

# COVID-19 Event & Meeting Safety Guidelines

## Introduction

GCPHN acknowledges the essential role health practitioners have at the frontline of primary care and in containing COVID-19.

The safety of our team and yours is of the utmost importance to us and it is important we do not, in any way, compromise the health of individuals and service providers.

As we begin the resumption of face-to-face training, networking, events and meetings, the following COVID-19 safety guidelines apply.

## Pre-Event Arrangements

- Visitors and event participants are requested **not to attend in person** if exhibiting COVID-19 **symptoms**, are required to **quarantine**, have visited a **COVID-19 hotspot** or in accordance with other **public health directions**. Refer to links for further info.
- All visitors/event attendees to the GCPHN office will be required to sign in via the Check In Qld QR Code. If attending an event organised by us at an alternative venue you will need to provide your details to that venue holder. This information will assist GCPHN and the local public health unit with contact tracing (if required).
- If visitors/event attendees do not agree to all items listed above, they will be prohibited from attending the event/meeting.

GCPHN will conduct meetings/events in accordance with industry COVID-safe frameworks and work with external venues (where applicable) to ensure that they meet the following requirements:

- Venues will be booked to cater to a maximum number of attendees as per current public health direction re persons per square metre. Where necessary group sizes may be reduced to allow compliance, or the event/meeting may be offered online.
- Where provided, catering arrangements will be in accordance with GCPHN's Catering Policy and COVID-safe food safety guidelines to ensure that no food sharing is required, and individual servings are provided. Participants are requested to BYO water bottles (as no communal water stations are possible). Beverages such as tea and coffee will **only** be served in certain circumstances as per our Catering Policy.

- All participants at a GCPHN event will be provided with a copy of these COVID-19 Event and Meeting Safety Guidelines prior to attending and be reminded of the importance of not attending if unwell or exhibiting COVID-19 symptoms.

## Event Arrangements

- Upon arrival, when greeting other attendees avoid shaking hands and physical contact in line with public health direction.
- All participants will be required to maintain appropriate physical distancing (1.5 metres) to the extent possible for the duration of the meeting and discouraged from congregating in common areas during breaks or following the conclusion of the event.
- Hand sanitiser will be provided for use and attendees will be expected to use sanitiser on entry to the venue and at regular intervals during the event/meeting.
- Disinfectant wipes will be provided for use so that shared equipment may be wiped between use.
- We encourage you to cover your nose and mouth with the bend of your elbow or use tissues provided if you cough or sneeze.
- Where possible doors will be left open to provide good ventilation and reduce the number of high touch surfaces.
- Gloves and masks will be available for use if required (e.g. for any individual with allergies to hand sanitiser).
- Meeting coordinators will be responsible for ensuring COVID-safe guidelines are followed during the meeting. As an attendee, you may be asked to assist with infection control measures (e.g. wiping down work areas following use).

## During/Post Event - Feeling Unwell

- If you start to feel unwell or are experiencing COVID-19 symptoms, please let a GCPHN staff member know and we will move you to a temporary isolation room and guide you through our preparedness plan.
- After the session, if you develop any COVID-19 symptoms, no matter how mild, you should follow public health advice and get tested immediately. For further advice, contact your local doctor or call 13HEALTH (13 43 25 84). Further details regarding COVID-19 testing options can be found on our website: <https://gcpnh.org.au/community/covid-19/covid-19-testing/>