COVID GUIDELINES FOR EVENTS
SEMESTER TWO 2022

Flinders University events will need to continue using a risk-based approach to manage COVID-19 during Semester 2.

Government restrictions and advice regularly change and current COVID safe requirements can be found at: https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid-19.

Despite Government restrictions easing overall, all events still need to manage their risks and COVID-19 still needs to be considered and managed. This is the responsibility of the event planners and event workers.

For the purpose of this guide **event workers** relates to anyone who is performing work tasks during and for the event / activity, including but not limited to staff, student ambassadors, contractors and volunteers.

Conditions to consider when managing the risk of COVID-19 for events includes the following:

- Attendees are reminded they must not attend the event if unwell, symptomatic, COVID Positive or a close contact.
- Good hand and respiratory hygiene practices are in place with hand sanitiser and alcohol wipes available at the entrance / exit to the event space (i.e. theatres and workshop spaces). This also applies where equipment is shared – i.e. cleaning between individual uses (this should be reduced to what only is absolutely necessary).
- Face masks are strongly encouraged when activities are indoors.
- Physical distancing - look to achieving physical distancing where possible (especially queueing or waiting in foyers).
- Consider venue capacities and the need to account for any additional event equipment and furniture which will subtract from the maximum allowable number of people in the space(s).
- Consider room ventilation options where applicable (i.e. if a window or door can be left open).
- Events are encouraged to be outdoors whenever and wherever possible.
- Contact tracing is required for each event. Some methods may include invitations (outlook, spreadsheet, etc.), EventBrite and checking people off a list. There needs to be a method to identify who attended and their contact details in a timely manner for the University to manage situations with positive cases and close contacts.
- If there are multiple entrances / exits to a venue, consider people entering and exiting through different doors.

- Event workers are briefed and inducted on their duties including any COVID measures (i.e. masks, gloves, cleaning) prior to the event. An event induction template is available to assist - https://staff.flinders.edu.au/content/dam/staff/documents/whs/checklists/event-induction-checklist.docx.

- Consider how food and drink is served and how the COVID risk is managed with food safety and hygiene and consider serving options (i.e. someone serving, providing single, wrapped serves, hand sanitiser and hand washing available).

- When multiple sessions are organised on any one site / area on the same day, cleaning between sessions is recommended.

- Where events are organised with external venues, the external venue's COVID and WHS policies and guidelines must be followed. Please consult with that venue's management staff and communicate any requirements to event participants.

- Where marquees are set up, the marquee area should have walls open to allow fresh air to flow through the space.

- As a contingency, all events should have a backup plan to move to an online mode in the situation where running the event face-to-face means that the COVID transmission risk cannot be effectively managed or presents too high a risk.

GENERAL RESOURCES

- All events require an event safety assessment found on https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/event-safety which needs to include COVID measures that will be in place.
- General event advice may also be found at https://staff.flinders.edu.au/coronavirus-information.