Fact Sheet:

COVID Safe School Events

As at 17 November 2020

Advice for holding school events in accordance with specific conditions

More information

For more information you can visit covid19.qld.gov.au.

For general information about the Queensland Government's response to COVID-19 you can call **134 COVID (13 42 68)**.

Background

The Chief Health Officer Restrictions on Businesses, Activities and Undertakings Direction (the Direction) restricts events, including school formals, graduation ceremonies etc., to operate in accordance with specific conditions.

Normal school activities, for example school assembly, is not considered an event and should be managed by the school as part of their regular processes, whilst considering the latest Queensland Government advice.

Approved Plans (other than COVID Safe Event Plans)

Where a school formal or other event is held at a non-school venue (for example, a hotel function room), the school should adhere to the COVID Safe requirements of the non-school venue (for example, the COVID Safe Industry Plan for Wineries).

Where a school event is held at a school venue, the school may operate in accordance with a relevant **Approved Plan** (other than a COVID Safe Event Plan) and if more than 500 people will be in attendance, the event organiser must notify the local Public Health Unit a minimum of **10 business days prior to the event** taking place by emailing COVID-19.IndustryPlans@health.qld.gov.au.

The following information must be provided:

- 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 and 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 - e.g. sport competition, food stalls, merchandising, entertainment, rides, fireworks etc.

The following COVID Safe Industry Plans (**Approved Plans**) may be opted-in to by the school for the school to hold the event. The school should consider the most appropriate COVID Safe Industry Plan to opt-in to, implement and comply with.

If the COVID Safe Industry Plan does not apply, or multiple COVID Safe Industry Plans could be used, the school should implement and comply with a COVID Safe Event Checklist or Plan. The school should also follow the key principles in this factsheet as a guide.

1. Sporting competitions and carnivals

    a. Aquatic Sport Sector

    b. Field Sports

    c. Indoor Sports Group

    d. Outdoor Team Sports

    e. Swimming Pool and Aquatic Centre

    f. Outdoor Recreation Activity Providers

2. Performing arts/school plays

    a. Dance and Physical Performing Arts

    b. Queensland Live Performance, Venues/Theatres

3. Petting zoos and animal contact providers

    a. Zoos and Aquariums

4. School camps

    a. Outdoor Education Providers

A Statement of Compliance must be completed and displayed for each COVID Safe Industry Plan that has been opted-in to.

COVID Safe Event Checklist and Plans

If an Approved Plan is not applicable, then the school must operate in accordance with the following conditions, depending on the number of people (on site at any given time):

- **Fewer than 500 people indoors or fewer than 1500 people outdoors** – must comply with a COVID Safe Event Checklist, no further approval needed.

- **Between 500 and 10,000 people indoors or between 1500 and 10,000 people outdoors** - must comply with a COVID Safe Event Plan approved by local public health units.

- **Over 10,000 people** - must comply with a COVID Safe Event Plan approved by the Chief Health Officer.

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The school should be guided by the key principles in this factsheet when implementing and complying with the COVID Safe Event Checklist or Plan. School events (on-site) that may require a COVID Safe Event Checklist or Plan include (but are not limited to):

- school formals
- graduation ceremonies
- awards nights
- school fetes.

Key principles

1. Physical Distancing

    - Physical distancing of 1.5 metres should be observed where possible, unless people are from the same household group.
    - Separate tables and chairs to promote physical distancing.
    - If practicable, set up separate exit and entry points.
    - Place floor markings, wall markings or signs to identify a 1.5 metre distance between persons queuing at all relevant locations.

2. Occupant density

    - The maximum occupant density is 1 person per 2 square metres for both indoor and outdoor areas.

3. Contact Information

    - The school must keep contact information about all students, staff and other attendees for contact tracing purposes for a period of 56 days, unless otherwise specified.
    - This information must include name, phone number, email address, and the date and time period of patronage.
    - If requested, this information must be provided to public health officers within a stated time.
    - The information should be securely stored, not used for any other purpose and deleted after 56 days.

4. Cleaning and hygiene

    - Provide hand washing facilities for all attendees and staff including clean running water, liquid soap, paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser at regular intervals.
    - Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, tables, counter tops and sinks).
    - Establish areas where attendees who become unwell during the event can be isolated from other attendees.

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5. Health Screening

    - All students, staff and other attendees should be asked the following screening questions, and they must not be permitted to attend the event if they:
        – are unwell
        – are an active COVID-19 case
        – have been overseas or to a declared COVID-19 hotspot in the last 14 days
        – have been in close contact with a confirmed COVID-19 case.

6. Provision of Food

    - Dining may be provided in accordance with the COVID Safe Checklist: Dining and drinking (for up to 50 people at any one time) or the COVID Safe Industry Plan for Food Services (for over 50 people).

7. Dancing

    - Dancing is only permitted at year 12 end of year school formals and end of year 12 events. Parents and teachers are also allowed to dance at year 12 school formals and end of year 12 events.
    - Dancing is not permitted at any other school events (unless specifically approved under a relevant Industry COVID Safe Plan).

8. Photography

    - Group photography is permitted in the following instances:
        – Students are all from the same school.
        – Student and one other person not from their household or school (for example, an external person who has been invited by the student as their date to the school formal).
        – Persons from the same household.
    - Photographs should be kept to a minimum, with no more than 15 minutes total for each group.
    - Schools must put in place measures to maintain physical distancing whilst persons are waiting in queues.

Further information

You can find COVID-19 health advice on the Queensland Government website, including the current status in Queensland and how to protect yourself and others.

If you are seeking clarification on a public health Direction or have any questions, please call 134 COVID (134 268).

Visit Unite against COVID-19 for information about the Queensland Government response, including current requirements for social distancing, border closures and business restrictions.

The Department of Health has a variety of fact sheets, videos, signage and posters with detailed information to guide businesses in helping reduce the spread of COVID-19. These can be accessed at https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources.