COVIDSafe Events Checklist – on-campus events

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| Before completing this form, ensure you have approval from your sponsor – such as Divisional Planning Lead, Dean, Portfolio Head or nominee – to conduct the event.  Once you have approval, register your event **at least five business days** prior to the start date [**here**](https://unimelbevents.formstack.com/forms/uom_covidsafe_event_registration).  All events must have a University sponsor (i.e. MU Sport, Residential College/Accommodation, an Academic Department, Professional Department, etc.) |

**EVENT DETAILS**:

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| **Division/Business/Department:** |
| **Event Organiser**  Name:  Phone number:  Email address: |
| **Person responsible for implementing controls (on day of the event)**  Name:  Phone number:  Email address: |
| **Name of Divisional Sponsor:** |
| **Event Name:** |
| **Event Location**  Address:  Building(s):  Level:  Rooms:  Outdoor location: |
| **Event Date(s):** |
| **Event start/finish times**: |
| **Number of expected attendees:** |

**Introduction**

This checklist details the actions that need to be taken to conduct a COVIDSafe event and should be implemented in conjunction with the University’s COVIDSafe Plan Summary and local divisional COVIDSafe Plans for individual campuses, faculties, schools, buildings, or operations.

Refer to the University’s COVID-19 response page: <https://www.unimelb.edu.au/coronavirus>

**Purpose**

This checklist has been created to assist event organisers in managing:

* Public Tier 3 events ([as described by the Victorian Government](https://www.coronavirus.vic.gov.au/public-events-information-for-organisers)).
* Private events such as seminars, lectures, trainings, workshops, conferences, luncheons, dinners, weddings, etc.

**You must seek approval from the Pandemic Response Team to conduct public Tier 1 or 2 events or private events with more than 1000 proposed attendees.**

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 records and have it available for review by the Public Health Network if requested.

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| Oversight & Administration | | | |
| **Requirement** | **Actions to Consider** | **Implemented** | **Not applicable**  Shaded boxes indicate a mandatory action. |
| 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://unimelbevents.formstack.com/forms/uom_covidsafe_event_registration>? |  |  |
| Monitor [Victorian Government’s coronavirus website](https://www.coronavirus.vic.gov.au) | Check the legislative requirements and specific restrictions that may applyIncorporate latest public health advice into your planning |  |  |
| Monitor [University’s coronavirus website](https://www.unimelb.edu.au/coronavirus) | Incorporate latest advice into your planning |  |  |
| 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 [Victorian Government's QR Code System.](https://www.coronavirus.vic.gov.au/victorian-government-qr-code-service) University of Melbourne events can request a University QR Code.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 obligationsEnsure 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 Keep attendance records for 28 days. Destroy the records as soon as practical after the event |  |  |
| 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 reducedIf 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 |  |  |

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| Attendee Management | | | |
| **Requirement** | **Actions to Consider** | **Implemented** | **Not applicable**  Shaded boxes indicate a mandatory action. |
| 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 by staying within your allotted space or seat * 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 COVID Safe 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 reminderThese public health messages must be sent as an email reminder at least 24 hours prior to the gathering |  |  |
| COVIDSafe 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](https://unimelbcloud.sharepoint.com/teams/COVIDSafeResourceHub/SitePages/Signage-and-Posters.aspx), and workers/volunteers to communicate this information with attendees.A [standard slide](https://unimelbcloud.sharepoint.com/teams/COVIDSafeResourceHub/SitePages/Signage-and-Posters.aspx) is available to display on-screen or print and display at the session, and other notices and guidance is available from the [COVIDSafe Resource Hub](https://unimelbcloud.sharepoint.com/teams/COVIDSafeResourceHub/). |  |  |
| Face coverings | Monitor the Victorian 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 holdingMaintain density levels in venue as per current Victorian Government restrictionsEnsure that both event registrations and admissions do not exceed venue capacityVenue signage must indicate maximum capacity in all areas – rooms, toilets, and other shared spacesAll 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 possibleUse visual cues to facilitate physical distancing (markers, barriers, ropes, etc.)Create wide walkways at least 2m wide (where applicable)Assign seats and/or areas if applicableWhere seating is not allocated or numbered, clearly mark rows and seats that are to be left vacant, if appropriateTo minimise movement, attendees must stay within their allocated spaces or seats where practicalIn areas where there is no fixed seating ensure that there are ground marking or barriers allocating at least 1.5 meters between peopleRearrange, 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 |  |  |
| Safe ingress and egress of all attendees | Identify entries, exits, congregation points and problem areas (i.e. foyers, lifts, stairs, etc.) at your chosen venueWhere possible (and relevant) allocate different doors for entry and exitEnsure floor markings and signage directs visitors in high-flow environmentEncourage attendees to disperse from the event at its conclusionUse ropes, barriers, arrows, etc. as necessary to direct foot trafficIf possible, stagger the arrival times of guestsWhere 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 & Ventilation | | | |
| **Requirement** | **Actions to Consider** | **Implemented** | **Not applicable**  Shaded boxes indicate a mandatory action. |
| 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 venueMonitor supplies of hand sanitiser and hand soap/paper towels throughout eventEnsure 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 COVIDSafe 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 **Please note: vendors and contractors must provide their COVIDSafe Plans to the event organiser for ratification** | | | |
| **Requirement** | **Actions to Consider** | **Implemented** | **Not applicable**  Shaded boxes indicate a mandatory action. |
| 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 complete a [health questionnaire](https://www.coronavirus.vic.gov.au/sites/default/files/2020-09/Staff-Coronavirus-COVID-19-Health-Questionnaire.docx) immediately before the start of the event and be aware not to attend if they are unwell, even with mild symptoms  In some cases, staff or vendors may need to complete the University’s online Health Declaration. Check with your local area manager or Divisional Planning Lead. 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 PPEEnsure 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 | Not applicableShaded boxes indicate a mandatory action. |
| Safe food and beverage service | Any food and beverage service must align with the Victorian Government’s COVID-19 [hospitality guidance](https://www.business.vic.gov.au/__data/assets/pdf_file/0007/1934989/Industry-Restart-Guidelines-Hospitality.pdf) and the Restricted Activity Directions for the event typeEnsure 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 COVIDSafe 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 |  |  |

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| **Positive and Close Contact Management**  If you become aware of an event attendee, staff member, volunteer or vendor who has tested positive for COVID-19, or has been identified as a close contact of a confirmed case, immediately notify the University’s Public Health Network team at  [public-health-network@unimelb.edu.au](mailto:public-health-network@unimelb.edu.au)  Please have attendance records ready for the Public Health Network and the Department of Health to initiate contact tracing. The Public Health Network will advise on cleaning procedures and venue/building closure (if applicable). |