

COVID safe events checklist

Brisbane South PHN organises events to ensure the safety of the participants and staff. This checklist guides the delivery of COVID safe face to face events.

[Queensland Government COVID-19](#) guidelines and directives [Queensland Chief Health Officer's public health directions](#) are followed.

Prior to events

- ✓ Brisbane South PHN will liaise with venues to ensure COVID-19 guidelines and directives are adhered to:
 - Social distancing measures are in place
 - Function room size ensures an average distance of 4 square metres per person
 - Group sizes are reduced to ensure appropriate distancing
 - Seating arrangements will comply with social distancing guidelines
 - Hygiene
 - hand washing facilities and appropriate alcohol-based hand sanitisers are available
 - bins are available
 - No communal catering (e.g. buffets, share platters & tea/coffee stations)
 - Only individual servings of food and drinks will be provided
- ✓ Participants will be provided with a copy of the COVID safe events checklist
 - Registered participants will be reminded not to attend the event if they are unwell or have COVID-19 symptoms
 - Participants must not attend an event if they have travelled to a high-risk area or been in contact with a COVID-19 infected person in the past 14 days

Event delivery

- ✓ Participants will be required to follow social distancing measures during the event
- ✓ Hand sanitiser and hand washing facilities will be available to participants
- ✓ Participants will be required to supply their own stationery supplies e.g. pens
- ✓ Brisbane South PHN staff will register all in-person attendees via non-contact registration process
- ✓ Participants will remain in their allocated seat for the event (activities will not require participants to change seats or tables).

Post event

- ✓ Equipment used during the event will be thoroughly cleaned in accordance with guidelines

For further information contact the Education team at education@bsphn.org.au