

Essential items for all face-to-face 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 sanitiser
- b. Wipes
- c. Disposable face masks (for close proximity work only)
- d. [Check in Qld App - QR Code](#)
- e. Health and Hygiene posters
- f. A completed [Event Checklist](#)
- g. 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. Check In QLD App

- **All staff and participants must sign-in via the [Qld Check-In App](#) BEFORE they enter the room or event space.**
- If a person shows symptoms/feels unwell they must be asked to immediately move away from other participants, leave the event, and to contact their doctor or Queensland Health for a diagnosis or test.

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).