



COVID-19 has made online events more popular than ever — from a health perspective, it's the safest way to gather while COVID-19 transmission remains a risk. But there are still risks associated with an online event that warrant consideration. Be aware of those risks and consider the following when planning your next online event:

**Control who can access the event:**

- Require registration to control who attends the event.
  - Only share the link to the online event once an attendee is registered.
  - Consider adding a password or other authentication requirement for attendees to access the event.
  - Deter and manage disruptive activity:
  - Select a webinar/virtual meeting platform that includes security features.
  - Make sure that the settings for whatever platform you use are adjusted to account for security.
  - Depending on your event, consider disabling features that allow attendees to present their desktops or interject without being called upon. This can greatly reduce the ability of an inadvertent or malicious disruption.
  - The nature, subject matter, publicity, and size of your event may increase these risks.
  - Set expectations for how attendees should act:
  - Share guidelines for behaviours attendees are expected to demonstrate.
  - Consider and communicate your policy on un-registered attendees, video recording, and disruption.
  - Articulate each attendee's responsibility for ensuring the safety and security of the event.
  - Protect your staff and students:
  - Use caution and avoid sharing sensitive personal information on the individuals hosting the event and where the broadcast is being held, unless necessary.
  - Carefully consider the subject matter of your event, how it is advertised, and where you will be "broadcasting" from. Limit personally identifiable information or other items that might embolden someone to try to disrupt your event during a live broadcast.
- While such incidents are rare, these are some of the risks that event creators should consider before their event as virtual events continue to grow in popularity. Check out Zoom's event safety guide.

Below are 5 tips to assist staff in reducing zoom fatigue and to support overall wellbeing of their staff:

**1. Reduce Unnecessary Zoom Meetings.**

Be mindful of the length of scheduled zoom meetings and try to keep them under 1 hour. If a longer meeting is required, ensure a 5-10-minute break is scheduled as part of the meeting agenda.

**2. Practical Tips for Managing Zoom Meetings**

We're all more used to being on video now:

- it is possible to listen without staring at the screen for a full thirty minutes. This is not an invitation to start doing something else, but to let your eyes rest for a moment.
  - Take mini breaks from video during longer calls by minimising the window
  - Looking away from your computer completely for a few seconds now and then.
  - For days when you can't avoid back-to-back calls, consider making meetings 25 or 50 minutes (instead of the standard half-hour and hour) to give yourself enough time in between to get up and move around for a bit.
- Schedule breaks in advance if you are on an hour-long video call

**3. Physical Movement Breaks**

It is important to take a 5-10 minute break every hour. At least half of those breaks should involve physical activity, such as stretching or walking around, to counteract the effects of

prolonged sitting. WHS&W team has put together this video which includes an example of quick exercise routine that you may wish to try:

- **Desk exercises video**

#### 4. Safe Workstation Set-Up

The workstation set up below depicts an optimal ergonomic setup.



#### 5. EAP

As an extension of WSU duty of care, our staff are entitled to free, confidential counselling services through the Employee Assistance Program (EAP) contactable on [1800818728](tel:1800818728). Information on the EAP and how to go about getting an appointment is available via this link: [https://www.westernsydney.edu.au/whs/whs/health\\_and\\_wellbeing/employee\\_assistance\\_program](https://www.westernsydney.edu.au/whs/whs/health_and_wellbeing/employee_assistance_program)

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