks.

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.

	Measure	Addressed	Describe how you will be implementing this measure
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 checked="" type="checkbox"/>	If staff, exhibitors, or attendees develops symptoms while at the event, event first aid will be notified immediately. Suspected person to be provided the appropriate PPE and if unable to leave the event, to be escorted to the allocated isolation area for further assessment. Pending outcome, suspected person to be referred to their GP or a Fever Clinic. They should call ahead to let the medical practice or clinic know they are under quarantine so preparations can be made for their arrival. If it is deemed suspected person required an Ambulance, one will be called, with mention to the person being under quarantine. This will help prepare the Ambulance staff for their arrival. Queensland Health to be notified on 13HEALTH (13 43 25 84)
	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 checked="" type="checkbox"/>	Additional Masks and Gloves to on hand and available if required. Venue Management onsite for the duration of the event and able to provide additional PPE if required.
	Establish dedicated communication plans between first aid / in-event health services and event organisers, security and cleaning staff	<input checked="" type="checkbox"/>	Event communication plan in place and provided to all stake holders.
	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 checked="" type="checkbox"/>	In the event a patron presents with COVID-19 like symptoms the event first aid provider is to be contacted immediately. The patron to be provided the appropriate PPE and isolated in one of the venues Corporate Suites. The location is central yet separate from your event. Event first aid to then assess and follow protocols in place.
	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 checked="" type="checkbox"/>	In case of a medical emergency, the Venue has multiple exits within the venue that enable patrons to access the outside area without having to move through crowds that can be used. The Corporate Suites being used as either a triage / screening or isolation rooms are separate to the event and can use different exits.
	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 checked="" type="checkbox"/>	Event staff, Covid Safe Marshals, signage are all measures in place to help identify unwell attendees by being able to identify or recognise symptoms. Multiple exits can be accessed if required so as to reduce contact with attendees when escorting the unwell attendee to the triage room for first aid assessment.

	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 checked="" type="checkbox"/>	First Aid contractor hired for the duration of the event. Isolated room close to the venue hall to be used if there is any potential COVID-19 case or patients suffering symptoms
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 Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy)	<input checked="" type="checkbox"/>	Queensland Health to be notified immediately if there is a probable case of a COVID-19 infections. Suspected patient isolated. Event Management to notify Workplace Health and Safety Queensland that a potential case has been identified.
	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 checked="" type="checkbox"/>	First Aid staff together with Event Management to ensure that the appropriate PPE is provided and worn for both health staff, event staff and patient.
	Maintain contact with event organisers, security and cleaners throughout the event	<input checked="" type="checkbox"/>	Event staff to continually be in contact with venue cleaning for the duration of the event.
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 checked="" type="checkbox"/>	Incidents reports available and to be completed should if required. Incident reports stored for a minimum of 5 years and the appropriate regulator notified

2 EVENT-SPECIFIC PUBLIC HEALTH STRATEGIES

Event Organisers should identify which of the following Event-Specific Public Health Strategies are applicable to your event. You are expected to contextualise those that are applicable to your event, and integrate them into your 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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Spread out key public transport set-down and pick-up zones to assist in dispersing crowds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drop Zone and Pick Up points for Taxi's and Shuttle buses to be set up at the front of the venue Shuttle buses will be operating on a 30-minute loop for the duration of the event. This means that Pick Up and Drop Off times will be staggered every 30 minutes. For people using the bus or train services, they have been advised to plan their trip and link to the Shuttle Bus Pick Up location off site. This will help manage crowd numbers coming to the event via public transport. Once at the event, staff and volunteers will be available to provide direction into the event and well as monitor social distancing. In addition, signage will be in place providing clear direction and encouraging physical distancing.
	Liaise with the local contracted transport company to ensure public transport can be undertaken with physical distancing requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In addition to public transportation, Volunteering Gold Coast have been engaged to help provide public transport to and from the event free of charge. Two buses will be used to ensure easy and quick access to and from the venue.
	Review transport COVID-19 considerations at: https://translink.com.au/service-updates/274176	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reviewed TransLink's transport considerations. TransLink Trip Planner hyperlink attached to all attendee tickets. Volunteering Gold Coast providing additional bus services have Safety measures in place. To view please go to: https://volunteeringgc.org.au/transport-services-safety-from-covid-19/

	Ensure physical distancing signage to / from public transport hubs are in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Physical Distancing Signage in to be positioned at Drop Off / Pick Up zone directly in front of the venue.
	Ensure directional signage to / from public transport is clear and easy to follow, to prevent people back-tracking in crowds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clear signage will be in place identifying the Drop Off and Pick Up zones directly out the front of the venue.
	Use of bollards / partitions to direct crowds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tensa barriers, bollards and partitions in place to help direct crowds.
During	Monitor crowd movement and points of congestion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Staff and volunteers to monitor crowd movement and points of congestion for the duration of the event.

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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Consider spreading out car parking spaces to assist in dispersing crowds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	With ample parking onsite, and ALL-DAY parking being FREE, patrons are encouraged to drive to our event. Traffic control will be managing the parking within the venue. This will ensure parking is efficient and orderly. Parking will also be FREE for the Exhibitor Bump In. Car Parks are spread out as much as possible. Coastal Logistics have been engaged to manage Traffic and parking. Parking locations and directional signage in place to assist with attendees moving efficiently between parking and venue.
	Have clearly marked ingress pathways	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ingress pathways to be clearly marked and easily identified.
	Ensure physical distancing signage to / from car parks are in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Physical Distancing signs in place.
	Ensure direction signage to / from car parks is clear and easy to follow, to prevent people back-tracking in crowds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking locations and directional signage in place to assist with attendees moving efficiently between parking and venue.
	Use of bollards / partitions to direct crowds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tensa barriers, bollards and partitions in place to help direct crowds.
During	Monitor crowd movement and points of congestion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Staff and volunteers to monitor crowd movement and points of congestion for the duration of the event.

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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Promote online ticket reservations to reduce crowding at ticket boxes and at event entries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Online ticketing is available and heavily promoted.
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	Stair access to entry closed off. All attendees to utilise the ramp to access entry into the venue. This is to ensure physical distancing is easily implemented and also ensures that attendees can be easily separated and assessed by first aid should it be deemed that an attendee displays COVID symptoms.
	Limit size of bags (to reduce bag searches)	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	A Covid Safe Screening Questionnaire to be completed by all patrons upon entry. This will be available via the Registration Desk located in the front foyer of the venue. Event staff will also be able to provide using several electronic devices if required. To access this form please click here -> COVIDSafe Screening Questionnaire
	Instruct attendees to open bags and empty contents on tables (security have no touch technique)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Avoid touching people unless necessary for security enforcement purposes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QR codes used to scan in attendees to reduce contact.
	Monitor queues to maintain distancing guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Staff, Covid Marshals, and volunteer staff to monitor queues and provide guidance where required.
	For ticketed events, use ticket scanning devices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Several scanning devices will used to scan patrons into the event.

2.1.4 Indoor spaces

Indoor spaces should have adequate ventilation. Such spaces may include pavilions and marquees.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Maximise ventilation: avoid placing large objects or partitions near doors and windows; open doors and windows where appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The venue will oversee the ventilation of the venue, with the aim of optimising either the natural ventilation where possible or increasing the mechanical ventilation and avoiding recirculation of air where possible. If required, the venue has multiple doors opening to outside which could be used to assist with ventilation. Exhibitor Booths to be set back a minimum of 3 metres from the doorways.
	Establish one-way movements throughout indoor spaces with different exit points if possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Single point entry and exits have been put in place. Additionally, Exhibitor Aisles to have one-way directional flow. This is highlighted on the venue floor plan, through signage and floor markings.
During	Maximise ventilation: open doors and windows where appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Venue has multiple doors opening to outside. These to be open to assist with ventilation when necessary.
	Monitor levels of ventilation and airflow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The venue will oversee the ventilation of the venue, with the aim of optimising either the natural ventilation where possible or increasing the mechanical ventilation and avoiding recirculation of air where possible. Event Management to also monitor to overall airflow and notify Venue Management should any concerns of ventilation be apparent.
	Monitor movement of event attendees in in-door spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attendee movement during the expo will be constantly monitored. COVID Safe Marshals will be roaming the expo to oversee COVID Safe measures are being adhered to and providing guidance where required. Exhibitor and Attendee booth numbers have been capped to ensure the 2m sq regulation is being followed. Additionally, every exhibitor will nominate their own booth COVID Safe Marshal so as to assist with implementing COVID safety measures.

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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Ensure toilet facilities are provided in accordance with the Office of Industrial Relations, Managing the work environment and facilities Code of Practice: https://www.worksafe.qld.gov.au/data/assets/pdf_file/0003/58206/Work-environment-facilities-COP-2013.pdf (1 closet pan per 15 males with 1 urinal per 25 males and 1 closet pan per 15 females).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Venue Management and the venue cleaning are responsible for the maintaining the toilets for the duration of the event.
	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 checked="" type="checkbox"/>	Venue Management and the venue cleaning are responsible for the maintaining the toilets for the duration of the event.
During	Ensure queues do not cross other foot traffic areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor markings together with signage in place. Tensa barriers or partitions to be used where required to help direct crowds. Event Staff and COVIDSafe Marshals to monitor queues.

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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Ensure queues do not cross other foot traffic areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor markings together with signage in place. Tensa barriers or partitions to be used where required to help direct crowds. Event Staff and COVIDSafe Marshals to monitor queues.
	Review and implement strategies outlined in the Food Services COVID Safe Industry Plan and the Queensland Hotels and Clubs COVID Safe Industry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	For food and beverage service during the event, Mobile Food Vehicles have been engaged. Several Mobile Food Vehicles will be set up outside and will be spaced out so as to help disperse the crowd and reduce congestion. All food vehicles will be having barriers, floor markings and physical distance signage in place. Hand Sanitiser will be readily available together with a separate seating

	Plan at https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans			area. A Covid Marshal will be monitoring the area to help provide guidance to all patrons outside. COVID Safe Marshals to also maintain cleanliness and hygiene of seating areas.
	Have additional retail outlets open to disperse crowds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Several Mobile Food Vehicles will be set up outside and will be spaced out to help disperse the crowd.
	Establish different areas for ordering and collection, and where practical, separate entry and exit paths.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Each vehicle to have separate ordering entry and collection exit paths where practical.
During	Monitor queues to maintain physical distancing. Cease food and beverage operations if distancing measures cannot be maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Staff and COVIDSafe Marshals to monitor queues. Each mobile food vehicle advised to cease service if distancing measures cannot be maintained. Event management to be advised to review measures in place.

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 queueing and monitor strategies to ensure attendees can maintain physical distancing and public health measures.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Ensure queues do not cross other foot traffic areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor markings together with signage in place. Tensa barriers or partitions to be used where required to help direct crowds. Event Staff and COVIDSafe Marshals to monitor queues.
	Review the physical distancing strategies above in the 'Key Public Health Principles' section.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reviewed. Best practice governance arrangements to be implemented before and during the event. Physical distancing to be maintained and promoted via signage and floor markings. Public health measures in place such as screening, cleaning and hygiene and contact tracing promoted before, during and reviewed post. First aid plans in place, additional PPE available.
During	Monitor queues to maintain physical distancing. Cease operating if distancing measures cannot be maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Staff and COVIDSafe Marshals to monitor queues. Cease operation if distancing measures cannot be maintained. Event management to be advised to review measures in place.

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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Allocate stadium and grandstand seating with plans to distance social groups, for example leaving 1.5 m distance between allocated seats and leaving alternative rows empty.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
During	Monitor the use of stadium and grandstand seating to ensure people are not moving between allocated seating	<input type="checkbox"/>	<input checked="" 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:

	Industry Plan	Applicable	Not Applicable	Describe how this Industry Plan is applicable to your event and outline the measures in the Industry Plan that you will be implementing for your event
	Indoor Sports Group	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Outdoor Team Sports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Field Sports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Outdoor Team Sports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Aquatic Sports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Other	<input type="checkbox"/>	<input checked="" 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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Ensure the capacity at the front of stage area is determined based on physical distancing requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The size of the stage is approximately 5m x 4m. The total number on stage has been capped at 5x persons at one time. Interaction directly with the audience is prohibited. The 1.5m social distancing will be in practice with regards to audience seating.
	Employ strategies to avoid crowding if entertainers are performing (e.g., do not allow people to stand at the front of the stage)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Audience must be seating in front of stage. Seating marked to ensure 1.5m physical distance is in place. Screens available to increase viewing area.
	Program solo performances or small groups only, based on the size of the stage and the performers ability to maintain physical distancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The total number on stage for performers has also been capped at 5x persons at one time. Interaction directly with the audience is prohibited.
During	Monitor crowd density. Cease performances if crowds cannot maintain physical distancing requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Staff and COVIDSafe Marshals to monitor queues. Cease operation if distancing measures cannot be maintained. Event management to be advised to review measures in place.
	Ensure equipment, such as microphones have disinfectant wipe-down of equipment before and after use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AV Staff, Event Staff and COVID Safe Marshal to be assigned to the stage and oversee all covid safe measures are being implemented. Additionally, they will ensure all equipment and surfaces are wiped down using disinfectant.

2.1.11 Market stalls and fetes

Crowding often results at popular stalls.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Provide appropriate amounts of alcohol-based hand sanitiser (at least 60% ethanol or 70% Isopropyl) at each stall.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exhibitors advised that they are required to provide appropriate amounts of alcohol-based hand sanitiser (at least 60% ethanol or 70% Isopropyl) at their booth. This is in addition to the numerous hand sanitisers being positioned throughout the venue

	Establish one-way flow of pedestrian traffic at stalls (e.g., encourage people movement from left to right of stalls)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One-way directional flow is in place for all aisles. COVID Safe Marshals will be roaming to ensure this is being adhered to. Additionally, Exhibitor COVID Marshals also monitoring this. Floor markings in place to show directional flow.
During	Ensure stall owner understand that they should stay at their stall to avoid interactions between other stall owners.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exhibitors advised to have minimal interaction with fellow exhibitors between booths.
	Monitor physical distancing measures in queues, ensuring queues do not cross foot traffic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Staff, COVIDSafe Marshals and Exhibitor COVID Safe Marshals to monitor queues in booth and ensure that cap numbers are in place. Cease operation if distancing measures cannot be maintained or cap numbers managed. Event management to be advised to review measures in place.

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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Provide appropriate amounts of alcohol-based hand sanitiser at entry and exit points to all rides	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Ensure one-way flow of pedestrian traffic can be achieved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
During	For amusement rides, disinfectant wipe-down of equipment before and after use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Monitor physical distancing measures in queues, ensuring queues do not cross foot traffic	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	

2.1.13 Side-show alley

Carnival activities, such as side-show alleys, can increase the density of crowds.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Ensure one-way flow of pedestrian traffic can be achieved	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	
	Have additional side-show stalls to disperse crowds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
During	Monitor crowd density. Cease operating if distancing measures cannot be maintained.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

2.1.14 Parades

Events which include parades require additional considerations to disperse crowds and limit co-mingling.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
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 checked="" type="checkbox"/>	
During	Encourage attendees to disseminate across parade route	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Block the beginning and end of the parade to the public, to prevent crowds gathering in marshalling areas	<input type="checkbox"/>	<input checked="" 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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Provide gridlines on the ground where people will place their belongings with adequate physical distance between other groups	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	
	Ensure one-way flow of pedestrian traffic can be achieved within pathways that divide seated people	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	
	Monitor physical distancing measures in queues, ensuring queues do not cross foot traffic	<input type="checkbox"/>	<input checked="" 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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Designate camp sites 5 meters apart	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	A maximum of 20 people per toilet facility is required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	For expected high temperatures and/or rainfall, have provisions for additional shelter structures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
During	Monitor shelters to maintain physical distancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	If rainfall is imminent or commences, provide messaging of where to shelter	<input type="checkbox"/>	<input checked="" 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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Stagger start times for event (e.g., based on demographics of attendees)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Use online ticketing to limit number of people entering per hour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pre-registration for tickets is available and encouraged.
	Program entertainment at the conclusion of the event to stagger exiting of attendees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Have additional exit points to allow crowds to widely disperse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Single Exit points with additional doors that can be opened to allow for crowds to disperse quickly.
During	Monitor numbers of person entering and exiting per hour to maintain restrictions per m2 as per requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The event maximum capacity limit is capped as per the m2 as per requirement. Patron counting software will be in place to calculate live numbers inside event, ensuring that our event numbers are within the m2 requirements.
	Monitor crowd movement and direct crowds to less congested exits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Staff and COVIDSafe Marshals to monitor crowd movement and oversee directional flow of aisles. Where required, crowds to be directed to move to a less congested aisle or location. Cease operation if congestion and directional flow cannot be maintained. Event management to be advised to review measures in place.

2.2.3 After-dark

Events which occur during the evening / night require additional consideration to ensure pathways and signage is visible.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	When placing signs, ensure they will be in a well-lit area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Ensure pathways are well-lit, or hire lighting equipment to enhance the visibility of pathways	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Use visual prompts to highlight pathway entrances and exits for attendees, such as small flashing lights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
During	Monitor lighting of signs	<input type="checkbox"/>	<input checked="" 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>

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Non-essential visits to the event site should be cancelled or postponed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As we are hiring the venue, any non-essential visitor will be directed to Venue Management.
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	All deliveries to the event are to have a delivery label attached. This label will have the Event Managers contact number should the driver require. A parcel Drop Off Zone has also been established for the MIMO period. Loading Dock Drop Zone also created for all large deliveries coming in via Loading Dock.
	Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hand Sanitiser positioned in a high visibility area at both entry and loading dock where contractors directed to use.

	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 checked="" type="checkbox"/>	<input type="checkbox"/>	Deliveries have been organised by exhibitors and therefore, invoicing is not required. Electronic paperwork to be requested and used wherever possible. Ensure Event staff have and use their own pen.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	Clear instruction to be provided to all contractors entering the site.

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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Ensure the Workplace Health and Safety Plan addresses the management of psychosocial risks, including patron aggression. (See pages 4 and 10 of <u>Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy.</u>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All staff required to undertake the WHS Induction.
	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 checked="" type="checkbox"/>	
During	When moving evicted attendees through crowds ensure a clear pathway has been established. For	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event staff managing this process. If escalation required, police to be engaged.

	example, use security personnel to move ahead and clear a pathway.			
	Ensure any security holding areas (e.g., whilst awaiting police attendance) are isolated from crowded spaces	<input type="checkbox"/>	<input checked="" 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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
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 checked="" type="checkbox"/>	<input type="checkbox"/>	Single Exit Points have been implemented. This is for EXIT only and is separated from the entrance.
	Have additional exit points to disperse crowds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Single Exit point has multiple doors that can be used to ease congestion upon exiting. At the conclusion of the event, entry doors can revert to exit to increase the number of exits and help disperse the crowd.
During	Monitor crowd density at key exit pathways and points	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Staff and COVIDSafe Marshals to monitor crowd density at key exit points.
	Direct crowds to less congested exits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Should congestion become unmanageable, all exit doors at single point entry to be opened to assist with easing congestion.

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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Ensure individual plans are established for each emergency service as each service may have different requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Individual plans to be put in place after consultation with venue management
	Ensure that event staff have input into emergency service access plans (e.g., in-event health services for ambulance, security contractors for police)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event staff and Venue to establish plan with input from first aid contractors.
	Where normal practice, communicate plans with emergency services to ensure they are reasonable and consider a COVID environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Venue management to liaise with local emergency services to ensure they are reasonable and consider a COVID environment
During	Ensure key staff are aware when an emergency service has been called to attend the event	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event staff equipped with radio's and instructed to contact Event Management should an emergency service be called to attend the event. Event Management to then notify Venue Management.
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	Event Staff advise Event Management. Event Management advise Venue Management. Event Management advise event first aid staff. Event Staff to assist with Crowd Management where safe to do so. PA used to make announcements if required. Pending level of emergency, all exit doors opened to assist with efficient evacuation with greater crowd dispersion.

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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Ensure event evacuation plans consider COVID-19 and therefore increase evacuation exits where possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evacuation plans incorporate numerous exit points to allow for easy crowd dispersion with congestion more easily managed. To view Evacuation Plan please click below: Evacuation Plan
	Establish additional assembly areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assembly Area P1 parking space & P2 parking space

	Share evacuation plans with staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evacuation Plan included in the daily morning staff briefing. Evacuation plan available to be viewed at any time.
During	If an evacuation is ordered, ensure security and event staff direct attendees to either the nearest or least congested exit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Staff to direct staff to use least congested Exit Points or nearest exit pending their location in the venue at the time of the evacuation has been ordered.
	If an evacuation is ordered, once attendees are safe in assembly areas, encourage physical distancing as practically as possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Staff together with Venue Management to oversee the crowd in the assembly area to encourage physical distancing where practically possible.

2.2.9 Service of alcohol

The service of alcohol should be in line to the relevant licence arrangements.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
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 checked="" type="checkbox"/>	
	Establish designated areas where alcohol is served	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Ensure one-way flow of pedestrian traffic can be achieved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
During	Ensure co-mingling does not occur in areas where alcohol is being consumed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Monitor crowd density. Cease operating if distancing measures cannot be maintained.	<input type="checkbox"/>	<input checked="" 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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Ensure the host community retailers (e.g., hotels, café, tourism operators) are aware of event planning	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	
During	Encourage event attendees to be considerate of the crowding impact on local communities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Encourage event attendees to be maintain 'Key Public Health Principles' when in the host community of the event.	<input type="checkbox"/>	<input checked="" 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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<p>All event staff will be trained and provided information on COVIDSafe measures in the workplace, in particular, with the process of safely collecting exhibitor/attendee details, ensuring social distancing and cleaning & hygiene. Event staff will also be trained in the registration software used to manage capacity limits inside the venue (separate to Venue COVIDSafe electronic QR Code).</p> <p>Volunteer staff will be required to complete a comprehensive WHS induction upon application. This will also incorporate the <u>COVIDSafe Information Guide</u>. Volunteers will also undergo an onsite Induction with a Social Impact Institute staff and trained in the process of safely interacting and collecting attendee details. The specific COVIDSafe Information Guide mentioned above will be available via both the Exhibitor Manual and Volunteer Guide.</p> <p>Although not mandatory, face masks will be provided to all staff and volunteer staff together with disposable gloves. These will be encouraged to be worn when interacting with attendees, exhibitors or event staff.</p>
	Establish communication plans with cleaners, security, and first aid / in-event health providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event communication plan in place and provided to all stake holders.
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	Protocols for when and how to notify health authorities of issues or suspected COVID-19 cases included in the Communication Plan.
	Share COVID Safe Event Plans with all staff and contractors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID Safe Event Plan to be available upon entry at registration. Plan to be available via websites Exhibitor Downloads. Plan to be included in Exhibitor Manual via hyperlink. Venue Management provided plan. All external contractors scheduled to work at the expo also provided the plan, including event first aid contractor and build company.
During	Monitor crowd behaviour and movements to ensure the key principles of this plan are maintained	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Event staff to monitor crowd behaviour and movement ensuring the key principles are maintained. Event staff to escalate any concerns to Event Management immediately. Event Management to review and follow processes in place in managing crowd behaviour.</p>

2.3.2 Food and catering staff

There may be additional considerations for food and catering staff during events.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
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 checked="" type="checkbox"/>	Mobile Food Vehicles have been engaged to cater event.
	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 checked="" type="checkbox"/>	Mobile Food Vehicles have been engaged to cater event.
	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 checked="" type="checkbox"/>	Mobile Food Vehicles have been engaged to cater event.
During	Monitor queues to maintain physical distancing. Cease operating if distancing measures cannot be maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	For food and beverage service during the event, Mobile Food Vehicles have been engaged. Several Mobile Food Vehicles will be set up outside and will be spaced out to help disperse the crowd and reduce congestion. All food vehicles will be having barriers, floor markings and physical distance signage in place. Hand Sanitiser will be readily available together with a separate seating area. Covid Marshals will be monitoring the area to monitor COVID Safe measures and help provide guidance to all patrons outside. COVID Safe Marshals to also maintain cleanliness and hygiene of seating areas. Event Staff and COVIDSafe Marshals to monitor queues. Each mobile food vehicle advised to cease service if distancing measures cannot be maintained. Event management to be advised to review measures in place.

2.3.3 Cleaning staff

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

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
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 checked="" type="checkbox"/>	Cleaning staff are incorporated into the hire of the event space. Venue cleaning to adhere to the Venues Industry Plan. Event Management to monitor and contact Venue Management should additional cleaning be required, toilet stock levels maintained, or cleaning concerns need addressing.
	Established communication plans with event organisers, security, and first aid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event communication plan in place and provided to all stake holders.
	Complete industry training at https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Venue Cleaning engaged for the duration of the event.
	Maintain staff training records	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Venue Cleaning engaged for the duration of the event.
During	Maintain direct communication with first aid / in-event health services and security personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Management to oversee communications are in place. Stake holders provided Communication Plan.
	Have adequate personal protective equipment and don if engaging with attendees with possible COVID-19 symptoms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Venue Cleaning engaged for the duration of the event.

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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
--	---------	------------	----------------	--

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 checked="" type="checkbox"/>	<input type="checkbox"/>	Although not mandatory, face masks will be provided to all staff together with disposable gloves. These will be encouraged to be worn when interacting with attendees, exhibitors or fellow event staff.
	Establish communication plans with first aid / in-event health services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event communication plan in place and provided to all stake holders.
	Determine key areas security can monitor crowd movements and density (including static security points, CCTV monitoring, mobile patrols)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Staff to monitor crowd movement and density in key areas of the event, these being Registration, Entry, Exits, Stage, Exhibitor Booths and Aisles. COVID Safe Marshals to roam and provide guidance where required. If concerns relating to crowd movements and density identified cannot be resolved, Event Management notified. Event Management to cease operations and review process.
	Monitor crowd behaviour for unwell attendees and contact first aid / in-event health services when appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Staff to monitor crowd behaviour for unwell attendees and put initiate the COVID Safe measures in place for unwell person/s at the expo. Event staff to notify event first aid and Event Management immediately.
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	Event Management notified. Event Management to deescalate if possible. Event Management to escalate to Police if required.
During	Have adequate personal protective equipment at entry points to don if engaging with attendees exhibiting possible COVID-19 symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Additional PPE on-hand and available at point of entry and event first aid for any person/s exhibiting possible COVID-19 symptoms.
	Monitor crowd movements and density to implement strategies to maintain crowd density as per the government guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Staff to monitor crowd movement and density. COVID Safe Marshals to roam and provide guidance where required. If concerns relating to crowd movements and density identified cannot be resolved, Event Management notified. Event Management to cease operations and review process as per government guidelines.

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.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
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 checked="" type="checkbox"/>	<input type="checkbox"/>	Volunteer staff will be required to complete a comprehensive WHS induction upon application. This will also incorporate the <u>COVIDSafe Information Guide</u> . Volunteers will also undergo an onsite Induction with a Social Impact Institute staff and trained in the process of safely interacting and collecting attendee details. The specific COVIDSafe Information Guide mentioned above will be available via both the Exhibitor Manual and Volunteer Guide. Although not mandatory, face masks will be provided to all staff and volunteer staff together with disposable gloves. These will be encouraged to be worn when interacting with attendees, exhibitors, or event staff.
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	Reviewed. All relevant documents to be readily available in the staff green room. Before shift briefing with Event Management to include highlight.
During	Monitor the well-being of volunteer members as per the above mentioned practical guide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event Management to monitor the well-being of all volunteer members as per relevant guides mentioned. Volunteers advised to monitor their own well-being and notify Event Management immediately should they require.

2.4 Business Events, Conferences and Exhibitions

Business events, conferences and exhibitions are a distinct category of events which differ from many other events in a variety of ways, including their often seated and/or highly structured nature. As such specific guidance has been developed with regard to these types of events.

It should be noted that where a business event, conference or exhibition is held in a venue for which a COVID Safe Site Specific Plan has been approved, the event should be conducted in accordance with the arrangements set out in the Site Specific Plan.

	Measure	Applicable	Not Applicable	Describe how you will be implementing this measure
Before	Modify practices and programming to reduce how long attendees are in contact with each other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Programming available online should attendees not wish to refer to physical copy on the day of event. Event staff, using appropriate PPE and ensuring Physical distancing, handing our programs to

				attendees. 1x program distributed per group. Programs available at multiple locations throughout the venue.
	Stagger arrivals, departures and breaks where possible, to reduce congestion at points of entrance and exit and in common areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shuttle buses running every 30minutes. Stage area working on m2 cap. Exhibitor booths working on m2 cap. Physical distancing being monitored at congestion points. Signage prominent in these areas.
	Utilise signage and decals to encourage physical distancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signage to be utilised throughout the venue encouraging physical distancing.
	If possible, consider cohorting delegates into smaller assigned groups to limit exposure risk (e.g. schedule their participation in sessions and events in these groups)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	If possible, designate seating throughout entire event (delegates to sit in same seat for each session)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Consider technology requirements of holding events in larger spaces e.g. larger screen, more screens and sound reinforcement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stage to have AV in place. 4x Screens in use 2 for live captions and 2x PowerPoint presentations. Several stage speakers being used to enhance sound.
	Where possible utilise online systems / registration or event apps as touchless solutions to avoid printed materials (e.g. instead of providing printed programs and handbooks provide digital copy to delegates to view on their own device)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pre-registration available and encouraged. The event is a hybrid event and also available online via the Whova app. All programs available via website. Exhibitors encouraged to have electronic brochures available in their booths.
	If possible, encourage a hybrid event format – providing in-person attendance as well as digital participation pathways	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Expo is a hybrid event and will be available to attendees unable to attend the event or preferring the access online via the Whova app (Virtual Event App).
	Modify layouts and traffic flow of meeting space; limit attendance and seating capacity as per guidelines outlined in this document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stage and Exhibitor booths are capped as per the m2 regulation. Aisles will have directional flow in place.
	Prioritise outdoor activities where possible for sessions or breaks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA at this stage. If entertainment engaged for the outdoor area, breaks will be scheduled.
	In all instances, avoid communal food and beverage, no table buffets, self serve buffets, self serve tea / coffee, share plates or service of group canapes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA – No communal food, buffets tables, self-service, share plates not being considered. Mobile Food Vehicles providing food and beverage service during event hours.
	Seating to be provided for the consumption of food and beverage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Seating provided outside where Mobile Food Vehicles are operating. Physical distancing being monitored by COVID Safe Marshals.

	Implement contactless payment solutions where necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contactless payment available and encouraged at all points of sale.
	Ensure COVID Safe procedures are communicated to all attendees prior to event	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID safe measures are communicated to all attendees via social media, electronic direct mail, and the websites COVID Safe FAQ dropdown menu.
	Provide contactless alcohol -based hand (at least 60% ethanol or 70% Isopropyl) sanitiser at the entrance to all venue spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hand sanitiser dispensers positioned throughout the venue. Exhibitors advised to ensure they have hand sanitisers available in their booth.
During	Provide messaging throughout event to reinforce COVID safe measures to attendees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID Safe signage positioned throughout the venue highlighting physical distancing, cleaning and hygiene, directional flow, Conditions of Entry etc. PA announcements via the stage.
	Promote good COVID Safe hygiene practices and encourage non-contact activities and forms of greetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID Safe signage positioned throughout the venue highlighting physical distancing, cleaning and hygiene. PA announcements via the stage. Non – contact activities being currently being considered.
	Avoid photo booths or group photography where delegates cannot physically distance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Physical distancing continually being monitored throughout the event.
	Clean and disinfect touch points between sessions including AV equipment utilised by multiple people such as presenters and delegates e.g. Microphone, lectern, power point clicker, table and seating	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All equipment, seating and surfaces to be wiped down between presentations and performances.

2.5 Other Public Health Measures and/or Relevant Details

Outline any other public health measures you will be implementing and/or provide any other relevant details in relation to your event:

	Measure	Describe how you will be implementing this measure
Before		

During		
	Temperature Monitoring	All person/s entering the event may be subject to external temperature checking.

3 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.

Click here to view: [SITE MAP](#)

4 Other Attachments

Please attach a screenshot or copy of the QR code/electronic record system or manual sign-in system you will be utilising for your event.

Please also attach a screenshot or copy of other key assets referred to in this COVID Safe Event Plan such as signage and seating plans.

Please see key assets below:

[Conditions of Entry](#)

[Screening Questionnaire](#)

[Floor Plan](#)

[Emergency Evacuation Plan](#)

[Parking Map](#)

[COVID Safe Information Guide](#)

[COVIDSafe ExpoNet Catalogue](#)

Please note the event website address below:

www.goldcoastseniorsexpo.com.au

Please note the event website address below:

www.goldcoastseniorsexpo.com.au/exhibitor-downloads

Please note Volunteering Gold Coast COVID Safe measures in place below:

<https://volunteeringgc.org.au/transport-services-safety-from-covid-19/>

Please see the QR Code below: (NOTE: COVID Screening Questionnaire still to be added)



5 Statement of Compliance

Upon approval of your COVID Safe Event Plan Please ensure you print, sign and display on your event site a copy of the Statement of Compliance.

Click here to view: [Statement of Compliance](#)