**COVID-Safe Measures for Events**

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|  |  |  | Cool infographic about QR codes – reDUX |
| Stay at home if unwell | Practice 1.5m  physical distancing | Practice good  Hand hygiene | Scan QR code at event for contact tracing |

**Approval Arrangements for all Indoor and Outdoor Events**

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| **Event Size** | **Approval** |
| Indoor Event | *Event size that meets 2 square metre rule and maximum occupancy.*  Dean, Executive Director or Director Approval, Risk Assessment required and reviewed from WHS&W. |
| 1 – 30 people Outdoor Events | Dean, Executive Director or Director Approval, Risk Assessment required and reviewed from WHS&W. |
| 31 – 100 people  Indoor or Outdoor | Outdoor events will have a limit of 30 people unless managed under a controlled COVID Safe Plan.  Recovery Management Team Approval, Risk Assessment including COVID-Safe Plans required and reviewed from WHS&W. |
| 101 + people  Indoor or Outdoor | Recovery Management Team Approval and refer to the Vice-Chancellor’s for Approval. Risk Assessment including COVID-Safe Plans required and reviewed from WHS&W. |

If your event/activity is on level 9 at 1PSQ (Peter Shergold building) or level 9 at Liverpool please contact [Venues@westernsydney.edu.au](mailto:Venues@westernsydney.edu.au) for their COVID safe plan.

*External /Off Campus Events* are events/activities which are held or coordinated by an external company. For events/ activities including University organised please ensure to submit the following to [whs@westernsydney.edu.au](mailto:whs@westernsydney.edu.au):

* Evidence the external company has a COVID-safe plan
* Location/ Venue and Date of activity or event
* List of attendees.

*Indoor Events* are formal meetings, conferences, seminars, workshops on campus, that are not routine.

*Outdoor Events* include campus tours, sports events, student activities, etc.

For all events involving members of the community, staff and students the setup of an electronic entry recording for all events is required prior to the event. The University uses QR codes for more about setting up QR codes contact: [strategyandperformance@westernsydney.edu.au](mailto:strategyandperformance@westernsydney.edu.au).

**Conferences and Functions:**

Where conferences and functions are held, events must be organised in accordance with Public Health Orders for corporate events. A corporate event is an event, hospitality or social activity organised, held or funded by a business or other organisation for staff, clients or stakeholders. If an event is to be held outside Western Sydney University grounds, it must be held in accordance with Public Health Orders that apply to those organisations.

**Indoor Events:**

The maximum number of people who can attend a corporate event is the Universities approved limit of attendees/participants. Guidance for approved numbers comes from [NSW Government](https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/greater-sydney) one person per 2 square metres, whichever is the lesser. Future bookings exceeding the maximum number can be taken, providing the organiser complies with the rules in force at the time of the event.

If a trade show or exhibition is held in a function centre and open to the public, the maximum capacity is [one person per 2 square metres](https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/square-metres-rules) in indoor areas.

**Wearing masks**

**Be prepared** – you may be required to wear a mask anytime. The NSW Government has advised that COVID-19 spreads more easily indoors and in settings where you can’t physically distance, so it is important you carry a face mask with you at all times. Face masks are mandated as outlined below and also as advised by the [**NSW Government**](http://t.info.westernsydney.edu.au/r/?id=hf9d47a,11b1f1a,adb98d).

It is **mandatory** to wear a face mask where you are not able to maintain a physical distance of 1.5 metres. This includes indoor settings such as public transport and shuttle buses, eateries, events, in classrooms and office spaces.

It is **mandatory** to wear a facemask where instructed. For example, as a condition of entry in clinics on campus; in medical, clinical practice and other classes; first aid responders on campus, per illness protocols.

**Outdoor Events:**

On Campus activities events are limited to 30 people gathering unless an external service provider submits COVID Safe plan, QR codes are required.

If a corporate event is held at a hospitality venue in an outdoor area and there is electronic entry recording, you may have up to 300 people and apply the one person per 2 square metre rule. For an outdoor sport event please use the 2 square metre rule.

If a trade show or exhibition is held in a function centre and open to the public, the maximum capacity is [one person per 2 square metres](https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/square-metres-rules) outdoors areas.

**General Advice:**

People participating in an event should maintain physical distancing and good hand hygiene.

Event planning should include measures to prevent crowding both during the event and when people are entering and exiting venues.

**Approvals:**

Every effort should be made to allow reasonable time for approvals, using the Event Planning template. All requests for the Vice- Chancellor to approve an event are to go through the Recovery Management Team (RMT).

It may be appropriate to seek ongoing approval for events which are repeated regularly throughout the year, but it is important to recognise that, if Government regulations and health advice change, the new requirements must be adhered to.