



COVID-19 Plan for Events

A COVID-19 events plan, preparation for partners, sponsors and attendees at RDAQ Conference

These guidelines have been constructed based on what is practicable for RDAQ to implement using the following guiding documents as at 10 February 2021:

- [Queensland Government Roadmap to easing restrictions](#)
- [COVID Safe Checklist](#)
- [COVID Safe Events](#)

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, sponsors 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.

1.4 Venue Sanitation

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

2. RDAQ CONFERENCE

2.1 Overview

As of 22 January 2021, we are adhering to the “Queensland’s COVID Safe Future” restrictions as defined in the [Queensland Government Roadmap to Easing Restrictions](#). It is incumbent for all people who participate/attend the RDAQ Conference to follow the COVID safe requirements as defined in this plan.

2.2 Travel Protocols

We are currently not permitting attendance at the conference where someone has been in a Queensland Government identified hotspot within the past 14 days.

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

2.3 Accommodation

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

2.4 Attendance Register

Each day delegates/attendees/sponsors/staff must sign in for contact tracing using the **Check In Qld App**. Download the Check In Qld app from [Google Play Store](#) or the [Apple App Store](#). A QR Code will be posted at all entrances to the venue.

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

It is compulsory to complete the attendance register for all participants. If a participant refuses, they must be escorted from the conference, this is a RDAQ Conference Team responsibility. It will be the responsibility of RDAQ Conference Team to demonstrate their participants have been fully educated regarding the COVID requirements.

If a participant or anyone involved at the RDAQ Conference reports a positive test within 14 days of the conference it is essential that they advise the RDAQ Conference Manager or RDAQ General Manager immediately via conference@rdaq.com.au or mmoss@rdaq.com.au

2.5 Venue COVID Signage

The venue will have required to ensure COVID signage is visible. RDAQ 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. RDAQ 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

RDAQ will ensure that all caterers provide individually served refreshments.

2.9 Set Up and Pack Up

RDAQ staff are responsible for the following additional tasks:

- Complete the COVID event checklist prior to coming onsite;
- Ensure all participants, delegates, speakers and sponsors are fully informed regarding their responsibility to register via the Check In Qld app;
- Place X using tape in front of registration desk for lines – 1.5m apart, where possible;
- If conducting interactive workshops, workshop stations are to be sanitised using disinfecting spray and wipes after each session;
- At the conclusion of the day's event/workshop sanitise all equipment;
- Ensuring there is sanitiser available at the registration desk, at the entrance/exit of the event room, where interactive workshops are taking place – at the table of workshop, and at food collection points;

2.10 Venue Flow

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

2.11 Social Distancing

Strict guidelines for to ensure required social distancing per person are to be applied to conference spaces. Room capacity will be advised by the venue based on social distancing requirements. Conference participants, delegates, speakers and exhibitors must adhere to the advised venue capacities.

All sessions and social events will adhere to the guidelines for the maximum number of people allowed, in comparison to the size of the workshop or event space.

RDAQ will ensure that seats and tables, which have been set by the venue, in sessions and social events will adhere to the social distancing requirements.

2.12 Dancing

Currently dancing is permitted in all indoor and outdoor venues, subject to the one person per 2sqm rule.

For any questions regarding the RDAQ COVID-19 Plan, please email conference@rdaq.com.au