



**Health Workforce
Queensland**

COVID-19 Plan for Events

A COVID-19 events plan, preparation for partners, sponsors and attendees at Health Workforce Queensland organised events

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These guidelines have been constructed based on what is practicable for Health Workforce Queensland Events and Workshops to implement using the following guiding documents as at 22 July 2020:

- [QLD Government Roadmap to Easing Restrictions](#)
- [COVID Safe Checklist for seated events and venues](#)

1. GENERAL INFORMATION

1.1 Contracting COVID-19

COVID-19 is most commonly spread by:

- Breathing in droplets spread from someone coughing or sneezing;
- Getting the virus on your hands from a contaminated surface and then touching your eyes, nose or mouth.

1.2 Slowing the Transmission

Everyone should continue keeping their distance from other people whenever possible. When we are around other people, it is important we practice [physical distancing](#) (1.5 metres) and [good hygiene](#).

All attendees and volunteers with mobile phone access are encouraged to download the [COVIDSafe app](#), which works alongside physical distancing, good hygiene and enhanced testing to slow the spread of coronavirus.

1.3 Good Hygiene Practices

Best practice is considered:

- Washing your hands properly and often, with soap and water for at least 20 seconds;
- Using alcohol-based hand sanitiser when you cannot wash your hands with soap and water; and
- Being mindful when coughing or sneezing – cover with your elbow or a tissue/handkerchief, turn away from others, and wash or sanitise your hands.

All participants should wash/sanitise their hands:

- Before and after eating;
- Before and after using the bathroom;
- After each session;
- Between use of any equipment;
- After touching any surface in a public space or at the venue (avoid where possible, touching high contact surfaces like lift buttons, door handles, light switches, hand railings, benchtops, drink taps and grandstand seating); and
- As a general rule, wash your hands regularly (at least every 2-3 hours) in addition to the above.

For any immersion events, where overnight accommodation and travel has been arranged by Health Workforce Queensland, we will provide individual hand sanitisers to attendees/delegates.

1.4 Venue Sanitation

We will be working with all workshop and event venues to ensure that have clear sanitation protocols in place that can be followed by all delegates and attendees.

2. HEALTH WORKFORCE QUEENSLAND EVENTS AND WORKSHOPS

2.1 Overview

As of 3 July 2020, we are under stage 3 restrictions as defined in the [Queensland Government Roadmap to Easing Restrictions](#). It is incumbent for all people who participate/attend any Health Workforce Queensland event or program to follow the COVID safe requirements as defined in this plan.

2.2 Travel Protocols

We are currently not permitting attendance at any event/workshop where someone has been in a QLD Government identified hotspot within the past 14 days.

If Health Workforce Queensland has arranged travel as part of the event/workshop, we will have the following travel protocols in place:

- **Car** : due to social distancing we have a policy in place to have no more than 2 persons in a car at one time. Masks will be available to use.
- **Air** : we will offer masks for all participants where we have arranged air travel as part of the program. All other items are at the discretion of the service provider.
- **Coach** : due to social distancing we will arrange for one person per double seat on the coach. Masks will be available to use.

For any immersion events, where travel has been arranged by Health Workforce Queensland, we will provide individual hand sanitisers to attendees/delegates.

If the delegate/attendee has arranged their own travel to the event/workshop, COVID protocols are at the discretion of the service provider and the individual.

2.3 Accommodation

If Health Workforce Queensland has arranged the accommodation as part of the event/workshop we will have the following protocols in place:

- **Workshops:**
 - Facilitators will have their own room booked, where required
- **Student events:**
 - Billeting at events: currently not permitted due to COVID policy
 - Single occupancy accommodation will be available for students.

If the delegate/attendee has arranged their own accommodation at the event/workshop, COVID protocols are at the discretion of the service provider and the individual.

2.4 Attendance Register

On arrival at the event/workshop, all delegates/attendees/facilitators/community participants are to complete the attendance register, which includes arrival and departure times each day and has current contact details. The delegates/attendees/facilitators/community participants will also be required to complete a COVID declaration form to be able to attend the event/workshop.

Contact information including name, address and mobile phone number will be held for a period of at least 56 days.

If a participant answers yes to any of the questions in the declaration form, they must be excluded from the event/workshop and requested to leave the facility.

At every event/workshop, it is compulsory to complete the attendance register for all participants.

If a participant refuses, they must be escorted from the event/workshop. This is a Health Workforce Queensland responsibility. It will be the responsibility of Health Workforce Queensland to demonstrate their participants have been fully educated regarding the COVID requirements.

If a participant or anyone involved in a Health Workforce Queensland event or program reports a positive test within 14 days of the event/workshop it is essential that they advise the Health Workforce Queensland CEO or Deputy CEO immediately.

2.5 Venue COVID Signage

The venue will have required COVID signage visible. Health Workforce Queensland will have additional signage at the registration desk and inside the event/workshop rooms, where possible.

2.6 Venue Capacity

The venue capacity will be advised by the venue based on social distancing requirements. Health Workforce Queensland will adhere to the advised venue capacities.

2.7 Toilets

Venue owners must ensure toilets are cleaned and sanitised prior to and post events. Soap and paper towels always need to be available and all rubbish bins emptied at regular intervals. Toilets must have signage indicating hygiene processes

2.8 Catering

Health Workforce Queensland will ensure that all caterers provide individually served refreshments.

2.9 Set Up and Pack Up

Health Workforce Queensland staff are responsible for the following additional tasks:

- Complete the COVID event checklist prior to coming onsite;
- Ensuring all participants are recorded on the attendance register and ensure log out is completed when they leave the event/workshop each day;
- Place X using tape in front of registration desk for lines – 1.5m apart, where possible;
- Once workshop stations are in position – they are to be sanitised using disinfecting spray and wipes after each session;
- At the conclusion of the day's event/workshop spray all equipment with disinfecting spray and wipes;
- Ensuring there is sanitiser available at the registration desk, at the entrance and exit of the event room, where hands on workshops are taking place – at the table of workshop, and at food collection points;
- There will be no mass gatherings of participants.

2.10 Venue Flow

Where possible there will be different entrance and exit points for the venue and workshop.

2.11 Social Distancing

Strict guidelines for spacing of 4sqm per person are to be applied to events and workshop space. All events and workshops will adhere to the guidelines for the maximum number of people allowed, in comparison to the size of the workshop or event space. No event or workshop will be conducted in excess of the ascertained number of persons.

Health Workforce Queensland will ensure that workstations and desks will adhere to the social distancing requirements with classroom set up or if in workstations, ensuring a seat is left empty between each delegate.

For any questions regarding the Health Workforce Queensland COVID-19 Plan, please email admin@healthworkforce.com.au.