



## WORKPLACE HEALTH AND SAFETY QUEENSLAND WHSQ (provides this checklist to keep the workplace safe, clean and healthy)

### EXHIBITOR COVID SAFE CHECKLIST:

- Calculate the capacity allowed on your stand at any one time, including staff (2m<sup>2</sup> per person rule). For Example:

Determine the total m <sup>2</sup> of your space. e.g., Stand <i>ABC</i> has a total m <sup>2</sup> of -	100m <sup>2</sup>
Determine the size of non-usable spaces in m <sup>2</sup> - e.g., space taken up by equipment, furniture etc	50m <sup>2</sup>
Minus the non-usable area from your total area -	50m <sup>2</sup>
Divide the usable area of the space by 2 Stand Capacity at any one time: <i>Based on 2m<sup>2</sup> per person, including staff</i>	<b>25 people</b>

- Display Covid Safe signage:
  - Stand Capacity
  - Physical Distancing
  - Help Stop the Spread
- Where practical, look for a one-way path through your stand with a separate Entry & Exit Point.
  - Use signage and floor decals to direct visitors and staff.
  - If not practical, identify ways to manage the flow around your stand.
- Hand Hygiene / Sanitiser Station at the entry, meeting, or hospitality areas of your stand
  - Alcohol Based sanitiser must be at least 60% ethanol or 70% iso-propanol.
  - Assign a staff member to monitor levels throughout the show.
  - Encourage all staff and guests to practice good hand hygiene.
- Maintain Social Distancing of 1.5m, including inside any display equipment. Place floor markings, wall markings or signs to identify 1.5m distance within your stand.
  - Staff must practice social distancing, where possible assign staff to specific areas within your stand.
  - Identify possible queuing areas and display signage accordingly.
  - Ensure tables and chairs are appropriately positioned to maintain social distancing.
  - Assign staff to monitor physical distancing throughout the show.
  - Check signage daily and replace if required.
  - Where possible, schedule & book meetings & demonstrations throughout the day to control access to, and numbers on, your stand.



- High Touch areas within your stand must be cleaned with spray disinfectant every 2 hours. You must keep a log of this for the duration of the show.
  - Establish cleaning protocols for areas within your stand, including staff cleaning roster and frequency of cleaning required.
  - Ensure meeting spaces, chairs or sales desks are wiped down after each customer.
  - Minimise shared equipment or sales tools and ensure these are cleaned after each person (e.g., computers, brochure stands etc).
  - Use electronic paperwork where possible. If a signature is required, ensure new, unused pens are supplied or (ideally) employ electronic signing.
  - Schedule a deep clean of your stand at the end of each day.
  
- Staff must complete the Daily Health Questionnaire.
  - Brief staff on good hand hygiene and coughing / sneezing etiquette.
  - Must be completed from start of bump in, during show and until completion of bump out.
  
- Utilise scanners to collect enquiries where possible to reduce exchange of business cards.
  
- Ensure any merchandise, show bags, brochures etc are handed out by staff only. These cannot be self-serve.
  - Staff to practise high hand hygiene or wear gloves.
  
- On completion of the show ensure all products and equipment are wiped down prior to packing.