

Fact Sheet Four

ORGANISING AN EVENT: ADVICE FOR ORGANISERS OF CATEGORY TWO EVENTS

COVID SAFE APPROVALS

Category Two events are events involving **between 500 and 10,000 people on site at any given time**. These include:

- Medium-scale participation events in the public domain.
- Events in stadiums with designated seating.
- Concerts in venues or on sites with designated seating.
- Expo-style events in indoor venues such as Convention Centres.
- Expo-style events in outdoor venues with managed access such as Showgrounds.
- Business/conference-style events in Conference Centres/Hotels.

Category Two events are currently deemed to have a **medium level of risk** of the potential transmission of COVID-19 based on their characteristics. Therefore approval of the event organiser's COVID Safe Event Plan by the **Queensland Public Health Unit** is required in order to proceed under Stage 3 of the Roadmap.

Category Two Event Organisers **must develop a COVID Safe Event Plan**. A COVID Safe Event Plan is an event plan which reflects the key principles and event specific public health strategies identified in this Industry Framework that the event organiser will be implementing for the event.

These are similar to an event plan that the event organiser may ordinarily develop, however it also addresses the management of risks associated with the potential transmission of COVID-19. A list of the requirements that should be covered in a COVID Safe Event Plan can be found in the Industry Framework for COVID Safe Events and the Frequently Asked Questions. The Industry Framework for COVID Safe Events also includes 'Guidance on COVID Safe Event Measures' for consideration by Event Organisers.

The COVID Safe Event Plan should be emailed for approval to COVID-19.Industryplans@health.qld.gov.au.

It is suggested that COVID Safe Event Plans are submitted 3-6 months prior to the event.

OTHER APPROVALS

Aside from any approvals required from the Public Health Unit, event organisers are required to obtain any permits, licences, and approvals ordinarily required in order to conduct their event. Event organisers may be required to submit their approved COVID Safe Event Plan to the venue owner/operator and/or

other approval bodies in order to obtain relevant approvals. The focus of these approvals bodies will be the non-public health aspects of the Event Plan.

COVID Safe Event Plans should be retained and made available if requested by relevant authorities including Local Council, Queensland Police Service and Queensland Health.

NOTE: Where an event is covered by an approved Industry, Site-Specific or Professional Sporting Code COVID Safe Plan, the event organiser should refer to the relevant COVID Safe Plan and liaise with the respective industry body, venue operator or sports organisation to identify the requirements that apply to their event.

MORE INFORMATION

You can see the full Roadmap to Easing Restrictions at 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 43)
- Tourism Response Team: tourismresponse@ditid.qld.gov.au

As at 1 July 2020