



COVID-19 update

The health and safety of staff and clients is our top priority

Tuesday 18 May 2021

[Staff updates page](#) | [Health and Wellbeing Team initiatives](#)

Revised restrictions for events

The recently published [Restrictions on Businesses, Activities and Undertakings Direction \(No. 19\)](#) has some implications for how we deliver events at State Library.

Here are some things to keep in mind in your planning.

Checking in

All guests must check in using the Check In Qld app on entry. A copy of our A3 branded check in sign is [available to download](#) for your event if required (print in colour and display at the venue entrance to manage large crowds checking in).

Capacities

Outdoor venues

Outdoor venues (e.g. Queensland Terrace, River Decks etc) are back at full capacity (standing or seated) and do not require ticketing or allocated seating.

Indoor venues

If the event is ticketed with allocated seating, the venue can be filled to full capacity.

If the event is not ticketed and without allocated seating, the capacity is limited to one person per 2m². The event then also needs a COVID-safe floor plan with physical distancing, which will dictate the final room set-up capacity.

Food and beverage service

Public events

Self-service buffets are not permitted. Food and drink can be served buffet style if there are catering staff serving each guest directly.

All drinks must be tray served to guests or poured by catering staff at a central service point. Drinks stations (e.g. coffee and tea, shared water jugs) where guests pour their own drinks are not permitted.

At cocktail receptions, canapes can be tray served if:

- the food items are spaced out to avoid cross-contamination,
- the canapes are presented individually (e.g. on spoons or bamboo boats that guests can take from the tray), or
- catering staff serve each guest directly.

Alternatively, individual boxed portions which guests collect for themselves from a central point are permitted. Please consider whether this type of food service is suitable for the style of event (e.g. tray service by catering staff may be more suitable for formal events).

Internal State Library events

Self-service buffet style for food and drinks are now permitted within the workplace. This means shared morning teas for staff and for other internal meetings (e.g. Library Board and QLF Council) are back!

General hygiene

Sanitising products

Sanitising products for events are available from the Facilities team. Email facilities@slq.qld.gov.au with your request at least a week before your event to ensure sufficient stock is available.

Please make sure a hand sanitiser dispenser is located outside any large venues for guests to use on entry. Sanitiser bottles should be made available for guests inside smaller venues. You can also provide antibacterial wipes for guests to use.

Make sure you use Oxivir spray to wipe down all surfaces pre and post event, especially the high touch points.

Masks

Currently, wearing a mask is not mandatory but is encouraged in situations where people cannot maintain a safe physical distance from others.

Questions?

If you have any questions about running a COVID-safe event, please [contact Julianne Healey](#) for more information.

Thank you,
Vicki