

# Industry Framework for COVID Safe Events in Queensland

July 2020

## Frequently Asked Questions

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# 1 Information for Event Organisers

## 1.1 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.

## 1.2 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, which serves as the primary Plan specifying requirements for the event;
2. Determining whether a ratio of four square metres per person can be maintained across the event site at all times (**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.

## 1.3 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.

## 1.4 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>
Australian Attractions Industry	<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> <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>
Indoor Sports Group	<ul style="list-style-type: none"> <li>• Badminton</li> <li>• Basketball</li> </ul>

	<ul style="list-style-type: none"> <li>• Billiards and snooker</li> <li>• Boxing</li> <li>• Darts</li> <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 Recreation Activity Providers	<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> <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 Team Sports	<ul style="list-style-type: none"> <li>• Various outdoor team sports (such as shooting, cycling, athletics, lawn bowls, equestrian sport, motorcycling, tennis)</li> <li>• Outdoor sports venues and facilities</li> </ul>
Places of Worship	<ul style="list-style-type: none"> <li>• Places of worship (e.g., prayer rooms)</li> </ul>
Queensland Hotels and Clubs	<ul style="list-style-type: none"> <li>• Food and beverage areas</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>
Queensland Tourism and Accommodation	<ul style="list-style-type: none"> <li>• Various tourist operations (e.g., helicopter joy flights, shuttle buses)</li> </ul>
Queensland Wineries	<ul style="list-style-type: none"> <li>• Tasting experiences</li> <li>• Food and beverage areas</li> </ul>
Retail, Hair and Beauty	<ul style="list-style-type: none"> <li>• Hairdressing</li> <li>• Beauty</li> </ul>
Swimming Pool and Aquatic Centre	<ul style="list-style-type: none"> <li>• Indoor and outdoor pool areas (require 1 person 10m2)</li> </ul>
Zoo and Aquarium	<ul style="list-style-type: none"> <li>• Animal visitor interactions</li> </ul>

## 1.5 What if my event involves activities that are covered by other COVID Safe 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.

## 1.6 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 ask the venue operator if a Site Specific Plan has been developed for the venue and approved by Queensland Health.

## 1.7 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.

## **1.8 Do I need to adhere to the Industry Framework for COVID Safe Events if my event is covered by an approved COVID Safe Industry, Site-Specific or Professional Sporting Code Plan?**

Where an event is covered by an approved COVID Safe Industry, Site Specific or Professional Sporting Code 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.

Regardless, the Key Public Health Principles and Event Specific Public Health Strategies set out in this Industry Framework for COVID Safe Events should be considered, incorporated and implemented in conjunction with the measures set out in the relevant approved COVID Safe Plan.

## **1.9 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 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.

## **1.10 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.



## 1.11 Do I need approval from the Queensland health authorities to proceed with my 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.

If your event is covered by an approved COVID Safe Industry, Site Specific or Professional Sporting Code Plan, approval from the Queensland Health authorities is not required under the Industry Framework for COVID Safe Events. Event Organisers should refer to the relevant COVID Safe Industry Plan for requirements and guidance on measures that should be implemented in relation to the particular activity.

## 1.12 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	Included
Event details: <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"/>
Venue/Site details: <ul style="list-style-type: none"> <li>- Venue/Site name and size</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <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> <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>	<input type="checkbox"/>
<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"/>
Signed Statement of Compliance	<input type="checkbox"/>
Contact details (telephone and e-mail) of key event personnel	<input type="checkbox"/>

### 1.13 Who do I submit my COVID Safe Event Plan to if I require approval from a Public Health Unit or the Chief Health Officer?

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 via the [COVID Safe Plan Submission Portal](#).

### 1.14 How long will it take for my COVID Safe Event Plan to be assessed?

Where approval from a Public Health Unit or the Chief Health Officer is required, 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. COVID Safe Event Plans should include all required information to ensure they can be assessed efficiently. 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.

### 1.15 What process do I follow if my event involves fewer than 500 people on site at any given time?

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;
- 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.

## **1.16 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](#)).

## **1.17 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.

## **1.18 Do I need to complete a COVID Safe Event Checklist if I have obtained direct approval from the Queensland health authorities?**

No. In order to be approved your COVID Safe Event Plan must include an explanation of COVID Safe measures that will be implemented to ensure the event can be conducted safely.

## **1.19 Do I need to develop a COVID Safe Event Plan if my event involves fewer than 500 people on site at any given time?**

No. Organisers of events involving less than 500 people on site at any given are not required to develop a COVID Safe Event Plan, however must complete the COVID Safe Event Checklist.

## **1.20 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.

## **1.21 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.

## **1.22 What will happen if I don't implement adequate public health measures for my event?**

Representatives of Queensland Health and Queensland Police Service can issue on-the-spot infringement notices for individuals and corporations for non-compliance with Queensland Chief Health Officer Public Health Directions, which include the requirement for Event Organisers to adhere to the requirements set out in the Industry Framework for COVID Safe Events.

## **1.23 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.

## **2 Information for Local Councils, Venue/Land Owners and other Approval Bodies**

### **2.1 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.

### **2.2 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.

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

Routine inspections of events may be conducted by Queensland Government Enforcement Officers. Both Queensland Health and Queensland Police Service can issue on-the-spot infringements for individuals and corporations for non-compliance with the Public Health Directions.

## 2.4 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.

## 3 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)
- Tourism Response Team: [tourismresponse@ditid.qld.gov.au](mailto:tourismresponse@ditid.qld.gov.au)

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/)