## 

## COVID Safe Events Checklist

## Introduction

This checklist details actions that need to be taken to conduct a COVID Safe event and should be implemented with the Universities COVID Safe plan and requirements along with NSW government restrictions at the time of the event.

Refer to the Universities COVID-19 staff hub <https://staff.csu.edu.au/home/news-and-events/coronavirus-updates>

## Purpose

This checklist has been developed to assist event planners in managing:

* Events held on behalf of the University that have members of the public
* Private University events such as seminars, lectures, trainings, workshops, conferences, luncheons, dinners, weddings, etc.

**All events must be registered prior to commencing and it is the responsibility of the event organiser to ensure all restrictions and guidelines are followed.**

This checklist should be used by event organisers to:

* Identify potential health risks and mitigation strategies specific to the event
* Minimise public health risks.

Please keep a copy of the completed checklist for your record.

**Name:**

**Contact (email/phone):**

**Event name:**

**Event date:**

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| Oversight and Administration | | |
| Requirement | **Actions to Consider** | **Implemented**  **Y/N** |
| Consider the objective(s) of the event | Is in-person interaction a key objective of the event? If yes, continue planning for in-person event. If no, consider whether a virtual event might achieve your objectives. |  |
| Prepare contingency plans | What are the risks if this in-person event needs to be cancelled at the last-minute? Have these been mitigated/do you have a contingency plan? |  |
| Approval from sponsor, such as Divisional Lead/Dean/Portfolio Head or nominee | Has this event been approved? |  |
| Event registration | Has this event been registered at: [**https://about.csu.edu.au/services-facilities/events-and-catering/events-and-conferences/registration**](https://about.csu.edu.au/services-facilities/events-and-catering/events-and-conferences/registration) |  |
| Monitor [NSW government COVID restrictions](https://www.nsw.gov.au/covid-19/business/nsw-rules) | Check the legislative requirements and specific restrictions that may apply. Incorporate latest public health advice into your planning. |  |
| Monitor [University’s coronavirus website](https://staff.csu.edu.au/home/news-and-events/coronavirus-updates) | Incorporate the latest advice into your planning including the requirement to be fully vaccinated to attend our campuses or events hosted by the university off campus |  |
| Enable clear and detailed record-keeping to facilitate contact tracing | Ensure all attendees, staff, volunteers, and vendors register their attendance using a QR code or other electronic record keeping system. Third parties can use the free NSW QR codes located at all of our buildings.Ensure record keeping systems are contactless and quick to apply (to reduce congestion).Record the name, phone number and area for each attendee in a way that complies with privacy obligations.Ensure attendee contact details are available to the event organiser, the Department of Health and, where applicable, the University’s Public Health Network, to facilitate contact tracing if required.  * Please note there are also QR codes available for each campus to be used for checking into outdoor events available in [FM Central](https://www.csu.edu.au/division/facilitiesm/fmcentral). |  |
| Consider the impact of your event on any surrounding areas, departments or activities | Check with venue management, and/or local staff near your event venue, to ensure there are no compounding issues |  |
| Develop a process to manage anyone at the event who develops symptoms | Plan to send anyone who is unwell home in suitable and safe private transport, so the risk of COVID-19 transmission is reduced.  If the person cannot immediately travel home, identify an area where the person can remain in isolation until they can safely exit the venue. |  |
| Contingency planning must be documented in the scenario that an event needs to be cancelled | Ensure your attendees, staff, volunteers and contractors can be communicated with in case of cancellation.  * If a paid event, organiser must ensure tickets are refundable if ticket holder is unwell or if event is cancelled due to public health directives. |  |
| Consider staff PPE requirements | Do you have sufficient supplies of required equipment to supply staff working the event? |  |

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| Attendee Management | | |
| Requirement | **Actions to Consider** | **Implemented**  **Y/N** |
| Provide attendees and all staff/volunteers/vendors with key public health messages and advice to stay at home if unwell | Prior to the event, event organisers must communicate these public health messages to all attendees, staff, volunteers and vendors:  * Complete a symptom self-assessment prior to leaving home. Do not come to the event if you are unwell, even with very mild symptoms * Maintain 1.5 metres distance from others during the event, where possible * Do not come to the event if you are required to isolate or quarantine for any reason and/or you are awaiting results of a COVID-19 test * Minimise movement as much as possible and maintain social distancing of 1.5 metres * Follow directions for face coverings and hygiene during the event * Let the organiser know immediately if you become unwell during the event/meeting * Link to the [Australian Government’s COVIDSafe App](https://www.health.gov.au/resources/apps-and-tools/covidsafe-app)  A reminder of public health measures must be included in the ticketing sales process, visible on the ticket or as an email reminder. These public health messages must be sent as an email reminder at least 24 hours prior to the gathering. |  |
| COVID Safe requirements (and any conditions of entry) to all those attending or working the event | Ensure adequate signage is posted (with descriptions of COVID symptoms) advising attendees not to enter the event if they are unwell (as well as any other conditions of entry).During the event, regularly reinforce public health messages – use broadcast messages, signage, and workers/volunteers to communicate this information with attendees. |  |
| Face coverings | Monitor the NSW government’s latest advice to ensure staff, visitors and all those attending the event are aware of the current requirements. |  |
| Attendance records | Ensure attendance of all attendees, staff, and vendors is recorded. Details [here](#qrcodes). |  |
| Density quotients | Check current restrictions for the event you are holding.Maintain density levels in venue as per current NSW government restrictions.Ensure that both event registrations and admissions do not exceed venue capacity.Venue signage must indicate maximum capacity in all areas – rooms, toilets, and other shared spaces.  * All staff, volunteers and vendors must be informed of capacity limits. |  |
| Physical distancing | Attendees, staff, volunteers and vendors should maintain at least 1.5 metres physical distance between others whenever possible.Use visual cues to facilitate physical distancing (markers, barriers, ropes, etc.)Create wide walkways at least 2 metres wide (where applicable).Assign seats and/or areas if applicable.Where seating is not allocated or numbered, clearly mark rows and seats that are to be left vacant, if appropriate.To minimise movement, attendees must stay within their allocated spaces or seats where practical.In areas where there is no fixed seating ensure that there are ground markings or barriers allocating at least 1.5 metres between people.Rearrange, remove or cordon off furniture in common areas or seating areas to ensure physical distancing.  * Ensure there are enough toilets to avoid queuing. If queuing is likely, organiser must ensure there is a way to facilitate physical distancing. |  |
| Attendee Management continued… | | |
| Requirement | **Actions to Consider** | **Implemented**  **Y/N** |
| Safe ingress and egress of all attendees | Identify entries, exits, congregation points and problem areas (i.e. foyers, lifts, stairs, etc.) at your chosen venue.Where possible (and relevant) allocate different doors for entry and exit.Ensure floor markings and signage directs visitors in high-flow environment.Encourage attendees to disperse from the event at its conclusion.Use ropes, barriers, arrows, etc. as necessary to direct foot traffic.If possible, stagger the arrival times of guests.Where an event could attract people, who do not have a ticket, use a gated venue with designated points of entry and exit.  * Develop a venue-specific plan for evacuation that uses as many different exits as possible to reduce congestion. * Communicate evacuation requirements in pre-event briefing with all staff and volunteers. |  |
| Communicate transport options | Ensure attendees are aware of all possible transport options to the venue, including parking to minimise COVID-19 risks associated with public transportation or ride shares/taxis. |  |

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| Cleaning, Hygiene and Ventilation | | |
| Requirement | **Actions to Consider** | **Implemented**  **Y/N** |
| Ventilation | * Adjust heating, ventilation and air conditioning systems to maximise air changes where possible/if applicable. * Avoid using fans in enclosed spaces as they recirculate air. * Open windows in enclosed spaces when possible.  Conduct events/activities outdoors when possible. |  |
| Hand hygiene practices | Ensure hand sanitiser is available at all entry and exit points and in key areas across the venue.Monitor supplies of hand sanitiser and hand soap/paper towels throughout event.  * Ensure the venue and surrounding facilities (such as bathrooms) have signage advertising good hygiene practices. |  |
| Cleaning before the event | Contact the facilities/building manager to confirm cleaning arrangements and ensure cleaning/disinfecting process are consistent with COVID Safe protocols.  Undertake a thorough cleaning/disinfecting of the facilities and high-touch surfaces prior to the event |  |
| Cleaning during the event | At a minimum, high touch surfaces must be cleaned at least twice per day and between groups. This includes bathrooms/toilets.More frequent cleaning schedules may be needed depending on the nature of the event and number of attendees.  * Cleaning logs must be posted in all common areas such as toilets and shared spaces. Ensure event cleaning staff are aware of the cleaning schedule and requirement to fill in the log. |  |
| Cleaning after the event | Ensure the facilities or venue is thoroughly cleaned and disinfected after the event If a positive case or close contact is identified at the event, cleaning must be undertaken per University and Department of Health protocols |  |

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| Workers, Vendors and Contractors | | |
| Requirement | **Actions to Consider** | **Implemented**  **Y/N** |
| Communicating COVIDSafe Plans and public health messaging | The event organiser must ensure that all staff, volunteers, vendors and contractors understand and will comply with COVIDSafe protocols outlined [here](#publicmessage)  * All staff, volunteers, vendors and contractors should do a self-assessment immediately before the start of the event and be aware not to attend if they are unwell, even with mild symptoms  Conduct a pre-event briefing for all staff working at the event to communicate COVIDSafe guidelines, actions and responsibilities as outlined in this planAsk all workers to acknowledge that they have read and understood their COVIDSafe responsibilities |  |
| Safe use of personal protective equipment (PPE) | Provide face coverings and PPE to workers that do not have their ownEnsure all workers know how to safely use and discard PPE  * Ensure external vendors have trained their staff on the safe use of PPE (review their COVIDSafe Plans and inquire verbally) |  |
| Ensure all caterers, contractors and other staff working at the event have COVIDSafe practices in place | Review vendors/contractors’ COVIDSafe Plans well ahead of the event  * Address any gaps in third party COVIDSafe Plans with the vendor. If the gaps cannot be corrected, then the vendor should not be hired. |  |

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| Food and Beverage Requirements | | |
| Requirement | **Actions to Consider** | **Implemented**  **Y/N** |
| Safe food and beverage service | Any food and beverage service must align with the NSW government’s COVID-19 [restaurants and hospitality advice.](https://www.nsw.gov.au/covid-19/business/nsw-rules#toc-restaurants-and-hospitality)Ensure no catered items are communal (i.e. on platters) or self-serve (i.e. grazing tables, buffets).If using external vendors for food service, review their COVID Safe plans. |  |
| Avoid queues | Queues at food and beverage stations must facilitate physical distancing and not cross with other queues. |  |
| Reduce touch points | Use contactless payment systems.  * Do not circulate menus or other shared items. |  |
| Avoid communal stations | Close communal self-service food/drinks/condiment stations. |  |
| Avoid double handling | Where possible, food and beverages should be served in packaging to avoid double handling.  * Avoid serving ‘nude foods’ such as unwrapped fruit. * No shared condiments – use individual portions/sachets. |  |