



COVID Safe Event Checklist - Dogs Queensland

Events for up to 500 people from **12 noon, 03 July 2020**

COVID Safe Event Checklist - CATEGORY 3	
Club Name:	
Club Contact:	Name: Email: Mobile:
Event location:	
Event commencement date and time:	
Anticipated attendance details (numbers):	Total:
<div> <input type="checkbox"/> COVID Co-ordinator - must be a DQ Member & not undertaking any other role </div> <div> <input type="checkbox"/> First Aid Officer - must be nominated and contracted for the event </div> <div> <input type="checkbox"/> Show Manager - must be DQ Member, be nominated and contracted for the event </div> <div> <input type="checkbox"/> Stewards - must be DQ Member, be nominated and contracted for the event </div> <div> <input type="checkbox"/> Writers - if required must be DQ Member, be nominated and contracted for the event </div> <div> <input type="checkbox"/> Canteen/Catering Staff - must have appropriate training and Statement of compliance displayed and meet separate covid safe plans for their industry </div> <div> <input type="checkbox"/> Cleaners (if separate attendance required) </div> <div> <input type="checkbox"/> Grounds attendants </div> <div> <input type="checkbox"/> Exhibitors/Handlers - must be financial members of an ANKC body </div> <div> <input type="checkbox"/> All other (infants/non-exhibitors) </div> <p>No roles above are to be undertaken by anyone under the age of 18 years. Role of COVID Co-ordinator must be a Member of Dogs Queensland and not participating in the event in any capacity eg: cannot enter a dog and have someone else handle it etc, no participation in the event in any capacity</p>	
Brief description of the types of activities occurring at the event (e.g. Conformation/Agility/Obedience/Lure Coursing/Tracking): If overnight camping is offered the Checklist for Camping at Sport Events must also be completed and submitted for approval.	

- For any events to be held by Dogs Queensland affiliated Clubs this Checklist must be completed and submitted for event approval.
- Affiliates are required to provide a site map with this Checklist to outline the setup for the event at the site. If the site is used by multiple Clubs, the same site plan is to be used for the same discipline.
- Once a site plan is approved if any setup changes required, the plan will need to be resubmitted for approval no less than 14 days prior to the event date.
- Dogs Queensland as the Industry Body and are required to ensure all events held meet the key public health principles and event specific public health strategies until the Industry Plan for Dogs Queensland is approved Affiliates are required to also refer to the Dogs Queensland interim guidelines for



Affiliates to return to events.

1. Governance Arrangements

a. Before the event

- 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.
 - *Affiliates are required to ensure appropriate approvals are held for any food services either undertaken by the affiliate or contracted to a vendor and that COVID statement of compliance is supplied whilst planning the event.*
- Obtain any necessary approvals to operate your event from appropriate authorities, eg: venue owner/land holders and/or other approval bodies
 - *Affiliates are to ensure the venue has approval to return to business.*
 - *Ensure all staff/volunteers involved in food service complete appropriate training as outlined in the 'hospitality social distance program' section of the Food Services COVID Safe Industry Plan at: <https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans> Ensure staff/volunteers involved in food service complete COVID Safe for Dining In (micro-credential) Training available via Queensland TAFE: <https://tafeqld.edu.au/covid-safe>*
- Identify key staff who are responsible for implementing and reviewing the strategies in this COVID Safe Events Checklist.
 - *Affiliates are to ensure that they have clear documentation and strategies in place to ensure the continuity of the event planning once approved, and that all the guidelines are met.*
 - *Affiliates are requested to contact Dogs Queensland immediately if it is apparent the requirements cannot be met and the event must be cancelled.*
- Keep up to date with the legislative requirements and find additional guidance by monitoring the [Public Health Directions](#), and visiting www.covid19.qld.gov.au and www.worksafe.qld.gov.au
- Where applicable, ensure that businesses operating at the event comply with their respective COVID Safe industry plans.

Dogs Queensland is working towards Industry Plan submission and approval, which will then become part of this Checklist requirement. Any vendors/retailers/food service providers are required to provide the Affiliate with appropriate Statement of Compliance prior to the event.
- Ensure all Affiliate organisers/workers 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.
- Adopt procedures to manage psychosocial risks (including patron aggression), in accordance with practices recommended by the [Office of Industrial Relations](#) (page 10) and [Safe Work Australia](#).
 - *Dogs Queensland website has a link to psychosocial support for members. Any members who require further information or assistance in how to seek support are encouraged to contact the office for relevant contact phone numbers/website links.*
- Areas at the event must have a minimum of 4 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.

b. During the event

- ☐ Monitor strategies during the event at regular intervals.
 - *At the beginning of the event, hourly, prior to and at the conclusion of each group (for conformation) etc, prior to expected increases in attendee movement eg: lunch breaks, change of equipment etc.*
- ☐ Ensure you have a copy of this signed checklist which must be produced if requested by a relevant enforcement officer. This may include providing an electronic copy.



Affiliates must have the Checklist available with the COVID Co-ordinator at all times of the event and if an enforcement officer attends the event, they are to be directed to the COVID Co-ordinator.

- ☐ Provide evidence to the approving authority (Dogs Queensland) that 'staff' (ie: workers/vendors/caterers etc) have undertaken the required COVID-19 online training.
Affiliates are to ensure all areas of the event have 'staff/workers/volunteers' who have completed the required training for COVID.
- ☐ Employees with a general work-related complaint can call WHS Queensland on 1300 362 128
If Affiliates pay for any work, the paid position then becomes an employee.
- ☐ To better understand any WHS duties regarding COVID-19 can call 1300 005 018 or their union or industry association (Dogs Queensland). For questions regarding the Public Health Directions, call 134 COVID.
- ☐ Event attendees who have concerns about whether a business is complying with this checklist can call 13QGOV (13 74 68).

2. Communicate Expectations to Event Staff and Attendees

a. Before the event

- ☐ **For ticketed events, ensure refund policies are well defined in social media and on the event website. Ticket holders should not be penalised for not attending when unwell.**
 - ☐ *Dogs Queensland event cancellation policy to be updated to include if any exhibitor becomes unwell with COVID-19 and cannot attend the event, entry fee is to be refunded if advice given to the Club Secretary no less than 24 hours prior to the event commencement. In the case of a multi day event, if an exhibitor becomes unwell and has medical advice to commence self-isolation from a Medical Doctor (GP), hospital, or Queensland Health, submission in writing to Dogs Queensland office within 3 days of the event for a refund for the entry fee to be refunded.*
- ☐ **Include messaging prominently displayed on event website that people must not attend the event if they have COVID-19 symptoms.**
 - ☐ *Every schedule to include this information, all social media promotion of any events by any affiliates must also include this messaging.*
- ☐ **Ensure key health messages are scheduled via social media and are displayed on the event website:**
 - ☐ Stay at home if unwell or have a cough, fever, sore throat, fatigue or shortness of breath.
 - ☐ How to seek assistance if becoming unwell during the event (locate security, event officials or first aid)
 - ☐ *Every person entering the grounds to the event are made aware of their responsibility to cease attendance if becoming unwell, and report directly to the COVID Co-ordinator, Show Manager or First Aid Officer and all records must be completed by the Affiliate.*
 - ☐ Maintaining physical distancing requirements is the individuals responsibility
 - ☐ *Club websites to include this information, Dogs Queensland website to include this information and any media platforms used to promote any event must also include this information.*
- ☐ **Communicate security requirements via social media and event website to prevent crowding at entry points.**
 - ☐ *Affiliates to advise time of entry to the grounds for the event, with no entry to the grounds being no less than one hour before the commencement of the event*
 - ☐ *One and no less than two hours in Zone 2 and Zone 3 to allow for distance travel and set-up.*
 - ☐ *If a multi-day event, multiple days in Zone 2 and Zone 3 can move to no less than two hours on the second and third day.*
- ☐ **Place signs at entry points to instruct attendees not to enter the venue if they are unwell, have COVID-19 symptoms, have been overseas in the last 14 days, or have been in close contact with a confirmed case.**
 - ☐ *All approved Dogs Queensland events until further notice are restricted to entrants, workers and families only.*
 - ☐ *No public admission until further notice and upon entry at the venue verbal check done to ensure compliance (no signage required until events opened again to the public).*
- ☐ **The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the venue.**



- All entrances and exits to venues will be attended at all times, with signage optional by Affiliate, as verbal advice will be given at the time. In the case of a multi-day event with camping allowed, clear communication to be included at time of opening of entries that campers will not be able to leave/re-enter except in the times that the entrance/exit are manned by affiliate (with the exception of an emergency which must be documented).
- No deliveries to the grounds when the entrances are not manned (ie: no Uber eats etc).
- **Prominently display hygiene placards (e.g. hand washing and sanitising practices). Electronic copies of hygiene placards can be accessed from the [Safe Work Australia](https://www.safeworkaustralia.gov.au) website.**
 - All discreet areas, handwashing basins if ringside, external grounds taps, etc, must display this information.

b. During the event

- **Use loud speakers and/or a megaphone to disseminate information about the public health measures implemented at the event.**
 - Affiliates are to ensure at the commencement of every event the information about where the first aid isolation area has been made available, who the COVID Co-ordinator and First Aid officer for the event are, and any other requirements specific to the grounds.
- **Ensure signs about enhanced public health measures are maintained and visible.**
 - All discreet areas must have signage, all areas that will have queuing must be clearly marked, and all traffic (foot) must be sign flow directional, all rings must have separate entrance and exits clearly marked, all entrances and exits to the event must have monitoring.

3. Maintain Physical Distancing

a. Before the event

- **Determine the total number of people allowed on site at any given time, as per the physical distancing requirements of 1 person per 4 metres squared per person**
 - Venue (site) plan to be submitted to Dogs Queensland for prior approval. The area the event will be held in to clearly note the physical size, the layout of the 'event' including any vendor areas, canteen and discreet areas for the event.
 - The venue will only be approved by Dogs Queensland if the expected numbers can meet the requirements, it is the responsibility of the Affiliate to source an appropriate venue with the appropriate approvals for events to be held.
 - If overnight camping is to be included for a multi-day event this must have a separate site plan submitted to Dogs Queensland for approval.
 - Refer to Dogs Queensland Interim Guidelines for Affiliates for return to events. The [Checklist for Camping at Sports Events](#) must also be completed and consideration given to how this will apply at each site.
- **Establish a system to monitor the numbers of people entering and exiting the event site, to ensure the site capacity or limit of 500 people (whichever is least) is not exceeded.**
 - All entries and exits to the venue to be managed during the time of the event, and until further notice restricted to no public attendance.
- **Develop and implement practices to manage the number of people inside discrete areas of the event (eg: toilet facilities, retail spaces, food service areas) at any given time (eg: using signage).**
 - Additional requirements need to be met for Camping (refer to the [Checklist for Camping at Sports Events](#)).
 - Discrete areas must be able to have a single flow of traffic with entry and exits, and other requirements as per the COVID Checklist if possible. If not possible, then manned attendance is required to ensure no more than two cubicles are in use at any one time (with a cubicle closed between)
- **Place floor markings, wall markings or signs to identify 1.5 metre distance between persons queuing at all relevant locations (eg: at all entries, ticket offices, toilets, food areas, etc).**
 - All rings to have separate entrance and exit points, all food service areas to have flow of traffic and queuing system, all discrete areas requirements met as per event checklist.
- **Use physical barriers in high foot traffic areas to separate crowds.**
Clearly defined walkways with bollards, tape markers and ensure directional flow.
 - Minimum 1.5 metre buffer between every ring (2 metres where practical).
 - No rings are to use a shared boundary rope/tape etc.



- Viewing areas to be clearly marked and if seated 1.5 metre physical distancing to be observed from attendees not from the same household, or who did not travel to the event in the same vehicle.
- **Ensure one-way flow of foot traffic is established where practical.**
Clearly defined walkways with bollards, tape markers and ensure directional flow.
 - Minimum 1.5 metre buffer between every ring (2 metres where practical).
- **Use separate entries and exits within discrete areas of the event site.**
 - Discrete areas must be able to have a single flow of traffic with entry and exits, and other requirements as per the COVID Checklist if possible. If not possible, then manned attendance is required to ensure no more than two cubicles are in use at any one time (with a cubicle closed between)
- **Limit the use of cash transactions by encouraging customers to use tap and go, direct deposit or other contactless payment options.**
 - Affiliates are to encourage to accept entries electronically, if any exhibitor is unable to do an electronic entry, measures are to be put in place by the affiliate to facilitate a safe transaction for both the Affiliate and exhibitor using another method of payment (cash/cheque etc).
 - Food service areas to implement practices to limit cash transactions and encourage tap and go, pre-order meals with entries etc.
All onsite vendors/retailers to implement practices to limit cash transactions.
- **Where practical, direct delivery drivers or other contractors visiting the event to do so prior to the event and to minimise physical interaction with others. Use electronic paperwork where possible. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.**
 - Affiliates to limit deliveries to the event, and pre-plan as any on the day arrivals will be included in the event attendee numbers and all records must be kept for contact tracing.

b. During the event

- **Monitor physical distancing as per government guidelines in each discrete area (metres squared per person; distance between household groups).**
Affiliates to demonstrate by implementing the following at all events:
 - Discrete area guidelines met for venue as per the Checklist above
- **Monitor queuing/site arrangements to maintain physical distancing.**
Affiliates to demonstrate by implementing the following at all events:
 - Discrete area guidelines met for venue as per the Checklist above
 - Viewing areas to be clearly marked and if seated 1.5 metre physical distancing to be observed from attendees not from the same household, or who did not travel to the event in the same vehicle.
 - Gazebo setup areas to be clearly marked and 1.5 metre physical distancing to be observed between gazebos not from the same household, or who did not travel to the event in the same vehicle.
 - Seating to be provided for individuals only or 1.5 metre physical distancing to be observed between seated persons not from the same household, or who did not travel to the event in the same vehicle.
 - Clear walkways of no less than 2 metres to be put in place with directional flow of foot traffic noted.
 - Personal Health defined by the Organisation approving the event Dogs Queensland (Industry body) -Conditions of entry for all events as outlined and attached to this document, and to be customised for each discipline

4. Screening

a. Before the event

- **Implement symptom screening for staff, contractors and volunteers who will at a minimum, be screened upon shift commencement. This may include verbal/print questionnaire or electronic solutions.**
Affiliate to determine best way to meet this requirement at the time of the event using the latest information from Queensland Health. This may include and not be limited to temperature checks upon entry to event if facilities available, verbal/print and electronic solutions. A breach of Dogs Queensland rules will be deemed if this requirement is not met, and affiliates and/members may be open to disciplinary actions.
Restrictions on access to the venue to limit anyone who has:



- COVID-19 or has been in direct contact with a known case of COVID-19 in the previous 14 days
 - COVID-19 tested in the previous 14 days or awaiting a result
 - Flu-like symptoms or who is in a high health risk category (eg: due to age or pre-existing health conditions)
 - Travelled internationally in the previous 14 days
 - Travelled to a Chief Health Officer (Qld) deemed COVID-19 hotspot in the previous 14 days.
- **Establish areas where attendees who become unwell during the event can be isolated from other attendees.**
 - A First Aid officer is to be nominated for every event.
 - Affiliate to clearly detail a separate area where any attendee who becomes unwell must be able to be isolated and remain with the First Aid officer until an ambulance is called.
 - Any form of illness will be required to be documented and this process adopted by all affiliates.
 - Develop plans to respond to medical emergencies at an event, while considering the movement through crowds (e.g., it may be better to go out of the event footprint and enter via an alternative route, rather than going through a crowd). This plan is to be kept with the Site/Venue Plan and used for all events.

b. During the event

- **At entry points that have event staff or security personnel, ask screening questions of attendees 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 or shortness of breath?**

If yes to any of the above:

- Isolate the attendee in the nearest designated isolation space.
 - Provide the affected person and first aid officer 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, eg: during ticket purchasing or bag checking.
 - Affiliates are to ensure that appropriate questioning is undertaken during the event if any visual signs of any form of unwellness is noticed of an attendee, or if any concerns are raised by any attendee.

5. Facilitate Contact Tracing

a. Before the event

- **A record of all on-site staff including contractors and volunteers must be established to identify the persons: name, phone number, email address, home address, organisation affiliation, discrete areas of work (e.g., security at front gate, cleaner in retail space), time of entry to the event site, time of leaving the event site.**
 - Affiliates are to keep records of any pre-event venue visits and contacts separate to the event day/days visit and contacts.
 - Pre-event visitors do not count in on the day event numbers but the records must be kept. These records are more specific than the event attendee records, as in many cases the person/s will be unknown to the affiliate.



- ☐ **For ticketed events only, records for at least one person per group must be kept that include: name of attendee, contact phone number, email address, home address (or residential postcode at minimum).**

Affiliates are to use ShowManager or other appropriate online entry to record the following details as a minimum for every physical person access to the event across all roles:

- ☐ *Name of attendee (first and last name)*
- ☐ *Contact phone number*
- ☐ *Email address*
- ☐ *Home address (or to maintain privacy the residential postcode at a minimum)*
- ☐ *Reason for attendance (record role eg: exhibitor, judge, steward etc)*

b. During the event

- ☐ **Record management must adhere to standards in the *Privacy Act*. Records must be securely stored for 56 days by Dogs Queensland after the event for contact tracing purposes.**
- ☐ *To ensure records are up to date for the event, affiliate has the requirement to update the attendee list at least every three hours during the event.*
- ☐ **Records of contact information for staff and attendees to be provided immediately upon request by public health officials from Queensland Health.**
- ☐ *COVID Co-ordinator to contact Dogs Queensland immediately if release of event information is required during the event.*
- ☐ *Any enquiries at the event will be directed to the Dogs Queensland Office*

6. Regular and Thorough Cleaning

a. Before the event

- ☐ **Refer to pages 6-9 of the [Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy](#) and ensure appropriate personal protective equipment is available for use by staff.**
 - ☐ *Affiliates are required to establish own documentation to demonstrate how to meet this requirement if applicable for their event and submit to Dogs Queensland for approval.*
- ☐ **Establish cleaning protocols for discrete areas of high foot traffic (eg: bathrooms, catering areas). This should include a frequency of cleaning for the discrete area dependent on usage from attendees.**
 - ☐ *Affiliates are required to establish own documentation to support site venue plan with cleaning protocols for discrete areas, food service areas etc dependent upon estimated usage from the planned number of attendees and facilities in place.*
- ☐ **Ensure that there are enough supplies of cleaning products (eg: detergent, sanitiser, bleach, etc) to last the duration of the entire event. Cleaning products, such as sanitiser and detergents must adhere to the standards set out by the [Office of Industrial Relations](#).**
 - ☐ *Affiliates are required to establish own documentation to support site venue plan with cleaning protocols for discrete areas, food services areas etc dependent upon estimated usage from the planned number of attendees and facilities in place.*
 - ☐ *Dogs Queensland requires affiliates to meet the minimum Government standards plus have hand sanitiser available at every touch point, and every person undertaking a working role at the event is to be provided with own hand sanitiser to be on their person, and to be used as frequently as possible.*

b. During the event



- **Toilets (discrete area) - adopt and implement practices to ensure that frequently touched areas and surfaces are cleaned regularly with detergent or disinfectant (including shared surfaces such as taps, basins, benches, hand drying equipment/paper towel dispensers, doors/door handles, locks on toilets, cistern buttons, etc.). Cleaning practices to be implemented in accordance with [Office of Industrial Relations](#).**
 - *Affiliates are required to implement cleaning check lists based upon their site facilities for the event and complete the checks during the duration of the event and submit a copy of the checklist to Dogs Queensland with their Show Report.*
- **General cleaning – adopt and implement practices to ensure that the venue is frequently cleaned, with a particular focus on high contact areas, such as eftpos equipment, dining tables, counter tops and sinks are regularly cleaned, in accordance with standards set out by the [Office of Industrial Relations](#).**
 - *Affiliates are required to implement cleaning check lists based upon their site facilities for the event and complete the checks during the duration of the event and submit a copy of the checklist to Dogs Queensland with their Show Report.*
- **Increased frequency will be required during expected high usage times (eg: at half-time in an event when more people use toilets; at meal times more people will gather in food service areas).**
 - *Affiliates are required to implement cleaning check lists based upon their site facilities for the event and complete the checks during the duration of the event and submit a copy of the checklist to Dogs Queensland with their Show Report.*
 - *NB: to meet this requirement Affiliate will need to clearly plan the order of the event, and defined break times to ensure that cleaning is undertaken in accordance.*
- **Gloves should be recommended only for specific indications where the prospect of contact with heavily contaminated items is high, such as cleaning of toilet facilities. If gloves are worn, these should be considered single use and disposed of appropriately.**
 - *Affiliates are required to provide all their own supplies, or engage their own contractors for cleaning.*
- **Cleaning and disinfection after suspected or confirmed COVID-19 infection: Adopt and implement practices to ensure that areas that have been used by a person with suspected or confirmed COVID-19 infection are cleaned and disinfected and that appropriate personal protective equipment is worn by the cleaner, in accordance with the practices set out by the [Office of Industrial Relations](#).**
 - *If this case arises at any event held by Affiliates, the event will cease and COVID Coordinator will direct cleaning measures to be undertaken as required and ensure all records are complete for contact tracing.*

7. Hand Sanitiser and Hand Washing Facilities

a. Before the event

- **Establish hand washing/sanitising stations and practices for staff and attendees as they enter and exit the event site and discrete areas within the site.**
 - *Affiliates are to plan with site/venue map areas that will be used and ensure appropriate supplies are available.*
- **Hand washing/sanitising stations must include clean running water, liquid soap and paper towel. If hand washing facilities are not available, an appropriate alcohol-based hand rub should be made available.**
 - *Affiliates are to plan with site/venue map areas that will be used and ensure appropriate supplies are available.*
 - *Dogs Queensland requires affiliates to meet the minimum Government standards plus have hand sanitiser available at every touch point, and every person undertaking a working role at the event is to be provided with own hand sanitiser to be on their person, and to be used as frequently as possible.*
 - *On all communications for the event, attendees are encouraged to provide their own hand sanitiser and encouraged to use frequently throughout the event.*



- ☐ Provide sanitiser stations outside of toilet facilities (discrete areas) and throughout the event. Ensure that stations are adequately stocked and cleaned. Alcohol-based hand sanitiser containing at least 60% ethanol, or 70% iso-propanol are recommended.
 - *Affiliates are required as a minimum to provide sanitiser stations outside all discrete areas and ensure that hand washing facilities are available inside every discrete area.*
- ☐ Hand washing facilities are required for food businesses.
 - *Affiliates are to ensure that all food spaces have separate hand washing facilities and if any food vendors attend venue with own 'space' must have their own hand washing facility.*

b. During the event

- ☐ Ensure hand sanitiser and hand washing facilities are maintained throughout the event site for staff and attendees.
 - *Affiliates are required as a minimum to provide sanitiser stations outside all discrete areas and ensure that hand washing facilities are available inside every discrete area.*
- ☐ Encourage staff to practice good personal and hand hygiene, in accordance with standards set by the [Office of Industrial Relations](#).
 - *Dogs Queensland requires affiliates to meet the minimum Government standards plus have hand sanitiser available at every touch point, and every person undertaking a working role at the event is to be provided with own hand sanitiser to be on their person, and to be used as frequently as possible.*
 - *On all communication for the event, attendees are encouraged to provide their own hand sanitiser and encouraged to use frequently throughout the event.*

Name of person(s) conducting business or undertaking as defined in the Work Health & Safety Act 2011:	
Signature & date:	

Reference documents for Event Organisers:

All members are reminded that all information provided is current at that time. Due to the changing nature of



COVID-19 and the restrictions and relaxations that occur with a short lead time, approvals, processes and requirements may change with limited or no specified lead time. All affiliates are to be aware that any events may have changes required to be undertaken with short lead times. Dogs Queensland will endeavour to keep all members as up to date as possible, however it is the members responsibility to remain informed and make decisions appropriate to their own situation at the time.

Dogs Queensland Interim Guidelines for Affiliates for Return to Events

Detailed requirements of affiliates to gain approval for return to events. As per the Qld Government Framework for Events, referencing to other Industry Plans already approved that have areas applicable to our business have been referenced: eg: social distancing during examination of the dog during competition, camping requirements for sporting events etc to ensure compliance with the Government requirements.

If there are multiple activities being undertaken at a venue/facility (for example – dining, sports, approved training courses, fitness or recreational), several approved industry plans may apply. If this is the case, the following will apply:

- Where there is clear separation between the activities (e.g. dining and event) the relevant plan applies to the relevant area. A COVID Safe Statement of Compliance for the appropriate plan will be displayed in each area
- Where the activities cross over (for example amenities, entry/exits, carpark):
 - Where possible these areas of cross over will be minimised. Such as designating a particular entry, exit, amenities and carpark for each activity.
 - Where the cross over cannot be minimised, a decision will be made as to which plan takes priority in which common area and will be followed.
 - For example, the entry, exit, carpark and amenities may be common to both activities and will be managed under the dining plan.
 - In this case the entity responsible for the dining plan will ensure these areas are appropriately managed and the separate groups from the dining and sport activity will not intermingle. Where a business is operating alongside of a not-for-profit community group, the business would normally take responsibility for managing the shared or common areas.

The approved Industry plans are located at www.COVID19.qld.gov.au for any affiliates working alongside other entities or with vendors during their event.

Fact Sheet 1: Having the appropriate approvals in place

The Framework Dogs Queensland is using for return to events, for up to 500 and with the submission and approval of an Industry Plan events for over 500.

https://www.covid19.qld.gov.au/data/assets/pdf_file/0025/132568/factsheet-one-appropriate-documentation-approvals.pdf

Fact Sheet 2: How to determine maximum patronage

https://www.covid19.qld.gov.au/data/assets/pdf_file/0026/132569/factsheet-two-determine-maximum-patronage.pdf

Affiliates events held at grounds other than Durack (the home of Dogs Queensland) a detailed site/venue plan must be submitted and approved by DQ. The area used for determining the maximum number of attendees at your event is confined to the event space (ring/competition/competitor shade structures/discrete areas and facilities only).

Fact Sheet 5: Organising an event, advice for organisers of Category Three Events



https://www.covid19.qld.gov.au/data/assets/pdf_file/0023/132566/factsheet-five-advice-for-organisers-category-three-events.pdf

Statement of Compliance

Once approval is granted by Dogs Queensland for affiliates to hold their event using the COVID Event Check list, approval Statement must be displayed at the event.

https://www.covid19.qld.gov.au/data/assets/pdf_file/0021/132573/statement-of-compliance-event-plan.pdf

Camping: COVID Checklist for Camping at Events

https://www.covid19.qld.gov.au/data/assets/pdf_file/0019/133318/covid-checklist-for-camping-at-sport-event.pdf

If camping overnight is to be approved, the Camping at Sports Events Checklist is required to be completed. Camping area maps, facilities etc is to be approved by Dogs Queensland and the camping area is not included in your calculation area for patronage numbers. However, if the area for the event allows for the attendees to also remain in that same area to camp overnight, ensure that the site map clearly states the space allocations and how this will work for your event. There is no requirement for the overnight camping area to be separate to your event, as long as the meterage of the event site/setup/camping areas meets the requirements based upon numbers for attendance.