



At Common Ground Queensland (CGQ), the health and safety of our tenants, staff and guests is a priority. As the Government eases restrictions we look forward to welcoming guests back to enjoy and support our function rooms. We have revised our work practices to ensure the function rooms meet Government guidelines and are able to operate in a safe way.

Below, you will find an outline of the measures and requirements that we have implemented to ensure these guidelines are met. It is important to understand that if any of the below points cannot be met, CGQ may cancel your event or refuse entry to function attendees.

It should be noted that CGQ may need to cancel or reschedule your event in response to COVID-19. Cancellations may be at the direction of Queensland Health. CGQ will endeavour to provide as much notice as possible if we need to cancel a booking. Please be assured if such a situation arises, we will work with you to either refund your money or reschedule the booking.

CGQ will continue to monitor the Government's advice and guidelines and adapt this COVID Safe Plan as required.

1. Room Capacity

CGQ has revised the capacity for both the Gambaro Room (level 13) and the Kurilpa Room (level 1).

Based on the Government guideline that requires a **minimum of 2 sqm per person**, the current maximum capacity for each room is:

Kurilpa Room	30*
Gambao Room	36*

**See function room information for configuration options*

2. Pre-Arrival Information

CGQ will still require the usual information from the event organisers 24 hours prior to the event. This information includes:

- Runsheet with the following details:
 - Arrival time for the organiser/facilitator
 - Arrival time of attendees/guests
 - Catering delivery time/s
 - Break times
 - Attendee departure times
 - Facilitator departure times
- Guest list of all attendees (first and last name)
- Confirmation and details of any additional crockery/cutlery requirements
- Confirmation if a tea and coffee station is required

CGQ requires the event organiser to collect and maintain contact details of all function attendees for contact tracing purposes. CGQ does not require this information but it may be requested by Queensland Health for contact tracing purposes.

Only function attendees who have been pre-registered will be given access to the event. Anyone who arrives that has not been pre-registered will be refused entry. If the guest list exceeds the room capacity, CGQ will contact you prior to the event to discuss and ensure the capacity for each room is maintained.

The host is required to ensure that anyone attending the event is reminded to stay home if they are unwell or showing symptoms of COVID-19.

3. On Arrival and Conditions of Entry

The event organiser and function attendees all need to be signed in by our Concierge team on arrival. Concierge will refuse access to the building to anyone who has not been pre-registered.

All function attendees will need to have their temperature taken before they enter the building. They will need to record a temperature below 37.5°C to enter the building. Anyone who records a temperature 37.5°C or above will not be able to enter the building. Temperature checks will be conducted at the concierge desk by a Concierge team member.

Concierge will facilitate access to the function room via the elevator or fire stairs.

CGQ currently has limits on the number of people who can travel in an elevator at any one time. These limits may change in accordance with Government guidelines. Please note that you or your function attendees may need to wait to take the elevator on arrival or departure.

If your event is in the Kurilpa Room and the elevators are busy, we may ask you to use the fire stairs to access level 1. Concierge may ask you or your function attendees to wait outside until the lift is available.

The maximum capacity for elevators will be clearly marked in each elevator and we ask that these limits are strictly followed by all function attendees.

CGQ advises that you allow for additional time for arrival and departure for each event.

A representative from CGQ will meet with the event organiser to run through housekeeping, emergency procedures and provide some IT support. Our staff will maintain a 1.5 metre physical distance.

4. Additional cleaning and sanitisation

Since the beginning of March, CGQ has undertaken additional and regular cleaning of high traffic areas and touchpoints and will continue to do so. The function rooms and the furniture will be thoroughly cleaned before and after each event with a hospital grade disinfectant. Our Function team will take extra precautions when setting up, clearing and cleaning any glassware, crockery and cutlery. This will include wearing disposable vinyl gloves and regular hand sanitisation. Hand sanitisers will be supplied in each room.