

Essential items for all events

1. Events Kit

Flying Arts Inc. COVID-19 Safe Kit for Events & Tours

All workshop groups and events hosted by Flying Arts will be provided with a COVID-19 Safe Kit to ensure adequate PPE and cleaning products for general room cleaning of high touch point areas, first aid management, and personal hygiene.

Contents:

- a. Hand sanitizer
- b. Wipes
- c. Disposable face masks (for close proximity work only)
- d. Sign on sheet and questionnaire (have you recently been in contact with someone with COVID-19, etc) See below.
- e. Health and Hygiene posters.
- f. A signed Statement of Compliance to Event Checklist.

2. QLD COVID-19 Safe Event Checklist

- **Must be completed for all events under 500 people.** [Download here.](#) Or see **Appendix.**
- Completion of this document means that the event host *does not have to do a COVID-19 Safe Event Plan and does not have to get approval for the event through Queensland Health.*
- Completed checklist must be accessible by the host, during the event, if requested by an enforcement officer (electronic copy acceptable). And, must be available for 56 days following the event.

3. Screening Questionnaire

- **Must be completed for all events BEFORE participants, staff and volunteers enter the room or event space.**
- Or, see Appendix for copy of entry questionnaire.
- If a person says no to one of these questions, or shows symptoms/feels unwell they must be asked to immediately leave the event.

4. Signage

- A signed [Statement of Compliance must be clearly displayed in the event space or gallery.](#)
- [Health and Hygiene posters](#) (may be supplied by venue).