

Unite against COVID-19



QTU – QTEC COVID Safe plan for face-to-face events

Developed from the Voluntary COVID Safe Checklist for Queensland Businesses
(https://www.covid19.qld.gov.au/__data/assets/pdf_file/0018/132291/generic-voluntary-checklist.pdf)

1 Check your business can operate

The General Secretary met with the Chief Health Officer (Queensland) on Friday 26 June. The CHO, in response to specific questions regarding the delivery of professional development, stated that:

- training should be treated as 'a workplace'
- maintaining 1.5m is regarded as a personal responsibility
- the set-up must allow for a maximum of 1 person per 4 sqm, and 1.5m distancing needs to be included in the set up
- there is no specific COVID Safe industry plan.

The QTU has therefore developed this plan, based upon the public health directions, the Voluntary COVID Safe Checklist and the industry plans relating to venues and serving of food.

2 Wellbeing of workers

- a) Facilitators/presenters will be advised to:
 - I. stay home if they are sick
 - II. go home immediately if they become unwell
 - III. be tested for COVID-19 if they have symptoms of acute respiratory disease and remain in isolation until they get a negative result from this test.
- b) Workers will be asked to consider safety when travelling, in particular it is suggested they:
 - I. wear a mask when travelling on planes
 - II. carry a sanitation pack containing alcohol-based disinfectant wipes and alcohol-based hand sanitiser
 - III. adhere to 1.5m safe distancing when presenting to groups.
- c) When booking venues, QTEC will check that the room's attendee capacity is adequate to enable distancing to occur.
- d) QTEC will place a visible reminder beside the sign-on sheets at events to remind participants about social distancing, in order to further protect workers.
- e) Facilitators/presenters must abide by any government mandated quarantine procedures.
- f) Current QTEC employees were consulted on the COVID-19 measures in the workplace and have been provided with information about changes to work tasks and practices and appropriate cleaning and disinfection practices at work.
- g) Facilitators and presenters have been provided with a copy of this plan and access to sanitiser, disinfectant wipes and the COVID Safe slide for presentations



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Version: 28 July, 2020



3. Social distancing

- a) All registered participants will be advised via email that they should not attend if sick and should go home if they become unwell during the event.
- b) Both the automated registration email and the admin generated reminder email will contain the following reminders:

“COVID Safe information:

- *The contact details you use to register must be current when you attend – please advise us of any changes when you arrive at the venue.*
 - *If you have registered for an event and are unwell, you must stay at home. You will receive a full refund as long as you advise us of your illness via email as soon as you are aware you are unable to attend.*
 - *If you become unwell during a workshop, you must go home immediately.*
 - *It is the personal responsibility of all participants to observe social distancing requirements.*
 - *Hand sanitiser and disinfectant wipes will be available at the venue.*
 - *Any food provided will be served to individuals.*
 - *QTEC will abide by the venue’s COVID Safe requirements, in addition to following all precautions in our own COVID Safe plan.”*
- c) Participants will be reminded of social distancing at the start of every event via signage beside the sign-on sheet and on a slide at the start of the session.
 - d) Where practicable within a venue, there will be separate entry and exit points.
 - e) Numbers will be restricted to one person per 4 square metres of floor space.
 - f) Participant seating will be configured to allow distancing of 1.5 metres.
 - g) Payments will be via credit card online, or via electronic transfer.
 - h) Bookings will be online.
 - i) Attendee contact details (including name, mobile, workplace and email) will be captured and retained through the registration software (MMS QTEC Events).
 - j) Sign-on sheets will be maintained to confirm actual attendees.
 - k) If required under government regulations, these contact details may be provided to Queensland Health or the venue for the purposes of maintaining a contact register.
 - l) Event attendees must abide by any government mandated quarantine procedures.

4. Hygiene and cleaning

- a) Appropriate handwashing facilities will be provided by the venue.
- b) Alcohol-based hand sanitiser and alcohol-based disinfectant wipes will be made available at the sign-in desk.
- c) Shoes must be worn at all times.
- d) If required by government regulations, masks and gloves must be worn.
- e) Participants will be reminded of good hygiene practices at the start of every workshop.
- f) Handouts will be provided to individuals and workshops should be redesigned to ensure there is no requirement for workshop resources to be shared.



- g) Refreshments will be served by the venue staff or ordered pre-packaged in individual serves.

5. Venue selection

- a) When contacting a potential venue, the following will be asked:
 - I. What is your room capacity?
 - II. Can you ensure one person per 4 square meters?
 - III. Can you ensure seating can be configured with 1.5m distancing?
 - IV. (Where refreshments/catering are required) Can you provide individually served portions?
 - V. Do you provide hand-washing or sanitiser?
 - VI. Are there any additional COVID Safe venue requirements we need to be aware of?
 - VII. Are you compliant with the relevant industry COVID Safe plan?
- b) Event registrations will be capped at the maximum capacity of the venue (including presenter) by using the “max attendees” function in MMS Events Software

6. Review and monitor

- a) This plan will be reviewed periodically to ensure it is consistent with current directions and advice provided by health authorities.
- b) This plan is developed from the Voluntary COVID Safe Checklist for Queensland Businesses and advice from the Chief Health Officer (Queensland).
- c) This plan will be available on the QTU-QTEC website as evidence we are a COVID Safe business.
- d) Up to date guidance can be found at www.covid19.qld.gov.au and www.worksafe.qld.gov.au
- e) Any QTEC employee or facilitator with a work health and safety complaint can call WHS on 1300 362 128.
- f) Business owners that would like to better understand their WHS duties regarding COVID-19 can call 1300 005 018.
- g) Customers/members who have concerns about whether a business is complying with the voluntary COVID Safe checklist can call 134COVID (13 42 68) or the QTU.

Name of person(s) conducting business or undertaking as defined in the Work Health & Safety Act 2011 Signature and Date:	
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