

# COVID Safe Events in Queensland

## Frequently Asked Questions

Updated 09 September 2020

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## General Questions

### **1 What types of events does the Industry Framework for COVID Safe Events apply to?**

The Industry Framework for COVID Safe Events is applicable for all events. It sets out key principles and provides strategies to limit the transmission of COVID-19 which are applicable across all event environments. The Framework facilitates the resumption of events in Queensland following the onset of COVID-19 which has resulted in restrictions on mass gatherings. It particularly applies to events not otherwise covered by an approved COVID Safe Industry, Site-Specific or Professional Sporting Code Plan.

### **2 Are there any differences between restrictions for outdoor versus indoor events?**

The *Restrictions on Businesses, Activities and Undertakings Direction (No. 5)* imposes the same requirements in relation to both indoor and outdoor events.

### **3 What do I need to do to hold an event?**

Event Organisers seeking to hold an event must adhere to the requirements set out in the Industry Framework for COVID Safe Events. The Framework includes a Decision Tree enabling event organisers to identify if and how they are able to proceed with their event under Stage Three of the Roadmap and beyond.

The key decision points in the Decision Tree are:

1. Determining if the event is governed by an approved COVID Safe Industry, Site-Specific or Professional Sporting Code Plan (where

an Approved Plan covers all facets of the event, the event may operate in compliance with the Approved Plan);

2. Determining whether a ratio of four square metres per person can be maintained across the event site at all times, or a ratio of two square metres per person (up to a total of 50 people) for venues or spaces of 200 square metres or less (this is a minimum physical distancing requirement for all events);
3. Determining if the event requires approval from the Queensland Chief Health Officer or a Queensland Public Health Unit via submission of a **COVID Safe Event Plan**, or alternatively whether it can proceed based on adherence to the **COVID Safe Event Checklist**, based on the scale and risk characteristics of the event

Events with **less than 500 people on site at any given** time can proceed without approval from Queensland Health whilst following the COVID Safe Event Checklist.

Events with **between 500 and 10,000 people on site at any given** time require approval of the Event Organiser's COVID Safe Event Plan by a Queensland Public Health Unit.

Events of **over 10,000 people on site at any given time** require approval of the Event Organiser's COVID Safe Event Plan by the Queensland Chief Health Officer.

- 4 My event involves more than 500 people however there will never be more than 500 people on site at any given time. Can I follow the COVID Safe Event Checklist or do I need to submit a COVID Safe Event Plan?**

Where there are fewer than 500 people on site at any given time you must follow the COVID Safe Event Checklist. If there is a chance that



there may be more than 500 people on site, you must develop a COVID Safe Event Plan and submit it to Queensland Health for approval.

## **5 How soon can I hold an event?**

Events can be held from the start of Stage 3 of [Queensland's Roadmap to easing COVID-19 restrictions](#), providing the requirements set out in the Industry Framework for COVID Safe Events are adhered to. Approvals required by the Queensland Chief Health Officer or Public Health Unit, as well as by venue/land owners and other relevant approval bodies, must be obtained before an event can be held.

## **6 Does my event need to comply with the 4m<sup>2</sup> per person rule?**

The requirement to ensure a ratio of four square metres per person across event sites at all times, or a ratio of two square metres per person (up to a total of 50 people) for venues or spaces of 200 square metres or less, is a minimum physical distancing requirement for all events in Queensland. The number of people includes event staff, event attendees and other people on site. Event Organisers may need to consider reducing the number of people attending their event to ensure this requirement is complied with.

## **7 Can I complete and follow the COVID Safe Event Checklist for a private gathering or party such as a birthday?**

You can organise a gathering or party at your residence or in a public space such as a park with the allowable number of people as prescribed under [Movement and Gathering Direction \(No. 4\)](#) (a maximum of 10 people at any one time in [restricted Local Government Areas](#); a maximum of 30 people in locations that are not within a restricted Local Government Area).

You can only have more people at your gathering or party if your event is being run by a business or professional event organiser operating under the Industry Framework for COVID Safe Events. Individuals are not able to stage gatherings or parties under the COVID Safe Event Checklist.

If you plan to host an event (eg. a naming ceremony) in your backyard, and you engage a business that is operating under an approved COVID Safe Industry Plan to manage the event, the event can have more people attend providing it is conducted in accordance with the rules of the relevant COVID Safe Industry Plan.

## **8 If I get a caterer, operating under a COVID Safe Industry Plan, to drop off food for an event, can I invite more people?**

No. In order for the event to occur with larger numbers the caterer needs to do more than just deliver and set up the food for the function. They need to be responsible for the management of the entire event, including (but not limited to) collecting all contact tracing information, ensuring physical distancing is practised, and making sure people are seated whilst eating and drinking. There also needs to be someone present from the business who is able to respond to any questions from a public health officer if required.

## **9 How many people can attend my wedding?**

A maximum of 100 people can attend wedding ceremonies that are conducted under a COVID Safe Plan, regardless of the size of the venue. Physical distancing requirements apply. You should speak with the venue operator or your celebrant to determine the specific requirements for your wedding.

If there is no COVID Safe Plan in place, wedding services performed at a person's residence located in a restricted Local Government Area can have a maximum of 10 people attend, including the couple, and wedding services performed at a person's residence not located in a restricted Local Government Area can have a maximum of 30 people attend. Wedding receptions and ceremonies held at a person's residence may have more people attend if a business is engaged to manage the event and is operating under an approved COVID Safe Plan (eg. a catering company or professional event manager is operating under the Weddings Industry COVID Safe Plan.)

**10 I own a private property that also operates as a commercial business. Can I host an event with more people than prescribed under the Movement and Gathering Direction?**

You can only host more people on your private property if you normally run events on your property and you operate under a relevant COVID Safe plan. For example, if your private property is a vineyard and you normally operate a wedding business on your property and you comply with the Weddings Industry COVID Safe Industry Plan then you can continue to have more than the maximum number of people as outlined in the Movement and Gathering Direction. Conversely, if your private property is a commercial farm and event management is not part of your normal operations then you must comply with the allowable number of people as prescribed in the Movement and Gathering Direction (a maximum of 10 people at any one time in [restricted Local Government Areas](#); a maximum of 30 people in locations that are not within a restricted Local Government Area).

## Questions about which Plan/s to follow

- 11 I think my event falls under an approved COVID Safe Industry Plan. Do I need to follow the Industry Framework for COVID Safe Events? How can I be sure I'm following the correct Plan and adhering to relevant requirements?**

Event Organisers should identify whether any of the following Approved Plans are applicable to their event in whole or in part:

- COVID Safe Industry Plans for specific industries, such as community sports, live music and hotels
- Site Specific COVID Safe Plan for the venue in which the event is being held, such as a stadium or convention centre
- COVID Safe Professional Sporting Code Plans for professional sporting events.

Where an Approved Plan covers all facets of the event, the event may operate in compliance with the Approved Plan rather than in accordance with the COVID Safe Event Checklist or a COVID Safe Event Plan.

Organisers of events that are larger than 500 people and operating in compliance with an Approved Plan other than a COVID Safe Event Plan must notify the Public Health Unit of the event a minimum of 10 business days before the event by emailing [COVID-19.Industryplans@health.qld.gov.au](mailto:COVID-19.Industryplans@health.qld.gov.au).

The following information must be provided to the Public Health Unit:

- Business name of the company/organisation which is holding the event
- Trading name of the company/organisation which is holding the event

- Key contact person(s) that can answer queries regarding the event (before/during/after)
  - Position in organisation
  - Phone number(s)
  - Email
  - Postal address
- Name of the event
- Date(s) the event will be held
- Duration of the event (start and finish times)
- Location of the event (if multiple locations, each location & start/finish times for each)
- Which Approved Plan/s they are intending to operate under
- Estimated/known number of people attending the event (including staff)
- Overview of activities that will be occurring at the event. eg. sport competition, food stalls, merchandising, entertainment, rides, fireworks etc.

Where only parts of an event are covered by an Approved Plan, event organisers must develop a COVID SAFE Event Plan or use the COVID Safe Event Checklist (if less than 500 people). The COVID Safe Event Plan should refer to the relevant components of Approved Plans which are applicable to the respective parts of the event.

## **12 How do I know if my event falls under an approved COVID Safe Industry Plan?**

Event Organisers are required to monitor the list of Approved COVID Safe Industry Plans to determine whether their event (or specific parts

of their event) is covered by one or more specific COVID Safe Industry Plans.

The following table provides an indication of which COVID Safe Industry Plans may be relevant for certain types of events and specific event activities.

Approved COVID Safe Industry Plan	Relevant Event Types and Activities
Aquatic Sport Sector	<ul style="list-style-type: none"> <li>• Canoe</li> <li>• Dragon boat races</li> <li>• Pool lifesaving</li> <li>• Rafting</li> <li>• Surf lifesaving events</li> <li>• Surfing competitions</li> <li>• Swimming</li> <li>• Waterski and Wakeboard</li> </ul>
<u>Australian Attractions Industry</u>	<ul style="list-style-type: none"> <li>• Games, arcades, family entertainment</li> <li>• Rides, attractions, and exhibits</li> <li>• Water park operations</li> </ul>
Cinema industry	<ul style="list-style-type: none"> <li>• Cinemas or indoor theatres</li> </ul>
Dance and Physical Performing Arts	<ul style="list-style-type: none"> <li>• Specific for indoor venues for dance (e.g., dance centres)</li> </ul>
Field Team Sports	<ul style="list-style-type: none"> <li>• AFL</li> </ul>

	<ul style="list-style-type: none"> <li>• Baseball</li> <li>• Cricket</li> <li>• Football</li> <li>• Gaelic football</li> <li>• Gridiron</li> <li>• Hockey</li> <li>• Netball</li> <li>• Rugby League</li> <li>• Rugby Union</li> <li>• Softball</li> <li>• Touch</li> <li>• Ultimate Disc</li> </ul>
Fitness Facilities	<ul style="list-style-type: none"> <li>• Group fitness classes</li> </ul>
Food Services	<ul style="list-style-type: none"> <li>• Table seating areas</li> <li>• Food and Beverage service</li> </ul>
Hotels, Clubs, Nightclubs and Adult Entertainment	<ul style="list-style-type: none"> <li>• Food and beverage areas</li> </ul>
<u>Indoor Sports Group</u>	<ul style="list-style-type: none"> <li>• Badminton</li> <li>• Basketball</li> <li>• Billiards and snooker</li> <li>• Boxing</li> <li>• Darts</li> </ul>

	<ul style="list-style-type: none"> <li>• Fencing</li> <li>• Gymnastics</li> <li>• Handball</li> <li>• Ice racing</li> <li>• Ice skating</li> <li>• Indoor bowls</li> <li>• Judo</li> <li>• Karate</li> <li>• Squash</li> <li>• Table tennis</li> <li>• Taekwondo</li> <li>• Ten pin bowling</li> <li>• Volleyball</li> <li>• Weightlifting</li> </ul>
Outdoor Education Providers	<ul style="list-style-type: none"> <li>• School camps</li> </ul>
<u>Outdoor Recreation Activity Providers</u>	<ul style="list-style-type: none"> <li>• Abseiling</li> <li>• Archery</li> <li>• Boating</li> <li>• Camping</li> <li>• Challenges / ropes courses</li> <li>• Cycling</li> </ul>



	<ul style="list-style-type: none"> <li>• Cycling Touring</li> <li>• Fishing</li> <li>• Fossicking</li> <li>• Mountain bike riding</li> <li>• Nature play</li> <li>• Orienteering</li> <li>• Parkour</li> <li>• Rock-climbing</li> <li>• Rollerblading</li> <li>• Skateboard</li> <li>• Swimming</li> <li>• Trail horse riding</li> <li>• Trail running</li> </ul>
Outdoor Sports	<ul style="list-style-type: none"> <li>• Various outdoor sports (such as shooting, cycling, athletics, lawn bowls, equestrian sport, motorcycling, tennis)</li> <li>• Outdoor sports venues and facilities</li> </ul>
<u>Places of Worship</u>	<ul style="list-style-type: none"> <li>• Places of worship (e.g., prayer rooms)</li> </ul>
Queensland Live Performance, Venues/Theatres	<ul style="list-style-type: none"> <li>• Events held in professionally-managed performing arts centres/theatres, other indoor live performance spaces and community-run performance spaces</li> </ul>

Queensland Parks and Wildlife Service (QPWS) Campgrounds	<ul style="list-style-type: none"> <li>• Camping</li> </ul>
Queensland Racing Industry and Racing Clubs	<ul style="list-style-type: none"> <li>• Greyhounds</li> <li>• Thoroughbreds</li> <li>• Harness</li> <li>• Non-racing events held at Racing Club venues</li> </ul>
<u>Queensland Sex Industry</u>	<ul style="list-style-type: none"> <li>• Legal brothels</li> <li>• Sole operator sex workers</li> </ul>
<u>Queensland Sex on Premises Venues and Adult Parties</u>	<ul style="list-style-type: none"> <li>• Sex on premises venues</li> <li>• Adult parties</li> </ul>
<u>Queensland Tourism and Accommodation</u>	<ul style="list-style-type: none"> <li>• Various tourist operations (e.g., helicopter joy flights, shuttle buses)</li> </ul>
<u>Queensland Wineries</u>	<ul style="list-style-type: none"> <li>• Tasting experiences</li> <li>• Food and beverage areas</li> </ul>
<u>Retail, Hair and Beauty</u>	<ul style="list-style-type: none"> <li>• Hairdressing</li> <li>• Beauty</li> </ul>
<u>Swimming Pool and Aquatic Centre</u>	<ul style="list-style-type: none"> <li>• Indoor and outdoor pool areas (require 1 person 10m<sup>2</sup>)</li> </ul>
Weddings Industry	<ul style="list-style-type: none"> <li>• Weddings</li> </ul>

Zoo and Aquarium

- Animal visitor interactions

### **13 What if my event involves activities that are covered by other COVID Safe Industry Plans? Do I need to follow multiple Industry Plans?**

Examples of this include the service of food and beverages, and retail activities.

Event Organisers must identify which approved COVID Safe Industry Plans apply to parts of your event, and refer to the relevant COVID Safe Industry Plan for guidance on measures that should be implemented in relation to the particular activity. You must ensure compliance with these Industry Plans for these components of your event including any specific requirements regarding approvals.

### **14 I'm delivering an outdoor recreation event. Do I follow the Outdoor Recreation Activity Providers COVID Safe Industry Plan or the Industry Framework for COVID Safe Events?**

Where the Outdoor Recreation Activity Providers COVID Safe Industry Plan covers all facets of the event, the event may operate in compliance with that Plan rather than in accordance with the COVID Safe Event Checklist or a COVID Safe Event Plan.

Where only parts of an event are covered by the Outdoor Recreation Activity Providers Industry Plan, event organisers must develop a COVID Safe Event Plan or use the COVID Safe Event Checklist (if less than 500 people). The COVID Safe Event Plan should refer to the relevant components of the Outdoor Recreation Activity Providers Industry Plan which are applicable to the respective parts of the event.

- 15 I'm bidding for a conference which has a small exhibition component attached to it and will be held in a hotel. Which approved COVID Safe Plan do I use as I will have accommodation, meeting spaces, AV, staging, food and beverage as well as the exhibition component?**

You should refer to all relevant Industry Plans which provide guidance for the various elements of your event. Guidance for business events will be consolidated and incorporated into the Industry Framework for COVID Safe Events shortly.

- 16 My venue is covered by the Queensland Live Performance Venues/Theatres COVID Safe Industry Plan, however we host non-Arts events such as school formals and functions. Do I follow the Live Performance, Venues/Theatres COVID Safe Industry Plan or the Industry Framework for COVID Safe Events?**

All activities occurring in live performance venues/theatres should adhere to the requirements/guidance set out in the Live Performance Venues/Theatres COVID Safe Industry Plan. If a particular event is beyond the scope of the Live Performance Venues/Theatres Industry Plan then you should develop a COVID Safe Event Plan or use the COVID Safe Event Checklist (if less than 500 people) in accordance with the Industry Framework for COVID Safe Events, and refer to other applicable Industry Plans to identify requirements/guidance.

- 17 I run a live music venue. I'm waiting for the Live Music Venues COVID Safe Industry Plan to be approved. Can I host events in my venue under the Industry Framework for COVID Safe Events?**

No. You must wait for the Live Music Venues Industry Plan to be approved.

**18 How do I know if a COVID Safe Site Specific Plan has been developed for the venue in which my event will be held?**

COVID Safe Site-Specific Plans have been developed for a range of Queensland's major venues including stadiums, conventions centres and performing arts centres. All activities occurring on these sites are governed by the Site Specific Plan.

Event Organisers who are holding events in major venues should contact the venue operator and check if they have an Approved Site Specific Plan COVID Safe Plan (or Industry COVID Safe Plan) in place. If they do, work with the venue to implement and follow all the requirements in the applicable Plan.

Site-Specific COVID Safe Plans are not currently published. You will need to contact the venue to obtain a copy of their Plan. A list of approved Industry COVID Safe Plans is available at:

<https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans>.

**19 How do I know if my event falls under an approved COVID Safe Professional Sporting Code Plan?**

Events involving professional sport may only be conducted in accordance with an approved COVID Safe Professional Sporting Code Plan. COVID Safe Professional Sporting Code Plans have been developed for a range of professional sports. Event Organisers who are holding events involving professional sport should speak to the peak Sport Association in Queensland to ascertain if a Professional Sporting Code Plan has been developed for the sporting code.

**20 The venue operator is requesting I have a COVID Safe Event Plan even though I have opted-in to an Approved Industry COVID Safe Plan applicable for my event. What do I do?**

Discuss with the venue operator the measures you have implemented to follow the Industry COVID Safe Plan. Aside from any approvals required from the Chief Health Officer or a Public Health Unit, you are required to obtain any permits, licences, and approvals ordinarily required in order to conduct your event.

## **Questions about COVID Safe Event Plans**

**21 What information do I need to include in my COVID Safe Event Plan?**

A COVID Safe Event Plan must be developed for all events involving more than 500 people on site at any given time, for submission to a Queensland Health Public Health Unit or the Queensland Health Chief Health Officer for review, in order for approval to be obtained for the event to proceed.

A COVID Safe Event Plan is an Event Plan which reflects the key principles and event specific public health strategies the Event Organiser will be implementing to manage risks associated with the potential transmission of COVID-19. Event Organisers should refer to 'Guidance on COVID Safe Event Measures' in the Industry Framework for COVID Safe Events when developing their COVID Safe Event Plan.

The table below sets out the things that should be included in COVID Safe Event Plans.

COVID Safe Event Plan	Inclu
<p>Event details:</p> <ul style="list-style-type: none"> <li>- Event name</li> <li>- Event description</li> <li>- Event date</li> <li>- Bump-in/out dates and times (when event staff, but not attendees will be on-site)</li> <li>- Event commencement and completion times (when event staff and attendees will be on-site)</li> <li>- Timings of key activities/performances</li> <li>- Link to event website (if applicable)</li> <li>- Details of any approved COVID Safe Industry Plans that apply to the event</li> </ul>	<input type="checkbox"/>
<p>Venue/Site details:</p> <ul style="list-style-type: none"> <li>- Venue/Site name and size</li> <li>- Site Map (including the details listed in section 3.7 of the Industry Framework for COVID Safe Events)</li> <li>- Site capacity based on 4m<sup>2</sup>/person</li> <li>- Explanation of access management arrangements</li> </ul>	<input type="checkbox"/>
<p>Anticipated attendance details:</p> <ul style="list-style-type: none"> <li>- Anticipated total patron attendance</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>- Anticipated peak patron attendance (maximum number of patrons at any given time)</li> <li>- Number of staff/contractors/volunteers on site at any given time</li> <li>- Maximum number of people on site at any given time</li> <li>- Expected crowd demographics (e.g., families, retirees)</li> <li>- Attendance details from previous years if the event has been held before</li> </ul>	
<p>Explanation of COVID Safe measures</p> <ul style="list-style-type: none"> <li>- How are the Key Public Health Principles being addressed?</li> <li>- What key Event-Specific Public Health Strategies are being implemented?</li> </ul>	<input type="checkbox"/>
<p>Signed Statement of Compliance</p>	<input type="checkbox"/>
<p>Contact details (telephone and e-mail) of key event personnel</p>	<input type="checkbox"/>

**22 Who do I submit my COVID Safe Event Plan to?**

If the event requires the approval of either the Chief Health Officer or a Public Health Unit the COVID Safe Event Plan should be submitted by email to: [COVID-19.Industryplans@health.qld.gov.au](mailto:COVID-19.Industryplans@health.qld.gov.au).

**23 Is there a cost to submit my Plan?**

At this stage, there is no cost to the event organiser to submit a COVID Safe Event Plan for assessment and approval.



## **24 Where I require separate approvals/permits for my event from the venue/land owner or other approval body, should I speak to them before or after seeking approval from the Queensland health authorities?**

Approval bodies such as venue/land owners (including local council) will not provide approval/permits for an event to proceed unless any required approvals from Queensland health authorities have been obtained. Event Organisers should inform the venue/land owner and other approval bodies of their intent to hold an event as early as possible, and advise that they are seeking a required approval from the Queensland Health authorities. Event Organisers must develop a COVID Safe Event Plan before they are able to obtain approval from the Queensland Health Authorities, and therefore need to be well advance in their event planning process in order to obtain this approval.

## **25 I've already spoken to my local Public Health Unit about my Event. Do I still need to submit my COVID Safe Event Plan?**

Yes. Your COVID Safe Event Plan must be formally submitted to Queensland Health by emailing the submission to: [COVID-19.Industryplans@health.qld.gov.au](mailto:COVID-19.Industryplans@health.qld.gov.au). This allows your Plan to be tracked and assessed as efficiently as possible.

## **26 What happens after I submit my COVID Safe Event Plan?**

Your submitted COVID Safe Event Plan will undergo an initial assessment by Queensland Health to determine whether the Plan is eligible for further assessment. After this, the Plan is then referred to the local Public Health Unit for their detailed assessment.

The local Public Health Unit may require further detail from you to complete their assessment and they may conduct site visits during the assessment process, and/or during the event to check compliance.

After the Public Health Unit has completed its assessment, you will be notified in writing whether the Plan has been approved or not, and any conditions of the approval.

If your event involves more than 10,000 people, the Public Health Unit will provide details of its assessment to the Chief Health Officer who will consider and determine the outcome. You will be notified in writing from the Chief Health Officer whether the Plan has been approved or not, and any conditions of the approval.

## **27 How quickly will Queensland Health be able to consider my COVID Safe Event Plan?**

Assessment of COVID Safe Event Plans are comprehensive to protect the community from the spread of COVID-19. Public Health Units will endeavour to assess your Plan as soon as possible, however event organisers should recognise that Public Health Units are also responsible for the front-line public health response to COVID-19 and hence may have competing priorities.

Event Organisers should ensure their COVID Safe Event Plan is submitted well in advance of the scheduled event date, and in advance of when any further approvals are required from venue/land owners and other approval bodies. The length of time required to assess COVID Safe Event Plans and provide the necessary approval will depend on the complexity of the event, and the extent of any follow-up dialogue required between the Public Health Unit/Chief Health Officer and the Event Organiser.

It is suggested that COVID Safe Event Plans are submitted 3-6 months prior to the event. Queensland Health cannot guarantee that plans submitted within 10 days of an event will be assessed in time to allow the planned event to proceed.

Make sure you have thoroughly considered how you can safely conduct your event, and that you have included all of the required information in your COVID Safe Event Plan prior to submission to Queensland Health. COVID Safe Event Plans and supporting information can be submitted to Queensland Health by emailing: [COVID-19.Industryplans@health.qld.gov.au](mailto:COVID-19.Industryplans@health.qld.gov.au).

**28 Are COVID Safe Event Plans assessed in priority of calendar dates for the events?**

COVID Safe Event Plans are generally assessed in order of when they are received. Event organisers must make sure COVID Safe Event Plans are submitted, with as much detail as possible, well in advance of the scheduled event date (minimum of 10 days before) to allow appropriate assessment. The [Industry Framework for COVID Safe Events](#) identifies matters to be included in COVID Safe Event Plans.

Plans that are submitted with insufficient detail are likely to result in an extended assessment timeframe while Queensland Health identifies and communicates required information, and Event Organisers respond with missing detail.

**29 Is there an intent to increase the capacity within Queensland Public Health Units to support the assessment and approval of COVID Safe Event Plans?**

Queensland Public Health Units are responsible for a number of critical activities in managing and responding to the COVID-19 pandemic. All activities are risk assessed and prioritised accordingly.

**30** If my COVID Safe Event Plan has been approved by Queensland Health and the Public Health Directions subsequently change, am I required to obtain a new approval?

Yes. It is possible that public health requirements may change in response to the spread of COVID-19, and event organisers must comply with the requirements that are applicable at the time the event is planned for.

**31** How can I amend my Plan after it has been approved?

You will need to re-submit your amended Plan for re-assessment and approval.

**32** I deliver multiple events of the same type. Can I develop one COVID Safe Event Plan that covers all of my events?

No. You must submit individual COVID Safe Event Plans for each event, which are tailored to the specifics of the event. The same sort of information will be relevant across each of your Plans.

If your event will re-occur on a set schedule, at the same site and with the exact same event details, then one COVID Safe Event Plan can be submitted to cover the re-occurring event. The COVID Safe Event Plan should include a schedule of all planned events. Remember that all event approvals are subject to change in-line with Queensland's response to the COVID-19 pandemic.

**33** Are example COVID Safe Event Plans available to assist event organisers to develop their COVID Safe Event Plans for submission to the Queensland Health authorities?

COVID Safe Event Plans are plans that outline the public health strategies the event organiser will implement to manage risks

associated with the potential transmission of COVID-19. COVID Safe Event Plans need to be tailored to the specific event. A list of matters to be included in COVID Safe Event Plans can be found at Attachment A of the [Industry Framework for COVID Safe Events](#).

### **34 My Event is in 2021. Can I submit my COVID Safe Event Plan now?**

Your COVID Safe Event Plan must be submitted at least 10 business days prior to the event. Submitting your COVID Safe Event Plan well ahead of the date of your event is appreciated to allow the local Public Health Unit adequate time to assess your Plan.

It is important to consider that the current COVID-19 pandemic situation is ever-changing, and that the current requirements and approval may change before the date of your Event.

### **35 How do I know who my local Public Health Unit is?**

You can check your local Public Health Unit, and their contact details, at: <https://www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units>

You are encouraged to not make contact with your local Public Health Unit before submitting your COVID Safe Event plan. The Public Health Units are also responsible for the front-line public health response to COVID-19 and hence have limited ability to discuss the development of your plan.

## Questions about Responsibilities

### **36 How do I determine the number of people allowed on my event site at any given time?**

Determining the total capacity of the event:

- a) Determine the entire site size in metres square.
- b) Determine the size of the non-useable spaces in metres square (such as space taken up by plant equipment, storage containers and other impenetrable structures).
- c) Minus the non-usable area size from the entire site size.
- d) Divide the useable area of the site by 4.

Determining the capacity of discrete areas (a discrete area is a demarcated room or space within which the number of people can be managed):

- e) Determine the size of the discrete area in metres square.
- f) Determine the size of non-useable spaces in metres square (such as space taken up by plant equipment, storage containers and other impenetrable structures).
- g) Minus the non-usable area size from the entire site size.
- h) Divide the useable area of the site by 4.

The number of people includes event staff, event attendees and other people on site.

### **37 What process do I follow if I'm using the COVID Safe Event Checklist?**

Event Organisers of events with less than 500 people on site at any given time must:



- Comply with the requirement of 4m<sup>2</sup> per person across the site, or two square metres per person (up to a total of 50 people) for venues or spaces of 200 square metres or less;
- Complete the COVID Safe Event Checklist;
- Print, sign and display on site the Statement of Compliance which is located alongside approved COVID Safe Industry Plans on the [Queensland Government website](#);
- Obtain any permits, licences and approvals otherwise required;
- Conduct the event in compliance with physical distancing requirements and the strategies in the COVID Safe Event Checklist.

### **38 Do I need to sign a Statement of Compliance?**

Yes. All Event Organisers must print, sign and display on site a Statement of Compliance confirming they have undertaken to comply with the strategies set out in either their COVID Safe Event Plan or the COVID Safe Event Checklist, depending on the size of the event.

### **39 What do I do with my COVID Safe Event Plan/Checklist and my Statement of Compliance?**

The approved COVID Safe Event Plan or completed COVID Safe Event Checklist and signed Statement of Compliance should be retained on site and made available to Queensland Government Enforcement Officers if requested. Displaying these may also serve to reassure staff and patrons that you are conducting the event in a COVID-Safe manner.

#### **40 What additional requirements do I have under Workplace Health and Safety legislation?**

Event Organisers like other businesses in Queensland should have a Work Health and Safety Plan addressing health and safety matters relevant to their workforce. Event Organisers need to consider COVID-19 in their Workplace Health and Safety planning, and Work Health and Safety Plans must reflect COVID Safe practices.

Information and guidance about Work Health and Safety Plans is available from Workplace Health and Safety Queensland ([www.worksafe.qld.gov.au/coronavirus](http://www.worksafe.qld.gov.au/coronavirus)). Event Organisers are expected to regularly monitor the effectiveness of measures as well as new public health advice, and review risk management measures accordingly (see p3 of [Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy](#)).

#### **41 Is there a requirement for event staff to undertake online COVID Safe training prior to working on an event?**

There is no specific requirement for event staff to undertake COVID Safe online training unless they work in an industry that must operate in accordance with a COVID Safe Checklist.

An online training program has been developed to provide staff in these industries with training that will allow them to help ensure a COVID Safe work environment. This training is mandatory and must be completed within two weeks of a business opening/reopening. Staff that commence with your business after this two-week period must complete this training before commencing.

Free COVID Safe training programs are available online through TAFE Queensland. You can access the training here: <https://tafeqld.edu.au/covid-safe>.



You can access a link to a course developed for dining services by Restaurant & Catering Australia here:  
<https://www.covid19hospitalitytraining.com.au/>.

## **42 Are all exhibitor companies required to have their own COVID Safe plans when exhibiting at Expos or conferences?**

Exhibitors are businesses in their own right and must comply with all relevant Public Health Directions that are applicable to them.

Exhibitors, along with contractors providing services for an event, are required to comply with relevant Work Health and Safety legislation, including obligations with respect to limiting the spread of COVID-19. Information is available from Work Health and Safety Queensland at [www.worksafe.qld.gov.au/coronavirus](http://www.worksafe.qld.gov.au/coronavirus).

## **43 Are all performing artists required to have their own COVID Safe Plans when performing at festivals and other events?**

Performers are businesses in their own right and must comply with all relevant Public Health Directions that are applicable to them.

Performers, like contractors providing services for an event, are required to comply with relevant Work Health and Safety legislation, including obligations with respect to limiting the spread of COVID-19. Information is available from Work Health and Safety Queensland at [www.worksafe.qld.gov.au/coronavirus](http://www.worksafe.qld.gov.au/coronavirus).

**44 Is the event organiser or the venue operator responsible for collecting and retaining records for contact tracing purposes?**

The event organiser is responsible for collecting and retaining records for all workers and attendees at their event for contact tracing purposes.

**45 My event is held in the public domain and there is no managed access point into the event ‘site’, making it difficult for me to collect records of attendees. Is this an issue?**

Managed access events are events where there is a defined event site and defined points of entry ensuring the entry of people onto the site can be managed. Where there is managed access, event organisers must collect contact details in order to facilitate any required contact tracing.

In relation to event sites with no managed access points, it is recommended that event organisers consider options to channel foot traffic such that contact details can be collected. Contact details should be recorded for event attendees wherever possible, as this will assist in facilitating contact tracing should an individual test positive for COVID-19. For ticketed events or where there is managed access to the event site, records must be kept that include name, phone number, email address (residential address if no email), and the date and time period of patronage.

**46 What is the extent of an event organiser’s responsibilities with regard to the general public for events held in the public domain eg. public beach foreshore?**

Where an event has the potential to attract large numbers of people including passers-by or other members of the general public, event

organisers are responsible for implementing measures to limit the number of people in the area in accordance with physical distancing requirements. This may include defining the event site, installing signage, and/or assigning stewarding personnel to encourage people to move along.

## Questions about Compliance

**47** **What will happen if I don't implement adequate public health measures for my event? The Industry Framework for COVID Safe Events indicates that on-the-spot fines can be issued? What are the penalties and are they issued to the person who is in breach or to the event organiser, or to both?**

Emergency Officers (General) have powers under the *Public Health Act 2005* to investigate and enforce breaches of the Public Health Directions. Queensland Health and Queensland Police Service have officers who have been authorised as Emergency Officers (General) to make sure that all persons are following the public health requirements to assist in containing, or to respond to, the spread of COVID-19 within the community.

There is a maximum penalty of \$13 345 or 6 months imprisonment for a person who does not comply with a Public Health Direction.

On-the-spot fines can be issued to either an attendee or an event organiser who fails to comply with their respective obligations. As part of their approval, Event Organisers have obligations to make every effort to ensure attendees comply with entry requirements.

## **48 Am I responsible if people attending my event fail to comply with physical distancing requirements?**

Event Organisers are responsible for ensuring that staff and patrons are not denied the ability to remain 1.5m from other people at all times. Event Organisers should undertake best endeavours to ensure physical distancing of 1.5m between individuals is maintained across their event site. Individuals have a level of personal responsibility in terms of limiting the transmission of COVID-19. Event Organisers are not responsible for ensuring individuals maintain this distance.

## **49 Can event organisers be held liable if COVID-19 is traced back to their event and passed on to other patrons?**

A person who does not comply with a Public Health Direction can have enforcement action taken against them. Queensland Health and the Queensland Police Service can issue fines where a breach is identified.

## **50 What is the best way to report significant breaches of COVID-19 obligations?**

You can make a complaint or report a breach of the Public Health Directions by phoning 134 COVID (13 42 68).

## **Questions about Specific Event Activities**

### **51 There are short periods of time during my event when people will need to come within 1.5m of others. Is this allowed?**

Physical distancing of 1.5m must be maintained at all times. You must consider and implement strategies to ensure physical distancing is maintained during the event. Further information is available in the Industry Framework for COVID Safe Events.

**52 Is dancing permitted at my event?**

Dancing is not permitted at events. Professional dance groups may perform at events in accordance with requirements set out in the Dance and Physical Performing Arts Industry COVID Safe Plan.

**53 Are there specific rules and/or exemptions to social distancing requirements in relation to school formals?**

School formals held outside school premises are subject to the same physical distancing requirements as other activities/events. There are no exemptions for school formals. They must adhere to relevant approved COVID Safe Plans for the venue in which the function is being held, and/or the Industry Framework for COVID Safe Events.

In relation to school formals held on school grounds, if the formal is restricted to school staff and students of the host school, general school provisions can apply. If guests outside school staff and students of the host school are invited (eg. parents, students from other schools) it is not appropriate to apply the general school provisions. Schools need to operate under the relevant approved COVID Safe Plans for the venue and/or the Industry Framework for COVID Safe Events.

Photo booths are not permitted due to the inability to socially distance.

**54 My event site includes a number of food and beverage outlets/stalls. Is there a requirement for everyone consuming food or beverages on my event site to be seated?**

Milling of people in areas where food and beverages are served is not permitted. Food and beverages may only be consumed at the outlet where purchased if patrons are seated. Takeaway service is still permitted.

**55 Is food service at standing/cocktail-style events permitted where food is individually boxed?**

Food must only be served to seated patrons. There must be no self-service of food including buffets and platters.

**56 Are there any rules or guidance with regard to roving performers at events?**

Roving performers must comply with the same requirements as other performers, that is: maintain physical distancing, practice good respiratory and hand hygiene etc. Performers also must operate in a way that ensures spectators do not mill and are able to maintain social distancing requirements.

**57 Are any specific activities considered unsuitable for children at events, such as hands-on craft activities and face painting?**

Event organisers must apply public health principles to determine whether activities will be suitable at an event. For example, physical distancing cannot be maintained during face painting so this activity must not be permitted.

**58 Can shower/change room facilities be used at events, and if so is there any specific guidance around this?**

The use of shared facilities (such as shower/change rooms) must be in accordance with an Approved Plan (Industry or Event).

**59 Are there rules or guidance in relation to events that involve animals?**

Event organisers should consider whether animal interactions can be provided whilst maintaining physical distancing. Other than the direct

transfer of an animal to a visitor (and back) for interactions, animal operators must maintain physical distancing from visitors/customers.

Where it is not possible for an animal interaction to be provided with physical distancing, for example pony rides, then event organisers should not provide this activity.

Operators should still follow all existing public health, and workplace health and safety requirements relating to the management and exhibition of animals. Refer to the approved [Zoos and Aquarium Industry COVID Safe Plan](#) for further information.

## **60 Are mass participation start lines allowed?**

Physical distancing of 1.5m must be maintained between participants at all times. Staggered starts may be an appropriate measure to ensure this can be adhered to.

## **Other Questions**

### **61 Business events are different from other types of events. Where can I find more specific guidance with regard to business events?**

Additional guidance in relation to business events will be incorporated into the Industry Framework for COVID Safe Events shortly. In the meantime, relevant information can be found in the Food Services and Queensland Tourism and Accommodation Industry COVID Safe Plans. Site-Specific COVID Safe Plans have also been developed for many of Queensland's major Convention Centres, and these provide detailed guidance in relation to all activities occurring within the venue.



**62 I organise Expo's which are similar to markets. Is there a specific set of guidelines around markets I can refer to?**

Queensland Health is working towards providing further guidance for different types of events, including Expo's and markets.

**63 Are marquees without walls considered discrete spaces to which the 1 person per 4m<sup>2</sup> density rule applies, or does only the 1.5m distancing rule apply in these spaces?**

All areas within an event must comply with the occupant density requirements, that is:

- i. no more than one person per 2 square metres (up to a total of 50 people) for venues or spaces of 200 square metres or less; or
- ii. no more than one person per 4 square metres for venues or spaces of 200 square metres or more.

**64 What should isolation spaces comprise of, where should they be located, when should they be used, and if someone is isolated are they to be sent home or to a hospital?**

An isolation space should be a space where a person who has symptoms related to COVID-19 can go and avoid contact with other people. These isolation spaces should be located away from high pedestrian traffic areas and have appropriate PPE including masks and alcohol-based hand sanitiser. A person who answers 'yes' to a screening question at the entry point, or who otherwise displays symptoms of COVID-19, should be directed to the isolation space.

You should have a protocol in place for notifying on-site health professionals that a person is in the isolation space who is displaying COVID-19 symptoms.



The treating health professional should determine whether the person is well enough to return home and provide advice to the person that they should contact their GP or call 13 HEALTH to arrange COVID-19 testing.

If the person is not well enough to go home, the treating health professional should arrange for the person to receive further medical care by contacting Triple 0 and advising that the person is displaying COVID-19 symptoms.

You should document all incidents related to COVID-19 in case Queensland Health require further information.

## **65 Where can I find examples of signage relevant for events?**

Signs and posters reminding workers and others including those attending events of the risks of COVID-19 and the measures necessary to stop its spread can be found on the [Safe Work Australia](#) website, the [Business Queensland](#) website and the [Australian Government Department of Health](#) website.

## **66 What happens if the public health situation changes before my Event is held?**

The current COVID-19 pandemic situation is changing rapidly. If a COVID-19 outbreak or hotspot is declared, then this could impact on whether your event can go ahead. It is important to remember that the event can only proceed where you have an approved COVID Safe Event Plan in place, whilst still complying with the Public Health Directions. You should make sure you keep up-to-date with any changes at: <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status>.

**67 Are there any quarantining exemptions in place or under consideration for elite/professional athletes returning to Australia from overseas to compete in sporting events in Queensland?**

The Australian Government's border entry requirements apply to all persons who request to enter Australia.

All persons who arrive in Queensland from overseas must quarantine for 14 days. Applications for an exemption to the 14-day mandatory quarantine requirement in Queensland must be made to the Chief Health Officer, however in light of the risks to Queenslanders there are very few instances where an exemption will be granted.

**68 Is there likely to be a relaxation to the 4m<sup>2</sup> per person rule for events?**

The physical distancing (1.5m) and person density (1 per 4m<sup>2</sup>) restrictions are an agreed national public health measure to help prevent the spread of COVID-19 in the community.

All public health measures are reviewed as the situation with the COVID-19 pandemic changes.

**69 Are any types of music festivals currently permitted? When are these types of events likely to be permitted?**

COVID Safe Event Plans for all indoor and outdoor events can be submitted to Queensland Health for assessment.

**70 Are there any plans for a marketing campaign to let the general public know that events are proceeding and that it's okay to go to a COVID Safe event?**

TEQ has launched its major new campaign to drive visitation to Queensland. The Good to Go campaign, which aims to inspire

travellers to explore the very best of their own backyard, will target holiday visitors and those travelling overnight to reconnect with friends and relatives.

Events will be able to display the Good to Go stamp in their marketing if they have the required COVID Safe documentation in place.

Events listed on [Queensland.com](https://www.queensland.com) will also display the Good to Go stamp once event organisers log into [ATDW Online](#), navigate to the 'Accreditations' section and select the 'COVID Safe' documentation in place.

More information is available [here](#).

## **71 Are there any support packages available to help event organisers/committees put COVID Safe measures in place, especially where events are run by volunteers?**

All Queenslanders and Queensland businesses are responsible for understanding and adhering to COVID Safe measures. Fact Sheets and Frequently Asked Questions have been developed to assist event organisers and can be found on the [COVID Safe Businesses](#) site, and events involving fewer than 500 people on site at any given time are able to proceed by following a [COVID Safe Event Checklist](#).

The Queensland Government, as well as the Australian Government, have announced significant economic assistance measures to support individuals, households, business and workers in Queensland in response to COVID-19. For more information on the various support packages available, please refer to the following:

- [www.business.qld.gov.au](http://www.business.qld.gov.au)
- [www.ditid.qld.gov.au/covid-19](http://www.ditid.qld.gov.au/covid-19)
- [www.covid19.qld.gov.au](http://www.covid19.qld.gov.au)

- Small Business Hotline (1300 654 687).

## **Questions relating to Local Councils, Venue/Land Owners and other Approval Bodies**

### **72 Which events are allowed to proceed in my venue or on my land?**

The Industry Framework for COVID Safe Events sets out requirements for events to proceed under Stage 3 of Queensland's Roadmap to easing COVID-19 restrictions and beyond.

Events with less than 500 people on site at any given time can proceed without approval from Queensland Health whilst following the COVID Safe Event Checklist.

Events with between 500 and 10,000 people on site at any given time require approval of the Event Organiser's COVID Safe Event Plan by a Queensland Public Health Unit.

Events of over 10,000 people on site at any given time require approval of the Event Organiser's COVID Safe Event Plan by the Queensland Chief Health Officer.

Venue/land owners including local councils are not responsible for determining whether an event is able to proceed from a public health perspective. Event Organisers must show venue/land owners a completed COVID Safe Event Checklist, an approval from the Public Health Unit or Chief Health Officer where relevant, and a signed Statement of Compliance to demonstrate that the event is being conducted in accordance with Queensland Government public health expectations.

In all cases Event Organisers are required to obtain any usual approvals/permits/licenses necessary to hold their event.

Where an approved COVID Safe Site Specific Plan exists for the venue, the event may proceed in accordance with the requirements set out in this Plan.

### **73 What are my responsibilities in terms of approvals?**

Venue/land owners including local councils are not responsible for determining whether an event is able to proceed from a public health perspective. Event Organisers must show venue/land owners a completed approval from the Public Health Unit or Chief Health Officer or a completed COVID Safe Event Checklist, and a signed Statement of Compliance to demonstrate that the event is being conducted in accordance with Queensland Government public health expectations.

Venue/land owners including local councils, and other approval bodies remain responsible for assessing event arrangements which relate to any usual approvals/permits/licenses necessary to be obtained, and for issuing relevant approvals/permits/licenses.

### **74 Who is responsible for monitoring events with regard to compliance with public health measures?**

Routine inspections of events may be conducted by Queensland Health and Queensland Police Service Emergency Officers, who can issue on-the-spot fines for individuals and corporations for non-compliance with the Public Health Directions.

## **75 Do local councils have a role in ensuring event organisers comply with the requirements of the Industry Framework for COVID Safe Events including commitments in their COVID Safe Event Plan and/or COVID Safe Event Checklist?**

Local councils have a critical role in undertaking and promoting community and business compliance with the Chief Health Officer Public Health Directions and COVID-19 restrictions. The COVID-19 Roadmap to easing restrictions – Local Government Guidelines assist local councils identify their role in the implementation of Queensland’s Roadmap to easing COVID-19 restrictions including the monitoring and enforcement of COVID-19 restrictions.

Queensland Health remains the lead agency for enforcement of Public Health Directions. Health Service Public Health Units will work collaboratively with local councils to coordinate a local compliance plan and develop an appropriate monitoring and enforcement approach.

### **Further Questions?**

You can see the full Roadmap to Easing Restrictions at [www.covid19.qld.gov.au](http://www.covid19.qld.gov.au)

If you have further questions regarding the Industry Framework for COVID Safe Events, please contact:

- Helpline: 134 COVID (13 42 68)

You may also wish to refer to:

- Queensland Tourism Industry Council: [www.qtic.com.au/](http://www.qtic.com.au/)
- Tourism and Events Queensland: [www.teq.queensland.com/](http://www.teq.queensland.com/)