

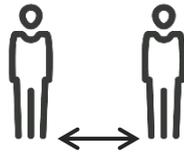


## COVIDSafe Events Guidelines

### COVIDSafe Measures for Events



Stay at home if unwell



Practice 1.5m  
physical distancing



Practice good  
hand hygiene



Consider downloading  
and running the  
COVIDSafe App

### Approval Arrangements for All Indoor and Outdoor Events

<u>Event Size</u>	<u>Approval</u>
1-20 people	Department/Office Head approval
21-50 people	Executive Group member approval
51-100 people	Executive Group member approval, with Events Team support, WHS approval, and risk assessment
101+ people	As above for 51-100 person events and with the Vice-Chancellor's approval

Indoor Events are formal meetings, conferences, seminars, workshops, celebrations, town halls, etc, that are not routine. This guidance does not apply to regular departmental and staff meetings or departmental seminars.

Outdoor Events include campus tours.

**Teaching and Research Events:** Where we are engaged in activities for learning, teaching, and research, the University is exempt from the one person per 4 square metre rule. However, the University remains committed to SafeWork Australia guidelines regarding 1.5m physical distancing where possible. The requirements for both indoor and outdoor events are:

- Staff, students and volunteers can attend if necessary for the normal business of the University;
- External attendees from organisations with their own COVIDSafe Plan for events, meetings, etc (for example, from another university or hospital, a government department, or business), can attend if necessary for the normal business of the University; and
- Events must be conducted in accordance with the University's [COVIDSafe Plan](#).

**Events involving Community Members:** NSW Health has asked universities to distinguish between staff and students, who are exempt from the one person per 4 square-metre rule when engaged in teaching and research, and *community members* who may include alumni, donors, prospective students and their parents. Where we hold events which are exempt from the one person per 4 square metre rule, community members are *not* allowed to attend.

Where community members are involved in our events, events must be organised according to New South Wales Public Orders for corporate events, using relevant sections of the requirements for [Conference and Function Venues](#) and for [Museums and Galleries](#).



Most importantly, this means that from 15 October 2020, events involving community members are subject to the one person per 4 square metre capacity rule (excluding staff) and with no more than 300 people in total. Seating must be separated by 1.5 metres except for household members or other close contacts. In addition, there must be a COVIDSafe Plan in place for the event. High risk activities, including choirs and dancing, must not occur.

Events that are held as group bookings in restaurants can have no more than 10 people.

Tours involving community members should have no more than 20 visitors per group and, for everyone other than household members, or other close contacts, are subject to the 1.5 metre physical distancing rule.

For all events involving members of the community, keep a digitised record of name and a contact number for all staff, attendees and contractors for a period of at least 28 days. These records must be stored confidentially and securely.

**Location:** If an event is to be held outside the Macquarie or City Campuses it must be held in accordance with Public Orders that apply to those organisations. So, again, the event will have to be conducted according to rules for corporate functions held in [Conference and Function Venues](#) or [Museums and Galleries](#).

**General Advice:** People participating in an event should practice social distancing wherever possible as well as good hand hygiene.

Event planning should include measures to prevent crowding both during the event and when people are entering and exiting venues.

**Risk Assessment:** Each Faculty/Portfolio should consider the level of risk involved in holding events, even where these events are part of their normal business.

At 19 July 2020, NSW Health advises that:

People are urged to avoid non-essential travel and gatherings. Of particular concern is transmission in venues such as hotels and restaurants, the gym and social gatherings.

As well as following these Events Guidelines, additional measures should be adopted as appropriate. For example, a Faculty may decide to impose stricter controls on an event because it involves higher risk activities, such as, for example sharing equipment or involving vulnerable workers. Measures might include escalating approvals or reducing the size of the event, or introducing additional controls, such as pre and post cleaning arrangements.

**Events in Other Organisations:** In the same way external attendees are included in events as part of the normal business of the University, staff, students and volunteers can participate in the activities of other organisations which have their own COVIDSafe Plans for events, meetings, etc (for example, events in other universities or hospitals, government departments, or businesses). However, appropriate caution should be exercised.

**Events on Campus Hosted by Other Organisations:** As a general rule, the University is not currently accepting requests by other organisations to hold events on the Macquarie Park or City Campuses. Any exceptions to this guidance must be carefully considered in current circumstances and requests should be forwarded to the Events and Domestic Protocol team—Leanne Hunter ([Leanne.hunter@mq.edu.au](mailto:Leanne.hunter@mq.edu.au)).

**Planning:** To help with planning, and to obtain approval for events, two templates are available:

- An [Event Planning template](#), from the Events and Domestic Protocol team; and



- the [Vulnerable Workers Risk Assessment template](#) (Work Health and Safety representatives and the COVIDSafe Coordinator will provide risk assessment and advice here).

**Approvals:** Every effort should be made to allow reasonable time for approvals, using the Event Planning template and, if needed, the Vulnerable Workers Risk Assessment. All requests for the Vice-Chancellor to approve an event are to go through the Events and Domestic Protocol team and must have the endorsement of the COVIDSafe Coordinator. (Refer to the table above on approval arrangements for more information.)

It may be appropriate to seek ongoing approval for events which are repeated regularly throughout the year, but it is important to recognise that, if Government regulations and health advice change, the new requirements must be adhered to.

**Further Information:** These Guidelines take account of the NSW Public Health Order on gatherings in force at 24 July 2020 as well as NSW Health advice at 19 July 2020. However, the situation is changing rapidly and although every effort will be made to update the Guidelines, immediate updating cannot always be guaranteed. Faculties and Offices should check with the Events and Domestic Protocol team to ensure that plans are developed against the most up-to-date information.

For further information and advice, please contact the team at [Events and Domestic Protocol](#)