**University Organised Indoor Events and Activities**

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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 |

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| **Event and Activity Details** | | | | | | | | |
| Event Name |  | | | | | | | |
| Short Description |  | | | | | | | |
| Event Location |  | | | | | | | |
| Date of Event |  | | | | | | | |
| Duration of Event |  | | | | | | | |
| Number of Participants | Staff |  | Students |  | Externals |  | Total number |  |
| Plan completed by |  | | | | | | | |
| Approved by |  | | | | | | | |

**Requirements**

Please describe the actions you will put in place to keep your participants, volunteers and workers safe.

**Wellbeing of Staff, Students and Visitors**

| **Requirements** | **Actions** |
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| Gain approval from your Dean/Executive for this activity. |  |
| Advise when sending information/invitation to all participants.  Please use the following wording:  “Do not attend activity if you are unwell, have been in close contact with a positive case, have been tested and/or been instructed to self-isolate.” Please send an example invite to WHS&Wellbeing with this checklist.  Report their illness direct to the Coronavirus Hotline on: [coronavirussupport@westernsydney.edu.au](mailto:coronavirussupport@westernsydney.edu.au)  Phone: 02 9852 5399, Monday to Friday from 9am to 5pm AEST.  For further information visit the [Work Health, Safety and Wellbeing webpage](https://www.westernsydney.edu.au/whs/whs/work_health,_safety_and_wellbeing_information_on_coronavirus). |  |
| Where possible accommodate attendees that cannot attend in person, promote an option through a video broadcast or live stream, if they cannot attend due to illness, travel restrictions, or are [vulnerable staff](https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/advice-for-people-at-risk-of-coronavirus-covid-19/coronavirus-covid-19-advice-for-older-people) or students and wish to avoid gatherings. Consider options to stream the event.  If activity is on WSU campuses, ensure the following access forms are completed for vulnerable staff/students:   * [Staff/HDR students campus access form](https://formcenter.westernsydney.edu.au/Produce/wizard/21495031-5d2a-446f-90e2-4c9860265251) * [student declaration form](https://federation.uws.edu.au/adfs/ls/IdpInitiatedSignon.aspx?0CC2007E-3344-4059-B368-9BAD2B9BD42B) |  |
| Provide staff with information and training on COVID-19, including when to get tested, physical distancing and hygiene and cleaning.  Please use the following hyperlinks to training for the appropriate targeted audience:   * [Staff MyCareer](https://staffonline.westernsydney.edu.au/alesco-wss-v17/faces/WJ0000) * [HDR Students](https://ceam.uws.edu.au/cgi-bin/auth/auto-register.pl?ag3_rh_reducingcovid19) * [Contractors](https://ceam.uws.edu.au/cgi-bin/auth/auto-register.pl?ag3_rh_reducingcovid19_contractors) * [WSUIC Staff](https://ceam.uws.edu.au/cgi-bin/auth/auto-register.pl?ag3_rh_reducingcovid19_wsuic) |  |
| Advised activity delegate their role in monitoring/supervising behaviour during the activity and reporting any concerns. |  |
| Inform participants of the conditions of entry prior to activity.  Setup a [QR Code](mailto:strategyandperformance@westernsydney.edu.au.). |  |
| Review first aid requirements e.g. Ensure Campus Safety and Security can attend with minimum delay. |  |
| Ensure building is activated if the proposed activity is indoors. Contact [OEC](https://www.westernsydney.edu.au/office_of_estate_and_commercial/oec/oec_forms) for latest updates. |  |

**Physical Distancing**

| **Requirements** | **Actions** |
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| Corporate events cannot exceed the Universities maximum occupancy limits. Corporate organised events at hospitality venues may have one person per 2 square metres of space. |  |
| For corporate events (including conferences), consider allocating people to topic-specific streams to minimise co-mingling between groups, and allocating specific seating areas to these streams for larger sessions. |  |
| For functions or corporate events, demonstrate how you will allocate seating and ensuring people remain seated as much as possible, to minimise mingling between seated groups.  Include this in your information about the event. |  |
| Seating must be separated by 1.5 metres. |  |
| Where corporate event or function has multiple sessions, demonstrate how you will stagger the start and finish times of different sessions to minimise crowding around the venue. |  |
| Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue. Use separate doors or rope barriers to mark the entry and exit wherever practical. |  |
| **Be prepared** – you may be required to wear a mask anytime.  It is **mandatory** to wear a face mask where you are not able to maintain a physical distance of 1.5 metres. 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). |  |
| Have strategies in place to manage gatherings that may occur immediately outside the premises. |  |
| Coordinate with [CSS](https://www.westernsydney.edu.au/campus_safety_and_security/security), where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation, parking to and from the venue for larger events if crowding on public transport may occur.  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. |  |
| Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue are available refer to [CSS](https://www.westernsydney.edu.au/campus_safety_and_security/security). |  |
| Refer to [OEC](https://www.westernsydney.edu.au/office_of_estate_and_commercial/oec/oec_forms) for assistance with physical distancing signage/maximum occupancy numbers. |  |

**Hygiene and Cleaning**

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| **Requirements** | **Actions** |
| Adopt good hand hygiene practices. sufficient and visible [posters](https://www.utas.edu.au/safety-and-wellbeing/information-and-documents/risk-topics/covid-safe#1334274) with instructions on how to hand wash/hand rub and general hygiene. |  |
| Develop strategies to address cleaning of very high-touch surfaces such as door knobs and chair arms. Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Contact [OEC](https://www.westernsydney.edu.au/office_of_estate_and_commercial/oec/oec_forms) for advice |  |
| Implement visible hand sanitiser stations which are mandated as a condition of entry. Log a service request with [OEC](https://www.westernsydney.edu.au/office_of_estate_and_commercial/oec/oec_forms) for assistance with supplies well in advance of your event. Consider having disinfectant wipes available for patrons to use. |  |
| If the event is catered only pre-packaged food should be provided. Avoid communal foods (including buffet/self-serves). Provide the external food vendors COVID-Safe Plan. |  |

**Record Keeping**

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| **Requirements** | **Actions** |
| 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. contact [Strategy and Performance](mailto:strategyandperformance@westernsydney.edu.au) to have a QR code generated prior to the activity. |  |

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| **COVID-SAFE PLAN CHECKLIST APPROVAL** | |
| Once this checklist is complete, it needs to be signed off by the Head of Organisational Unit (or delegate) confirming this is a controlled event/activity.  Send to[whs@westernsydney.edu.au](mailto:whs@westernsydney.edu.au) along with the risk assessment for logging. | |
| Approved by (Name) |  |
| Approved By (Signature) |  |
| Date |  |

*If you cannot meet any of the COVID-Safety Plan requirements for the space or activity please contact* [*whs@westernsydney.edu.au*](mailto:whs@westernsydney.edu.au) *for advice.*