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*TSBE EVENTS COVID-19 SAFETY PLAN*

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**For Protein 2021 Conference**  
**24 February 2021, Dalby Events Centre, Dalby QLD 4405**  
**8am – 5:30pm**  
**110 pax, Category 3 event**

All TSBE staff, volunteers and vendors must read and adhere to this plan, and it will be accessible to the public as a resource online at [tsbe.com.au/events](http://tsbe.com.au/events) as well as in person.

The COVID-19 pandemic is an evolving situation. This plan will be reviewed regularly, with changes made, as necessary.

**Plan Updated: 23 February 2021**  
Operations Manager Approval: Cassandra Hunter

The TSBE Events COVID-19 Safety Plan has been reviewed by the Darling Downs Public Health Unit and actions assessed against the current Chief Health Officer Direction – Restrictions on Businesses, Activities and Undertakings Direction (No.12) and in line with the Roadmap to easing Queensland’s restrictions.

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**Foundation Partner**



**Partner Regional Councils**



**Corporate Partner**



**Diamond Members**



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## Collecting contact details

TSBE is an economic development organisation whose hosts regular events for large groups of people. These events fall within the domain of Category 3 events, which are outlined in the government’s directive. We must operate within the directives set out by the Chief Health Officer.

A person who manages, controls, or operates events must keep contact information about all attendees and staff for contact tracing purposes at the time they enter the venue. This includes collecting full name, email address, postcode and mobile phone number for all event attendees, visitors, contractors or anyone else on site. This information must be kept for a period of 30-56 days. If requested, this information must be provided to public health officers. The information should be securely and electronically stored for 56 days. This is also a form of risk management for TSBE; if someone contracts the coronavirus, it means that we can trace and inform our people.

TSBE collects contact information at the time the attendee registers for the event at [tsbe.com.au/events](https://tsbe.com.au/events). Only registered attendees are allowed access into the event, which is communicated on the event registration page. We must take reasonable steps to ensure that the information collected is accurate and perform regular registration checks.

An attendee having installed the COVID Safe app is not dismissed from this requirement, and for privacy reasons, we can’t and won’t ask if an attendee have the COVID Safe app on their devices.

## Contact tracing information

Schedule 2 of the Restrictions on Businesses, Activities and Undertakings Direction (No.12) defines contact tracing information as information that is:

- a. the name, phone number, email address, and the date and time period of guests, patrons and staff; and
- b. provided to a public health officer within a stated time, if requested by a public health

officer; and

- c. securely stored, not used for any other purpose; and
- d. deleted after not less than 30 days and not more than 56 days.

## What TSBE staff must do

TSBE staff have a duty to take reasonable care for their own health and safety and the health and safety of other persons in the workplace. Staff are defined for the purposes of this section as TSBE employees, TSBE board, or TSBE representatives.

### What does a staff member do if they test positive for COVID-19?

Queensland Health will contact you if you have returned a positive test for COVID-19. If this occurs, you must immediately self-isolate and follow instructions given by health authorities. You should inform your line manager of your diagnosis and must not attend work. Queensland Health will contact your employer, if required, for the purpose of contact tracing and will advise on what actions are required to protect other staff members who may have had close contact with you.

### When can a staff member return to work if they have COVID-19?

Your health care provider will advise you when you are no longer infectious and can safely return to work.

### What should a staff member do if they have had close contact with someone who has tested positive for COVID-19?

Queensland Health will undertake contact tracing. This involves identifying people who have had close contact with someone with confirmed COVID-19 infection. If you are considered a close contact, you will be directed to self-quarantine and provided with information to prevent the further spread of infection. People who are not close contacts do not have to go into quarantine but should be alert to the signs and symptoms of COVID-19, monitor their health and continue to practice recommended social distancing and hygiene measures.

### When can a staff member return to work after self-quarantine?

If you have self-quarantined for 14 days without any symptoms, you may return to work. If you need a medical certificate you should see your GP. If you have tested negative for COVID-19 during this period, you must remain in quarantine for the full 14 days. You should seek medical attention immediately if you develop any symptoms while in self-quarantine.

### TSBE Must:

- Keep hand sanitizer at entry points of events.
- Keep staff informed of processes.
- Maintain a platform to collect contact details.
- Monitor attendee numbers so they do not go over indicated thresholds.
- People who are sick or who have been directed by health authorities to either self-isolate or self-quarantine must not attend the event and must stay home and away from others. Follow the advice from health authorities on social distancing and public gatherings.
- Not shake hands to greet people.

While ultimately staff are responsible for the above items, we expect all attendees and vendors to support TSBE's compliance. The below information is communicated to every attendee prior to them attending any event, and is publicly listed on the events registration page:

- We ask that if you are not feeling well or are displaying any COVID-19 symptoms to NOT attend this event. You may receive a full refund if you cannot attend for this reason. This includes staying home if unwell or have a cough, fever, sore throat, fatigue or shortness of breath.
- We ask that attendees maintain physical distancing requirements at all times throughout this event - this is the individual's responsibility.
- Only registered attendees may enter this event and must remain 1.5 metres from other attendees at entry and exit points.
- If you require assistance or are unwell at any time throughout the event, please locate security, TSBE staff or venue staff immediately.

## Complying with social distancing

TSBE has

- Reinstated small gatherings or gatherings up to the maximum allowed number of patrons per 2 metres squared in venue in accordance with the relevant COVID Safe Industry Plan/s.
- Reinstated regular events with strict capacity allowances, social distancing and COVID Safe Event Checklists.
- Placed signage at venue entry points and made this plan accessible in person and online at [tsbe.com.au/events](https://tsbe.com.au/events).
- Restricted attendee numbers in accordance with relevant venue capacities
- Separated the entry and exit points where possible.
- Made floor markings as a guide for physical distancing for openings and at the registration point.

## Social distancing at this event

The room will be setup with trestle tables with no more than 3 people per table, with chairs to be socially distanced. The event Master of Ceremonies will communicate with attendees that once they have selected their seat, they are not to change seats throughout the conference.

## Occupant density

1 person per 2 square metres

## Complying with hygiene and cleaning requirements

Requirements are being met by the venue with the following:

- Alcohol-based hand sanitizer at entry points and high-frequency touch areas
- Hand hygiene guide posters visible next to wash basins
- Handwash soap available next to wash basins
- Paper towels available in all bathrooms or hand wash facilities
- Instated regular cleaning of high-touch points including but not limited to:
  - o Door handles

- Handrails
- Taps
- Pens and pencils
- Registration tables
- Phones

\*Town and Country Cleaning will be providing cleaners to come twice throughout the day and clean the high-touch areas.

- Reduce the need to touch doors by leaving the entry and exit doors open during event hours.
- Attendees can, at the time of this latest review, stand whilst eating and drinking, both indoors and outdoors. However, self-serve/buffet style food service is not allowed (food must be served to guests). TSBE will ensure caterers adhere to their own COVID Safe Industry Plans when operating at any event.

## Event attendees

Attendees are public who register to attend a TSBE event or participate in the program. TSBE and the event venue is required to observe the relevant Public Health Directions and social distancing requirements. This means the total number of attendees is determined as per respect to the maximum people per space guides.

### Attendees Must:

- Follow directions of staff and listed conditions of entry (displayed at the entry points) to maintain safety of all people in the gallery.
- Adhere to the contact tracing procedures as outlined.
- Maintain social distancing.
- Respect the maximum people per spaces guides.
- Not enter the event/venue if they have any symptoms of COVID-19 or have visited an Australian hotspot in the last 14 days. See updated hotspots here: <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19>
- Sanitize their hands upon entry and regularly throughout the duration of the event.
- Use the marked entry and exit doors.
- Check in using the QR code provided by TSBE upon conference registration.
- Have their temperature checked as per the facial recognition equipment provided by TSBE staff upon registration.
  - If there is a temperature higher than the recommended, the attendee will be provided a mask and go to the established isolation area. After 15 minutes the attendee will be temperature tested again. If they are still showing a higher than usual temperature, they will not be allowed access into the event.

### Screening questions:

Symptom screening for staff, contractors and volunteers will be screened upon shift commencement. Event attendees will be asked screening questions upon entry to the event, such as:

- In the last 14 days have you travelled from overseas or a COVID-19 hotspot?

- Have you been in close contact with a person who is positive for COVID-19?
- Are you an active COVID-19 case?
- Are you currently, or have you recently experienced cough, fever, sore throat, fatigue, loss of smell or taste, vomiting, diarrhoea or shortness of breath?

Up to date information, including symptoms, can be found in the [Communicable Diseases Network Australia's Series of National Guidelines for Coronavirus Disease 2019 \(COVID-19\)](#).

If yes to any of the above:

- Isolate the attendee in the nearest designated isolation space.
- Provide the affected person with appropriate personal protective equipment.
- Refuse entry to the event and refer the person to first aid, medical or in-event health services if available.

Screening questions can be undertaken concurrently with other entry activities such as registration.

## Event catering

### Food and Drinks

A person who owns, controls, or operates a restricted business, activity or undertaking that serves food must not allow food to be served via self-service buffet. All staff handling food must have completed the mandatory COVID Safe training for dining in (<https://tafeqld.edu.au/covid-safe>). The businesses must operate in accordance with the Retail Food Services Industry COVID Safe Plan or checklist for dining in and drinking.

The food caterer of Protein 2021, Squealing Pig Farm, is following the Retail Food Services Industry COVID Safe Plan. As per the Retail Food Services Industry COVID Safe Plan Checklist, all catering staff present on the day have:

- Completed the COVID-19 hospitality business blueprint
- Has completed the retail food services industry COVID safe plan
- Staff have completed the COVID-19 staff induction
- Staff have completed the COVID-19 employee temperature check form

Caterers will be responsible for their staff abiding by this industry plan as well as this event safe plan. Compliance will be taken to ensure that there is strictly no self-service of food or drink products. Catering staff are to serve at all times.

The drinks caterer of Protein 2021, Caffeine Bus, is following the COVID Safe Checklist for Dining and Drinking: <https://www.mycaffeine.com.au/docs>

## Reviewing and monitoring work health and safety compliance

TSBE events are run in accordance with the Industry Framework for COVID Safe events in Queensland, Updated November 2020.

[https://www.covid19.qld.gov.au/\\_data/assets/pdf\\_file/0018/132570/industry-framework-covid-safe-events.pdf](https://www.covid19.qld.gov.au/_data/assets/pdf_file/0018/132570/industry-framework-covid-safe-events.pdf)

The below checklist will be completed prior to each event and ensures the above provisions are adhered to. TSBE's dedicated Events Manager will complete this checklist per event. Management

staff will review current health orders weekly to ensure compliance and plan effectiveness. This plan may be revised as new government orders are introduced.

## PER EVENT CHECKLIST FRONT OF HOUSE

- Staff has completed COVID infection control training.
- Entry doors left ajar to minimize contact.
- Screening questions are made available to all staff for questioning upon attendee arrival.
- Bathrooms or toilet facilities are stocked with plenty of disposable paper towels. Levels are to be monitored throughout the day.
- Bathroom – ensure running water, liquid soap and paper towels are available at hand washing basins.
- Posters are up:
  - Social distancing
  - How to handwash
  - How to hand rub
  - Conditions of entry sign, including ‘do not enter if sick’ and maximum number of visitors.
  - Entry door and exit door signs.
- Sanitise pens, pencils and high touch surfaces
- Distancing floor markers are intact.
- Event staff have read and signed current version of this plan.
- Event staff have read state government updated in relation to COVID-19.

## REGULAR CHECKLIST FOR MANAGEMENT STAFF

- Evaluate this plan.
- Review state and federal health directives and current situations
- Update plan if required in line with any new health directives and based on evaluation of this plan.
- Communicate any updates to all staff and vendors.

## Designated spaces and maximum people

TSBE adheres to each venue and their maximum caps based on their venue density rule of one person per 2 metres squared. This meterage rule is current as per the latest updates (Queensland’s COVID Safe Future roadmap 11 January 2021).

Areas at the event must have a minimum of 2 square meters of accessible space per person. To determine the capacity of the event site, review section 1.2.1 Calculating Site Capacities in the Industry Framework for COVID Safe Events in Queensland. This may require monitoring to ensure that the maximum number of people in these areas is not exceeded.

People includes staff, attendees, visitors, contractors, and delivery staff.

## COVID Safe Event Checklist

This TSBE Event is also running in compliance with a COVID Safe Event Checklist as required for a Category 3 event.

## Further information

Contact phone number: 134 COVID

