**COVID Safe Event Plan**

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| Document Owner: | People and Diversity |
| Document Custodian: | Manager Health and Safety |

1. Purpose
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| * 1. To assist event organisers to develop their COVID Safe Event Plan.
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| 1. Scope
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| * 1. Event organisers are responsible for hosting a COVID Safe Event. It is a requirement that all event organisers in the ACT have in place a COVID Safety Plan which identifies and seeks to minimise the risks posed by COVID-19.
	2. A COVID Safety Plan must be in writing and available to be produced on request by compliance and enforcement officers.
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| 1. Procedure

This is an example COVID Safety Plan produced by UCLifex for clubs to reference.Lines marked in red are a bad example.Line marked in green are a good example of what should be included in a COVID Safety plan. Not all details will be relevant however this is the level of information required in your plan.* 1. The COVID Safe Event Plan is designed for use by event planners where their event will have less than 2,000 attendees.
	2. Completion of the plan is all that is needed to satisfy the requirement under the Public Health Direction for a COVID Safety Plan.
	3. **For events with more than 2,000 attendees,** a more detailed COVID Safety Plan is required . Event organisers should refer to the ACT government [**'COVID SAFE EVENT GUIDANCE - A safe return to events’**](https://www.covid19.act.gov.au/__data/assets/pdf_file/0008/1888847/COVID-Safe-Event-Guidance_FINAL.pdf)publication and amend their COVID Safety Event Plan appropriately.
	4. Event organisers must use the [online form to notify ACT Health](https://form.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1569) of your event if between 1001 to 2000 people are attending, or to seek an exemption for events over 2,000 people attending or if your event falls outside of the Public Health Directions.
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| * 1. Core Considerations for COVID Safety at events must include:
* Adherence to Public Health Directions
* Facilitate Contact Tracing
* Density and capacity limits
* Management of attendees
* Physical distancing
* Hygiene Measures
* Cleaning and disinfecting procedures
* COVID safe messaging
* Manage illness on site
* COVID Marshals and COVID Safety Officers
* Staff and Event Contractors/Vendors
* Management of key activities
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| 1. Event Details
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| **Event name** | UCLifex Example Event |
| **Event description & brief** | Provide details on the activities, participants, and any third-party providers which will be involved)This event held at UC Concourse. It will be a chance for new students enrolled at UC to meet and network.  |
| **Event Type** | [x]  Indoor [ ]  Outdoor |
| **Frequency**  | [x]  Once off event [ ]  weekly [ ]  monthly [x]  Semester [ ]  annually [ ]  other  |
| **Event date(s)** | From: 1/01/2022 | To: 1/01/2022 |
| **Event Duration** | Start: 6:30pm  | Finish: 7:30pm |
| **Location of event** | Be specific – provide building name and room number or outdoor location.University of Canberra Northern Concourse Lawns, in front of building 2 |
| **Alternative location** | Be specific - include building and room number, if appropriate.N/A |
| **No. of people expected** | 100 |
| **Intended audience**(select all applicable) | [x]  Students [x]  under 18’s [x] over 18’s [x]  Staff [ ]  Academics [ ]  Senior Executive [ ] VIPs (e.g. Ministers) [ ]  general public [ ]  Alumni [ ]  Invited guests only [ ]  other – please specify, including number of each: Click or tap here to enter text. |

1. Event Organiser Details

**Key contact:** Main Event organiser details – must be present at the event

**Position:** Click or tap here to enter text.

**Organisation (or UC area):** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Mobile:** Click or tap here to enter text.

**Email:**

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| 1. Adherence to Public Health Directions

The Public Health (Restricted Activities) Emergency Direction 2021 outlines the requirements for events to occur and the Direction is updated from time to time. Please ensure you are aware of the requirements under the Public Health Direction.*Considerations:* * *Does your event meet the requirements under the Direction? Are you meeting the required density and capacity limits? If not, do you need to seek an exemption?*
* *How will you make sure staff, contractors and vendors are aware of requirements?*
* *How will you manage the requirements of mask wearing (if applicable)?*

Yes the event complies with public health directionsThe event will comply with density and capacity limits, the event will require all attendees to wear a mask if applicable under public health orders at the time of the event. Spare masks will be available upon request for attendees. The event is up to 100 attendees and will not require an exemption from ACT Health to proceed, however will require notification to ACT Health. |

1. Facilitate Contact Tracing

Visit the [Check In CBR Business Hub](https://www.covid19.act.gov.au/stay-safe-and-healthy/check-in-cbr-app/information-for-businesses) if you have not already registered for Check in CBR for your event.

It is mandatory for all events to register for and use the Check In CBR QR code. It is also mandatory for patrons aged 16 years or older to check-in when entering an event for any length of time and event organisers must use their best endeavours to ensure that patrons do so.

Please ensure you have adequate signage displaying your Check in CBR QR Code. At a minimum, this should be placed at the entrance to your event.

*Considerations:*

* *What measures are in place to ensure anyone aged 16 years or older has checked in using Check in CBR upon entry to the event? These measures should cover all persons in attendance – patrons, staff and contractors etc.*
* *Do you have a plan for people who cannot check in (e.g. do your staff know how to use the business profile function)?*
* *Where will the QR Code signage be displayed?*

Yes, checkin codes are available at the entry

A Check In CBR code for the UC Concourse will be available for attendees. Staff will be positioned at each entry of the event to ensure compliance with checking in. All staff will be trained on using the business profile feature of the app to scan in anyone unable to check themselves in. Due to our attendees being largely University students, it is not expected that a number of attendees will need assistance checking in. Students have been informed about the use of the Check In CBR App on campus through numerous emails from the University of Canberra.

QR codes will be printed in A3 and available on A Frames, pillars or fencing at each entry. At least 2 QR codes will be displayed at each entry.

1. Density and capacity limits

The total number of people permitted at an event will be outlined in the Public Health Direction. You should implement controls to limit the number of people inside the event precinct at any one time so that the density limits are not exceeded. This is subject to change so please ensure you check the Direction carefully.

Only usable space should be used when calculating numbers. Usable space means the space that people can freely move around in, but does not include:

* stages and similar areas
* restrooms, changerooms and similar areas
* areas occupied by fixtures, fittings, and displays
* staff only areas and areas that are closed off or not being used.

For events which are designed to have general entry over a period of time, or which have sessions, the total number of people attending an event in one day should be combined to calculate the number of attendees. For example, an event of 250 attendees per session over four sessions will be considered as an event of 1,000 attendees.

*Considerations:*

* *What is your capacity limit?*
* *How will you ensure the capacity limit is not exceeded?*
* *How will you monitor crowd density within an area?*
* *Do you need to seek an exemption?*

We will make sure the number of people is not too many for the space.

The capacity limit will be 100 pax, which will not be able to be exceeded due to the limitations put in place via ticket registration. Staff will also monitor the number of patrons in the area. As it is an outdoor event, the 1 person per 2 square metres rule applies. The area is over 1000 square metres of useable space. An exemption is not needed.

1. Management of attendees

**All organised Events of less than 1,000 people must use Check in CBR.** Events of more than 1,000 people must be ticketed or pre-registered, and Check in CBR also used.

All attendees (excluding workers) must have a ticket to attend an event. This includes attendees aged 16 years and under.

*Considerations:*

* *How will you ticket or seek pre-registration for your event?*
* *What will happen if people are sick and cannot attend (see further advice below)?*
* *Will your event be seated or will attendees be free to move around? Does this comply with Public Health Directions?*
* *Is there a defined and controlled boundary for the event?*
* *Have you considered where participants are likely to travel from and put in place measures to manage participants travelling from other jurisdictions which may be subject to travel restrictions?*
* *Should you shorten the length of your event to reduce risk?*
* *Provide details of the demographics of the patrons expected to attend the event.*

The event will be ticketed, people will be told not to come if they are sick, a fence will be put up, the event is less than 2 hours.

The event will be ticketed through UniOne, where attendees information will be accessible should a COVID-related issue arise. If attendees arrive appearing unwell, they will be advised to leave the venue, get tested and self isolate.

Attendees will be free to move around the footprint of the event with clear and wide paths for people to move around while maintaining physical distancing.

There is a defined and controlled area by the event staff, despite the event being outdoors. There will be signage and ground markers to further assist with social distancing and area inclusion.

Attendees for the event will be mostly students with some staff expected to attend as well. The event is expected to attract undergraduate, postgraduate students and a mix of both international and domestic students. It is expected that many students will have recently travelled to Canberra and the University will be assisting students that are required to isolate. Under current public health orders contacts of COVID positive cases are required to self identify and isolate and seek a test if required.

The duration of the event ensures that crowding can be reduced and each attendee has minimal time spent in close proximity with others.

1. Physical distancing

Encourage physical distancing of 1.5 metres by marking areas where attendees may queue or may congregate.

Have strategies in place to manage any gatherings that may occur within the event site, such as at the entrance/exit points, amenities or around stall holders. If possible, set up separate exit and entry points and separate order and collection points to minimise contact.

*Considerations:*

* *Determine the total number of people allowed on site at any given time, and the number of people allowed within each discrete area of the site at any given time, as per the physical distancing requirements?*
* *What is the layout of your event? Where will you place floor markers and signage as well as other controls to promote physical distancing requirements?*
* *How will your event staff encourage people to observe physical distancing of 1.5m?*
* *How will you manage areas of potential congestion, for example ingress and egress, food/ beverage outlets, and toilet facilities?*
* *Will you stagger entry and exit?*
* *Can you space out any stalls throughout the event, if relevant (rather than having stalls side by side) to encourage physical distancing?*
* *Provide details of any activities that may lead to close physical contact (e.g. dancing, moshing) and consider how these will be managed.*

Everyone knows the keep a physical distance and we will remind them when they come to the event.

All attendees will be encouraged to maintain a safe physical distance from others throughout the event. A number of strategies have been put in place to enable this:

* The total number of attendees at any one time is 100. Through ticketing this number will never be exceeded.
* Corflute or A frame Signage reminding attendees to maintain a safe physical distance will be placed throughout the event. Signage will also be used to encourage mask use whether masks are required or not under the public health directions.
* The layout of the event is an outside area with space for attendees to stand spaced out. Areas of potential congestion such as entries will have markers sprayed using chalk paint onto the ground to indicate 1.5m distancing.
* Event staff will remind patrons upon arrival to socially distance where possible and remind them when necessary throughout the event.
* Entry and exit will not be staggered, as it is an event with a short duration. Patrons will be reminded to socially distance when entering and leaving and staff will monitor this to ensure it occurs.
* No stalls required for this event.
* No activities should lead to close physical contact for this event.
1. Hygiene Measures

Provide alcohol-based hand sanitiser at key points around your event site, including at the entrance. Encourage both staff and attendees to utilise hand sanitiser regularly. Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

*Considerations:*

* *At what locations around the event site will you have hygiene stations?*
* *Who will be responsible for ensuring hand sanitisers are available and refilled when required and checking bathrooms are well stocked?*
* *Wearing of Face masks in high-risk settings or where social distancing can not be maintained.*

Hand sanitiser will be provided

All entries and exits will have hand sanitiser available and each stall will also be provided with a bottle of hand sanitiser to have available to attendees. Staff or volunteers will ensure that hand sanitiser is in place before 10am on the day of the event and will replace any depleted containers.

Multiple bathrooms are available in all adjacent buildings and are well stocked by UC Campus Estate’s contracted cleaners.

Face masks will be encouraged or enforced depending on the ACT Health public health directions at the time of the event. UCX has a large enough supply of masks to be able to provide one to each attendee of the event if required. These will be made available at the entries of the event.

1. Cleaning and disinfecting procedures

Conduct frequent sanitising of all surfaces (particularly frequently handled surfaces such as food and beverage facilities, EFT machines, door handles, tablets, chairs, bathrooms, etc). Cleaning tips for workplaces can be found at Safe Work Australia.

In indoor areas, encourage natural ventilation by keeping windows and doors open wherever possible.

*Considerations:*

* *What measures are in place for regular venue cleaning and disinfecting, particularly for high touch areas, including doors, chairs, bathrooms and toilets, handrails and food and drink facilities before, during and after the event?*
* *Do you require designated staff for frequent cleaning? Are staff trained in infection control?*
* *How will you remind patrons, staff and volunteers of the need to practice good hand hygiene and respiratory etiquette?*
* *Describe your cleaning and disinfection regime of common contact surfaces, ‘high touch’ items and shared amenities.*
* *How will you ensure cleanliness and hygiene standards are maintained?*

We will clean everything frequently.

UC contracted cleaners will maintain the venue cleaning and disinfecting. Designated staff are not required for frequent cleaning due to the short event duration. Event staff will wipe down serving tables every half hour.

Signage will be displayed at the entries to the event encouraging good hand and respiratory hygiene practices.

1. COVID safe messaging

**Place signs at entry points to instruct attendees and staff not to enter the event site if they are unwell (see Resources for business at the Business Hub for downloadable posters).**

**Anyone experiencing symptoms of COVID-19 should be encouraged to seek testing.**

Advise staff and attendees to check the ACT Government COVID-19 website for current advice on locations attended by people confirmed to have COVID-19. Anyone who attended these locations at the specified date and time should not attend the event.

*Considerations:*

* *Your stance on cancellations to allow customers to cancel due to COVID-19 factors – such as being unwell or waiting for COVID-19 test results.*
* *How will you proactively communicate public health messaging with attendees prior to, and during the event to inform them of their safety obligations?*
* *Who is responsible for issuing communications to stakeholders and patrons?*
* *Whether you will refund the purchase price of tickets due to COVID-19 factors?*
* *How you will encourage staff not to attend work if they are unwell?*

We will tell everyone not to come if they are sick.

Tickets are free and there will be no penalty for ticket cancellation. Attendees will be able to cancel their own ticket at any time or contact UC Life for a ticket cancellation.

Signage will be displayed at the entry to the event advising students not to enter if they are unwell or are required to isolate.

Event tickets will contain information advising not to attend if they are unwell or required to isolate. This will include a link to up-to-date information on the covid19.act.gov.au website.

Additional staff will be available to fill in for any staff that are unwell or required to isolate. UC Life will work on an A team and B team type roster to prevent the possibility that all staff are affected and ensure that all operations can continue.

1. Manage Illness on site

The main symptoms of COVID-19 are:

* fever x cough
* sore throat
* shortness of breath
* runny or blocked nose
* loss of smell or taste.

Less common symptoms are muscle pain, joint pain, diarrhoea, nausea, headache, vomiting, loss of appetite, fatigue. Symptoms can develop between two to 14 days after you are exposed to the virus. **More information about symptoms and when to get tested can be found at the** [**ACT Government’s Stay safe and healthy page**](https://www.covid19.act.gov.au/stay-safe-and-healthy)**.**

*Considerations:*

* *What is your plan to manage staff or guests who present with illness?*
* *Do staff know what to do if an event participant or staff member presents to them with symptoms?*
* *How will I maximise measures that prevent transmission such as wearing of masks, physical distancing and hand hygiene?*
* *What advice will I provide to attendees to leave the event immediately if any symptoms of illness develop?*
* *Do you have a response plan in place detailing how your workplace will respond should the workplace become contaminated?*

Anyone sick will be told to leave.

If an attendee or staff member is identified with respiratory symptoms or illness they will be immediately required to leave the event. They will be provided with a mask if required and referred to information on the ACT Gov COVID website about what action they need to take.

Any staff interacting with this person will wear appropriate PPE and take appropriate measures to protect their own health afterwards including but not limited to washing hands, changing masks and changing clothes.

If a positive case is reported to the University, UC Life will take all actions determined appropriate by UC and ACT Health. This may involve staff isolating, notifying all attendees of the event (using tickets checked in), cleaning all equipment used for the event.

1. COVID Marshals and COVID Safety Officers

**For events over 500**, it is a strongly recommended that there is one staff member on site that exclusively performs the role of a COVID Marshal during your event. COVID Marshals should not be confused with Security Officers, nor should Security Officers take on the role of a COVID Marshal.

COVID Marshals are people who are assigned to assist in the management and implementation of the risk mitigation measures in place for your event, that are designed to reduce transmission risk. A COVID Marshal can be a volunteer or a staff member and must be easily recognised (eg lanyard, badge, coloured shirt, hat, hi-vis vest). They should be fully trained on the contents of your event’s COVID Safety Plan.

However, even for smaller events, it is important to identify someone in your team to be in charge of COVID safety matters. In addition, you must have enough COVID Safety Officers to effectively manage the amount of people at your event. You may wish to apply a ratio, such as one COVID Safety Officer per 250 attendees.

*Considerations:*

* *Provide details of how you will implement COVID Marshals and COVID Safety officers at your event.*
* *What roles and responsibilities will be assigned to these staff members? You should have clear duty statements or task lists for each role.*
* *How will the COVID Marshal and COVID Safety Officers be identified? (eg. through appropriate clothing/vests)*

Not Applicable[x] Required[ ]

If required click or tap here to enter text.

1. Staff and Event Contractors/Vendors

Ensure event staff, contractors, and vendors are properly trained and have access to information relating to physical distancing, wearing of masks and cleaning.

*Considerations:*

* *Has the event’s COVID Safety Plan been shared with all relevant stakeholders?*
* *Are your staff appropriately trained and across the event’s COVID Safety Plan? Do you need staff to undertake infection control training?*
* *What checks do you have in place to make sure the event vendors and contractors follow COVID safe practices?*
* *Will you make vendors and contractors, if relevant, supply their COVID Safety plans to you? Do they have measures in place to manage such things as contactless payments, physical distancing in queues?*

The COVID Safety Plan will be sent to UCLifex.

This COVID Safety Plan will be shared with all staff, volunteers and stallholders of the event via email in the week before the event. All staff and stallholders will be expected comply with this plan which will be enforced by the COVID Safety Marshall or event manager.

The COVID Safety plan will be sent to UCLifex for approval at least one week before the event.

Staff will receive training on the implementation of the COVID Safety plan a week before the event.

1. Management of key activities

Consider the activities you plan to have at your event and any risk mitigation measures you can take.

*Considerations:*

* *Do you need extra staff to monitor activities? Do you need extra hand sanitiser, queue markers etc?*
* *Avoid any activities which do not permit appropriate physical distancing or put in place additional measures to reduce transmission risk.*
* *Events can result in high frequency of touch points. Therefore, ensure that appropriate cleaning of equipment takes place before and after use.*
* *What plans or actions might need to be taken if the situation in the ACT worsens? (i.e. event postponement or cancellation) and restrictions are tightened in the Public Health Directions.*
* *Has first aid, crowd control, responding to medical emergencies and emergency evacuations been considered?*

This is a small event and we do not need to consider these seriously.

There will be a dedicated Event Manager who will be responsible for ensuring the smooth operation of the event. The event manager will be responsible for any emergency response required and will have received training in this. Multiple staff will hold current First Aid and Mental Health First Aid certifications and can respond to incidents of this nature. UC Security are also available to assist with emergency situations and provision of first aid.

UC Life is constantly monitoring the changing situation to ensure that appropriate measures are put in place. If there is a tightening of restrictions, cancellation or postponement may need to be considered but this will be dependent on the nature of the changes.

1. Approval

The Approving Delegate is required to approve the event or gathering. This is a member of University senior management (Band 4 or above of the UC Delegations Framework) e.g. Dean, Director etc.

UC Clubs and Societies must send to uclifeclubs@canberra.edu.au

**Approving Delegate To Complete**

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| --- | --- |
| **Name** | Click or tap here to enter text. |
| **Position** | Click or tap here to enter text. |
| **Signature** |  | **Date** | Click or tap to enter a date. |