

FAQs – Framework for COVID-19 Safe Events and Activities in Tasmania

What is the Framework for COVID-19 Safe Events and Activities in Tasmania?

The Framework for COVID-19 Safe Events and Activities in Tasmania is a document that supports event organisers to plan and hold COVID-19 safe events. The framework outlines the thresholds, principles and requirements to assist event organisers to identify and manage the risk of COVID-19. Event organisers must complete an Events COVID-19 Safety Plan using the WorkSafe template, and seek assessment or approval as required for Level 2 and Level 3 events.

What is a WorkSafe Events COVID-19 Safety Plan?

An Events COVID-19 Safety Plan documents the measures that the event organiser will implement to reduce the risk of COVID-19 transmission at a public event. From 1 December 2020, all public events in Tasmania will be required to have an Events COVID-19 Safety Plan in place.

Under the Framework, the Events COVID-19 Safety Plan for Level 2 events requires prior assessment, and Level 3 events require prior approval from the Director of Public Health. Organisers can submit their Events COVID-19 Safety Plan through the registration portal, which is available through the Business Tasmania website.

Please see the [WorkSafe Events COVID-19 Safety Plan template](#).

What is the purpose of an Events COVID-19 Safety Plan?

The WorkSafe Events COVID-19 Safety Plan template will help event organisers manage the potential risk of COVID-19 transmission during their event, in line with the current Directions from Public Health. Under the *Work Health and Safety Act 2012*, event organisers, as well as the venue, must plan to manage the risks of COVID-19 entering or spreading at an event, reducing the risk as far as reasonably practicable.

Developing an Events COVID-19 Safety Plan is also key to ensuring the event organiser implements the required public health measures. These measures include messaging to encourage people not to attend the event if sick, reinforcing physical distancing between patrons, complying with density limits, managing crowd sizes and queues, recording contact details and implementing cleaning and hygiene measures.

When do I need to have an Events COVID-19 Safety Plan in place?

From 1 December 2020, all public events in Tasmania will be required to have an Events COVID-19 Safety Plan in place.

Level 1 events are not required to seek pre-assessment or approval, but must develop an Events COVID-19 Safety Plan, which is to be available for inspection on request. Level 1 events must identify a Responsible Person within the Events COVID-19 Safety Plan, who will

be responsible for providing patron contact details to Public Health in the event that contact tracing is required.

Organisers of Level 2 events must submit their Events COVID-19 Safety Plan for assessment and receive advice it has been assessed before the event can proceed. Level 3 events require pre-approval of their Safety Plan from the Director of Public Health before the event can proceed.

Organisers can submit their Events COVID-19 Safety Plan through the registration portal, which is available through the Business Tasmania website.

Which events need to have an Events COVID-19 Safety Plan assessed before they can proceed?

The Framework establishes 3 event levels, which specify the relevant gathering limits by reference to the event type, and the related approvals that are required before the event can proceed. It is important to note that at all levels, organisers must plan for a minimum of 2 square metres per attendee and ensure, where practicable, that people remain 1.5 metres from each other.

The numbers noted below include staff, contractors, suppliers, performers, etc in the relevant space.

Table 1 – Framework Capacity Limits

**all limits are subject to density limits of 2 square metres of space per person. For seated events patrons can occupy up to 50 per cent of seated capacity of the venue, and the maximum number of overall people permitted in the venue (staff, performers and patrons) is determined by the density limit.*

	Level 1 Events	Level 2 Events	Level 3 Events
Gathering limits - OUTDOOR	Free moving and mixing: Max. 1,000 people* Seated spectator events: up to 50 per cent of seated capacity, up to a maximum of 2,000 people*	Free moving and mixing: Max. 2,000 people* Seated spectator events: up to 50 per cent of seated capacity, up to a maximum of 5,000 people *	Free moving and mixing: Max. 5,000 people* Seated spectator events: up to 50 per cent of seated capacity, up to a maximum of 10,000 people*
Gathering limits - INDOOR	Free moving and mixing: Max. 250 people Seated spectator events: up to 50 per cent of seated capacity, up to a maximum of 500 people*	Free moving and mixing: Max. 500 people Seated spectator events: 50 per cent of seated capacity, up to a maximum of 1000 people*	Free moving and mixing: Max. 1000 people Seated spectator events: 50 per cent of seated capacity, up to a maximum cap of 2000 people*
Gathering limits – MULTI-SITE / COMBINATION	Multi-site / Combination events: up to 2,000 people*	Multi-site / Combination events: up to 5,000 people*	Multi-site / Combination events: up to 10,000 people*
Requirements	<ul style="list-style-type: none"> • Registration not required • WorkSafe COVID-19 Safety Plan identifies Responsible Person, and is available for inspection • Implement standard public health requirements • Record patron contact details 	<ul style="list-style-type: none"> • Submit Events COVID-19 Safety Plan to Business Tasmania for assessment • Implement standard public health requirements • Record patron contact details 	<ul style="list-style-type: none"> • Submit Events COVID-19 Safety Plan to Business Tasmania for approval by the Director of Public Health. Additional requirements may apply. • Implement standard public health requirements • Record patron contact details
Assessment	N/A	Department of State Growth / Department of Communities	Director of Public Health
Process	Registration not required. Events COVID-19 Safety Plan must identify a Responsible Person, who will provide patron contact details to Public Health Services if contact tracing is required. Safety Plan must be available for inspection	Register via Business Tasmania and submit your Events COVID-19 Safety Plan for assessment	Register via Business Tasmania and submit your Events COVID-19 Safety Plan for approval

What is the difference between an indoor and outdoor event?

An indoor space is defined as any area, room or premises that is substantially enclosed by a roof and walls, including temporary walls. This also applies to temporary structures such as marquees.

An outdoor space is not an area enclosed by a roof or walls.

The gathering limit of an outdoor space of a premises still applies where a premises has several outdoor areas. That is, even if a premises has multiple separate outdoor spaces, the maximum number of people in total are permitted in the outdoor areas of that premises at 1 time.

How do I measure the area to determine the number of people allowed on my event site at any given time based on the 1 person per 2 square metres rule?

To comply with the 2 square metre per person rule, measure the length and width of the floor space. Multiply the length by the width to calculate the area in square metres, and divide this by 2.

The final number is the maximum number of people allowed in the premises (up to the maximum gathering size).

The number of people includes event staff, event attendees and all other people in the relevant space.

What is the definition of an event?

Although there is not a simple definition of what an event is, the Framework is not intended to apply to private gatherings including for example, weddings and birthday parties. It is also not intended that the Framework will apply to organised gatherings, for example regular club meetings. However, under the Framework faith-based organisations and theatres for example can apply for approval to have increased patron numbers.

Can patrons stay overnight at my event?

While multi-day events can occur, at this time events where patrons camp overnight at a multi-day concert for example, are not permitted. However, the Framework will be reviewed over time as the Directions that establish the requirements for mass gatherings and events are updated to reflect the changing COVID-19 situation in Tasmania.

Why do I need to register my event?

The Director of Public Health requires that Level 2 and Level 3 events and activities are assessed or approved, following submission of the Events COVID-19 Safety Plan to Business Tasmania. This process also means that:

- organisers can be contacted immediately if circumstances change; and
- police, emergency and health services are aware of the number and size of upcoming events and can allocate resources accordingly.

Why do I need to record patron details?

All events must record contact details for attendees to ensure they can be contacted if a person who attended the event later tests positive for COVID-19. If the event is not ticketed/booked, then event organisers will need to implement an alternative mechanism to record the contact details of patrons in attendance.

Why do I need a COVID-19 Safety Plan if there is no community transmission in Tasmania?

Having an Events COVID-19 Safety Plan will ensure event organisers play their role in keeping Tasmanians safe. It will reduce the potential risk and spread of COVID-19 and gives event-goers more confidence to attend and participate in events. It is important to maintain sensible public health measures including good hygiene, cleaning regimes and physical distancing. These practices will help to reduce the potential risk of COVID-19 transmission.

How do I know if I need an Events COVID-19 Safety Plan?

From 1 December 2020, all public events in Tasmania will be required to have an Events COVID-19 Safety Plan in place.

Is there any cost in having my Events COVID-19 Safety Plan assessed?

There is no cost in having your Events COVID-19 Safety Plan assessed.

Who is responsible for completing and submitting an Events COVID-19 Safety Plan?

The event organiser is responsible for completing an Events COVID-19 Safety Plan to demonstrate how they will implement the standard public health measures at the event, and risk-mitigation measures to ensure the safety of patrons.

How do I submit my Events COVID-19 Safety Plan?

To submit your Events COVID-19 Safety Plan, please visit the [Business Tasmania](#) website and click through to the registration portal.

Who will assess my Events COVID-19 Safety Plan?

For Level 2 Events, Events COVID-19 Safety Plans will be assessed by a representative from the Department of State Growth or the Department of Communities.

For Level 3 Events, Events COVID-19 Safety Plans will be assessed by the Director of Public Health.

How far in advance of my event do I need to submit my COVID-19 Safety Plan?

It is the responsibility of event organisers to plan their own timeframes, and to build in enough time for review of their Events COVID-19 Safety Plan.

For Level 2 and Level 3 Events, organisers will receive a response from Business Tasmania within 21 days of submitting an Events COVID-19 Safety Plan. If further information is required, assessment or approval may take longer, and you should factor this into your event planning timeframes.

If I complete an Events COVID-19 Safety Plan, do I also need to register my event?

Yes. Level 2 and Level 3 events need to submit an Events COVID-19 Safety Plan for assessment or approval, and will be registered as part of that process. Registration is not required for Level 1 events.

What if my application is not accepted?

Your Events COVID-19 Safety Plan needs to demonstrate how you will implement the appropriate risk mitigation strategies at the event to ensure it is delivered in a COVID-19 safe manner. If the Events COVID-19 Safety Plan does not show how the risks will be adequately addressed, the event will not be permitted to proceed.

If your Events COVID-19 Safety Plan is not accepted, you may provide additional information to address the issues identified, and resubmit it for assessment or approval. This will trigger a new 21 day timeframe for assessment or approval.

What if there is a change in the Public Health Directions that affects my event?

You should be aware that changes to directions can occur at any time as required to respond to the changing COVID-19 circumstances. Throughout the planning process and in the lead up to the event, organisers should be aware of any potential changes to Directions, which may require them to modify, postp1 or cancel the event.

Event organisers can keep up to date by regularly visiting the Tasmanian Government Coronavirus website at www.coronavirus.tas.gov.au.

What makes an event high risk?

There are a range of factors that can increase the COVID-19 transmission risk level associated with an event. However, each event is unique and there are a range of strategies that can be put in place to reduce these risks.

Generally, a higher number of patrons, increased duration of event, indoor only venues, activities for which it is difficult maintaining physical distancing (for example, at concerts), common use of shared equipment, presence of alcohol and/or drugs, inability to record patrons' contact details, and prolonged mixing of people who do not know each other are all factors that increase the COVID-19 transmission risk level.

Will a template and guidance be available to help me develop an Events COVID-19 Safety Plan?

Yes, there are a number of resources available to assist you. Please visit www.business.tas.gov.au

Do I need to keep a contact register?

All events must record patrons' contact details. Keeping an accurate record of attendees and their contact details will assist Public Health to undertake contact tracing, if required after the event. As Level 1 events are not required to be registered, the Events COVID-19 Safety Plan must identify a Responsible Person for the event, who will be responsible for providing patron contact details to Public Health Services in the event that contact tracing is required after a Level 1 event.

Who enforces the Events COVID-19 Safety Plan?

WorkSafe Tasmania can carry out spot checks to ensure you have an Events COVID-19 Safety Plan in place, and that the event is being delivered in line with the Safety Plan.

Will I need an Events COVID-19 Safety Plan for my private gathering (such as a wedding or party)?

No. The requirements under the Framework only apply to public events.

Will I need an Events COVID-19 Safety Plan for our club or school event (such as a fete, quiz night, fundraiser, school ball, graduation or annual dance concert)?

It is not intended that the Framework will apply to small regular organised gatherings that can take place under the existing gathering limits. Larger events may apply to operate under the higher capacity limits provided by the Framework.

Do we need an Events COVID-19 Safety Plan for our business-as-usual activities run by our club or association (such as regular training, games, fixtures or gatherings)?

No. It is not intended that the Framework will apply to organised gatherings, for example regular club meetings that can take place under the existing gathering limits. Larger events may apply to operate under the higher capacity limits provided by the Framework.

I want to run a large, multi-site event above the event level cap, what do I do?

Please contact Business Tasmania for assistance and we will work with you to have your COVID Plan considered by Public Health Services. As this process is likely to take longer than 21 days, please consider this in planning for your event.

Where can I go to get more information?

For more information, please visit the Business Tasmania website at www.business.tas.gov.au or call 1800 440 026.