



**Health Workforce  
Queensland**

# **COVID-19 PLAN FOR EVENTS GUIDELINES**

**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 of 4 March 2022 :

- [QLD Government Roadmap to Easing Restrictions](#)
- [COVID Safe Events](#)
- [Check In Qld App](#)

## **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 Check In Qld 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 4 March 2022, we are operating 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 Close Contact and Symptom Requirements

As per the definition of a close contact from the Queensland Government (link: <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/stay-informed/exposed-to-covid/close-contacts/first-steps-as-a-close-contact>), we are not currently permitting attendance at any event/workshop where someone has been deemed a close contact.

If you are experiencing any COVID-19 symptoms we are not currently permitting attendance at any event/workshop.

### 2.3 Event Consultation

Health Workforce Queensland will consult with all stakeholders to ascertain their safety requirements to deliver and run the event/workshop in regards the below items:

- COVID Safe Plan
- Vaccination status
- Mask requirements
- RAT or PCR testing

### 2.4 Travel Protocols

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 4 persons in a large SVU or 3 in a small car at one time. Masks will be available to use if required.
- **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** : up to 100% of seated capacity provided passengers are in ticketed and allocated seating. Masks will be available to use if required.

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.

### 2.5 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: permitted at events if the community/families support billeting the students.
  - Share room (not bed) 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.

## **2.6 Contact Tracing**

Contact Tracing On arrival at the event/workshop, all delegates/attendees/facilitators/community participants must sign in for contract tracing using the platform provided by the venue or Health Workforce Queensland.

If using the Health Workforce Queensland platform (EVA), 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.

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.

## **2.7 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.

## **2.8 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.

## **2.9 Catering**

Health Workforce Queensland will ensure that all caterers provide COVID safe catering/refreshments.

## **2.10 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;
- 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.
- Ensuring masks are available to use when social distancing is not possible during sessions or hands on workshops.

**For any questions regarding the Health Workforce Queensland COVID-19 Plan, please email [admin@healthworkforce.com.au](mailto:admin@healthworkforce.com.au).**