



COVID-19 Venue Safety Plan – Events
Including events held in Citipointe Church Auditoriums
Plan effective from 27/01/2021

Before the Event

Action	Department/person responsible
Check the Queensland Government's COVID-19 website at www.covid19.qld.gov.au to confirm you can operate your event and whether any specific restrictions apply.	Compliance Officer
Obtain any necessary approvals to operate your event from appropriate authorities, e.g., venue owner/land holders and/or other approval bodies.	Compliance Officer
Where applicable, ensure that businesses operating at the event comply with their respective COVID Safe industry plans.	Chief Operations Officer Compliance Officer
Ensure staff attending the event are adequately trained to manage the COVID-19 requirements. This should include providing education or guidance on good personal hygiene, in accordance with standards set by the Office of Industrial Relations.	Compliance Officer
Include messaging to on all promotions that states: <ul style="list-style-type: none"> • People must not attend the event if they have COVID-19 symptoms. • Stay at home if unwell or have a cough, fever, sore throat, fatigue or shortness of breath. • Physical distancing is to be maintained before the event (while queuing to enter), during the event and after the event (while exiting) 	Event Organiser
Determine the total number of people allowed on site at any given time, as per the physical distancing requirements of 1 person per 2 metres squared per person. [Qld health - Restrictions on Businesses, Activities and Undertakings Direction (No. 12) - effective as of 22/12/2020]	Compliance Officer

During the event

Action	Department/person responsible
<p>Verbally disseminate information about public health measures implements at the event through announcements.</p> <ul style="list-style-type: none"> - The following script is read at the commencement of the event by the MC <i>“Due to the current COVID19 restrictions we would ask that you show your appreciation during the event through applause only. Please refrain from calling out. If you become unwell during the evening please let one of our staff know and they will help you proceed to the First Aid Station [located off the foyer in Auditorium 2][Grace House Health Bay]. As far as is practical, please remain seated throughout the night.”</i> <p>Or</p> <ul style="list-style-type: none"> - <i>“Due to the current COVID19 restrictions we would ask that if you become unwell during the presentation please let one of our staff know and they will help you proceed to the First Aid Station [located off the foyer in Auditorium 2][Grace House Health Bay]. As far as is practical, please remain seated throughout the presentation.”</i> <ul style="list-style-type: none"> - The following script is read at the conclusion of the event by the MC <i>“We understand that this would normally be a time to mingle with friends and families, however with the ongoing restrictions we must ask that you exit the property immediately”</i> <p>Or</p>	Event Organiser

<i>"Due to the current COVID19 restrictions we would ask we that you exit the property immediately at the conclusion of the presentation."</i>	
If a QLD Government COVID Safe EVENT Checklist is necessary ensure a copy of the signed of this is present at the event and can be produced if requested by a relevant enforcement officer (not necessary for all College events – please check with the Compliance Officer if unsure).	Event Organiser

Health and Hygiene

Required	Action	Department/person responsible
Provide facilities for regular handwashing and sanitising Bathrooms	Bathrooms checked throughout the day to ensure soap and sanitiser dispensers are not empty.	Church Facilities - Citipointe Church College Facilities – Business Office
Hand Sanitising Stations provided for students, staff and approved guests before they enter auditoriums	Upon entering the venue all students, staff and approved guests must apply hand santiser. Event Organiser to organise collection of santiser and other COVID19 related equipment from Business Office (using form - Facility and Event booking v3.1 2020)	College Staff -Event Organiser -Business office
Display materials promoting hygiene and physical distancing in appropriate locations	Physical Distancing posters displayed throughout the venue Handwashing posters in every bathroom facility.	Church Facilities - Citipointe Church College Facilities – Business Office
Increased cleaning of Auditoriums	high frequency touch points such as drink taps, door handles, handrails and toilets cleaned before and after events	Church Facilities - Citipointe Church College Facilities – Business Office
General cleaning	Cleaning to prioritise areas most in, with extra attention to high frequency touchpoint surfaces such as door handles, light switches, desks, toilets, taps and sinks.	Church Facilities - Citipointe Church College Facilities – Business Office
COVID19 Tracing and Declaration form	Records are kept of all staff and students attending events in the auditoriums. This information will be provided to the appropriate Citipointe Staff if/when required. External Guest (for incursions) must complete the COVID19 Tracing and Declaration form* upon signing in at Grace House. Parents must complete the COVID19 Tracing and Declaration form (where parents are approved to attend)	All Facilities College Staff -Event Organiser

	Event Organiser to organise the distribution and collection of Tracing and Declaration Forms. Forms to be handed in to business office after the event for storage. (printing of Tracing and Declaration Forms can to be requested on the Facility and Event booking v3.1 2020 form).	
Establish areas where attendees who become unwell during the event can be isolated from others	During school hours Health Bay are to oversee according to their critical Incidents – infection disease protocols. After school hours a rooms is to be designated in all venue for this purpose	Health Bay Event Organiser

Physical Distancing

Required	Action	Department/person responsible
Citipointe Church Staff must keep physically distant from College students and staff.	NO handshakes, hi-fives or other forms of physical contact between adults and students during events	Citipointe Church College Staff - Event Organiser
Separate Entry and Exit points	<p>Venues must have separate entry and exit points where possible. (See exemption for A1)</p> <p>A1 - When entering and exiting Auditorium 1 students and staff are to enter and exit via the side doors on to the verandah area. A2 - When entering Auditorium 2 students and staff are to enter via the main auditorium entry through the foyer. When exiting Auditorium 2 students and staff are to exit via the automatic sliding doors adjacent to the toilets.</p> <p>Events with Parents – A1 - When entering Auditorium 1 parents are to enter via the foyer. When exiting Auditorium 1 parents are to exit via the side doors on to the verandah area. A2 - When entering Auditorium 2 parents are to enter via the main auditorium entry through the foyer. When exiting Auditorium 2 students parents are to exit via the automatic sliding doors adjacent to the toilets.</p> <p>At the conclusion of events the Event organiser (or MC) is to direct attendees to immediately leave the venue and maintain physical distancing requirements whilst doing so. Attendees are directed not to socialise or mingle outside the venue.</p>	College Staff - Event Organiser

<p>Occupancy Density</p>	<p>School-aged children may exceed the base occupant density requirements as directed by Queensland Health, however should maintain physical distancing protocols where possible.</p> <p>Assemblies, chapels, Year Level Meetings can operate as per normal Audience to physically distance 2 metres from performers/participants.</p> <p>The maximum occupant density of 1 person per 2 square metres for both indoor and outdoor areas applies for adult visitors to the College if in Response Level 2 (not required for Response Level 1).</p>	<p>College Staff -Event Organiser</p>
<p>Adults are required to adhere to all area physical distancing guidelines</p>	<p>All adults are to adhere to the following guidelines</p> <ul style="list-style-type: none"> -maintain a space of 1.5m between adults -one adult per 1 in 2 square metres for A1 (maximum occupancy of 900 with an approved COVID Safe Event Plan and 500 with a COVID Safe Event Checklist) - one adult per 1 in 2 square metres for A2 (maximum occupancy of 79 with a COVID Safe Event Checklist) <p>COVID Safe Event Checklist are not needed if in Response Level 1</p> <ul style="list-style-type: none"> - Ticketed functions are allowed up to 100% seated capacity <p>Events with only student and staff attendees do not need a COVID Safe Event Plan or a COVID Safe Event Checklist.</p>	<p>College Staff -Event Organiser</p>
<p>Limit access to campus by non-essential visitors and other adults, including parents and carers</p>	<p>Parents will not be permitted to attend events unless approval is granted by the Principal.</p> <p>Parents are permitted onto the College Campus between the times of 8:15-8:40am and 3:20-3:40pm for the purposes of dropping off or picking up their children. After school parents are to ensure their children do not play on the playground. Outside of these times all parents must sign-in at Grace House and complete the necessary COVID19 tracing and declaration requirements. Parents are reminded that it is the individual's responsibility to practice physical distancing whilst on campus. Parents are not to enter the campus if unwell.</p>	<p>College Staff -Event Organiser</p>

<p>Performing and participating in group singing/instrumental music</p>	<p>Ensure instruments are not shared Students should not face each other when singing or playing wind instruments Students with wind instruments should have their own spit rag, which is placed under the instrument while it is being played. The spit rag should not be handled by anyone else and should be kept by the student in a zip-lock bag or container. Choirs or bands that usually use a stage may need to move down to the hall floor to ensure physical distancing.</p> <p>If a performance is held under A COVID Safe Plan for Queensland’s Live Performance Venues/Theatres then all performers should follow the 1.5m physical distancing rule during rehearsal, performance and pre and post show, where possible. Physical distancing measures can be altered if not reasonably practical or affects the artistic integrity of the work. In this instance, alternative measures should be put in place to minimise the risk of transmission.</p> <p>Singing as a curriculum activity, during class, chapels and assemblies can recommence as it is not a performance (the important point of difference here to the difference in duration of singing between a performance and a general non-performance activity)</p> <p>Choir rehearsals if directly related to a performance only need follow physical distancing requirements were possible and practical.</p> <p>All other performers and groups should follow the 1.5m physical distancing rule during rehearsal, performance, and pre and post show, where possible. Physical distancing measures can be altered if not reasonably practical or affects the artistic integrity of the work. In this instance, alternative measures should be put in place to minimise the risk of transmission.</p>	<p>Church Facilities - Citipointe Church and Event Organiser</p> <p>College Facilities – -Event Organiser</p>
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Student Management

Required	Action	Department/person responsible
<p>Ensure unwell students stay away from school</p>	<p>Unwell students are asked to remain at home. If an unwell student presents at the College, the parents will be contacted and asked to collect the student.</p> <ul style="list-style-type: none"> • If a student is scheduled to be tested for COVID-19, please notify Health Bay <ul style="list-style-type: none"> ○ Under Level 1 – COVID 	<p>College Staff -Event Organiser</p>

	<p>Normal – only the SICK family members/students who are being tested for COVID-19 (or a variant) MUST remain at home and NOT ATTEND SCHOOL until a negative result is provided</p> <ul style="list-style-type: none"> ○ Under all other levels - ALL members of the family MUST remain at home (or in isolation) and NOT ATTEND SCHOOL until a negative result is provided <p>After receiving a positive or negative test result, please notify Health Bay immediately</p>	
Monitor and respond to increased wellbeing concerns	<p>Unwell students are tracked, and parents contacted if necessary.</p> <p>Update daily reports of positive and negative results together with absentees Sending report end of each week to WH&S Officer and Principal</p>	College Staff -Event Organiser
<p>Establish regular communication with students about appropriate hygiene measures, including display of student posters on hand washing.</p> <p>Establish regular hygiene practices with students</p>	<p>Physical Distancing posters displayed throughout the College</p> <p>Handwashing posters in every bathroom facility on campus. Posters at all drink bottle filling stations</p> <p>Teachers remind students regularly of physical distancing and good hygiene practices</p> <p>Students' hands are washed with santiser before entering the auditoriums.</p>	College Staff -Event Organiser

* The following information is collected from visitors to Citipointe College – including visitors who attend events in the auditoriums on the COVID19 Tracing and Declaration form

- Name
- Address
- Contact Phone Number
- Signature
- Date (of signing)

In the last 14 days has the person:

- Had any COVID-19 symptoms, such as cough, fever (temperature), sore throat, fatigue and shortness of breath
- Been in contact with any confirmed/suspected COVID-19 case?
- Travelled internationally or visited a COVID-19 declared hotspot*?
- Have you previously been diagnosed with COVID-19 and not received clearance or are you awaiting test results for COVID-19?
- Have you been contacted as part of Queensland Health Contact Tracing efforts as a “close” contact of a positive case of COVID-19 and not been tested?
- Are you awaiting the results of a COVID-19 test?
- Have you been contacted as part of Queensland Health Contact Tracing efforts as a “casual” contact of a positive case of COVID-19? (You are permitted onto the College property; however, you must ensure that you are vigilant to maintain social distancing and appropriate hygiene measure whilst on campus.)

This information will be provided to the appropriate Citipointe Staff if/when required.

This information will be provided to public Health Officers if/when required.

Information collected on the COVID19 Tracing and Declaration form is retained for 56 days as required, after which it will be destroyed. All information collected is stored in accordance with the Privacy Act (Cth) and the College's Privacy of Information Policy. For more details please view the College's Privacy of Information Policy on the College's website.

College and Church Room Occupancy Limits- Staff and Visitors – COVID-19

Note: School Students are not subject to these limits**

Purpose	Ratio M ² :person*	Size metres (excluding corridors and hallways)	Limit
Auditorium 1	2m ² per person	1800m ²	500 people (900 with approved COVID Safe Plan)
Auditorium 2	2m ² per person	200m ²	100 people max
S1	2m ² per person	158m ²	79 people max
College Hall	2m ² per person	1560m ²	500 people (780 with approved COVID Safe Plan)
E7-E8	2m ² per person	117m ²	57 people max
Chapel	2m ² per person	121m ²	60 people max
F6 (Café 322)	2m ² per person	70m ²	35 people
Café 322 Verandah area	2m ² per person	80 m ²	40 people

***Space Ratios**

Spaces under 200 sq mtr -

Allowed 1 person per 2 sq mtrs

Spaces over 200 sq mtr -

Allowed 1 person per 2 sq mtrs