



# **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 18 October 2023:

- [COVID-19 in Queensland](#)

## **1. GENERAL INFORMATION**

The information below has been sourced from the Queensland Government website.

### **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. All attendees, sponsors and volunteers are encouraged to practise good hygiene and 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.

### **1.4 Venue sanitation**

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

## **2. RDAQ CONFERENCE**

### **2.1 Overview**

It is incumbent for all people who participate/attend the RDAQ Conference to follow the COVID safe requirements. The RDAQ COVID-19 Plan for Events document will be updated as per the current Queensland Government guidelines introduced.

### **2.2 Travel Protocols**

We encourage all attendees to use best practice hygiene protocols while travelling to the conference.

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 Venue Capacity**

The venue capacity will be advised by the venue based on social distancing requirements. RDAQ will adhere to the advised venue capacities.

### **2.4 Catering**

RDAQ will ensure that all caterers provide COVID safe catering/refreshments.

### **2.5 Set up**

RDAQ will ensure:

- Ensuring there is sanitiser available at the registration desk;
- Ensuring masks are available to use when social distancing is not possible during sessions or delegates wish to use.

**For any questions regarding the RDAQ COVID-19 Safe Plan, please email [conference@rdaq.com.au](mailto:conference@rdaq.com.au)**