

UQ COVID SAFE GATHERING / EVENT PROPOSAL – PF700

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Proposed Gathering / Event Title:	ETAQ Teacher Professional Learning Masterclass
Proposed Date and Time: Proposed Bump in and Out Time:	Sat 15 May 2021 0900 -1230 Bump in: 0700 – 0830 Bump out: 1300 - 1400
Event Convenor:	Trish Purcell, ETAQ Admin Officer
Contact Details (phone/email):	0455464000 adminofficer@etaq.org.au
Organisation/School/Area:	The English Teachers Assoc of Qld (ETAQ) sponsored by UQ School of Education
Attendees: Indoors less than 500 Outdoors less 1,000 Must complete, sign and attach	COVID Safe Event Checklist Statement of Compliance
Will food be provided at the event? If yes, mandatory COVID Safe food safety training is required.	Yes, catered event
Briefly state how COVID-19 risks will be managed	
If food is served, has the person completed the mandatory food training?	Yes
How will numbers of attendees be monitored and managed?	Attendees are required to: <ul style="list-style-type: none"> • register at least a week before the event • Check in at registration desk when they arrive
How will physical distancing be maintained?	Attendees will be assigned to specific rooms at all times and numbers in each room will be in accordance with the size of the room to allow for physical distancing. Traffic flow will be in the one direction at any one time Financial transactions are either card or credit, NO CASH is used.
What hand sanitiser and hand washing facilities will be provided?	A stock of hand sanitiser will be placed at the entrance to each room being used.
What arrangements will be in place for cleaning of the event space, facilities and equipment?	All surfaces of rooms used will be wiped down with disinfectant before use and immediately after. Push buttons and handles in toilets and washrooms will be cleaned before and after the morning tea break.
How will records of attendance be recorded for contact tracing?	All attendees are required to pre-register. A register of attendees is compiled from these records and updated as attendees arrive. These records will be retained for 56 days and made available to Qld Health upon request. There are no walk-ins

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<p>How will health and safety expectations be communicated to event staff?</p>	<p>Ensure key health messages are displayed on the website in the printed program, and are scheduled via email, and social media:</p> <ul style="list-style-type: none"> • Stay at home if unwell or have a cough, sore throat, fatigue or shortness of breath. • How to seek assistance if becoming unwell during the event (locate event officials, or security) • Maintain physical distancing requirements is the individual's responsibility. <p>Clear messaging that ticketholders will not be penalised for not attending when unwell in the program, on the website and in social media.</p> <p>Staff memo emphasising the importance of these expectations.</p>
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