

## **COVID SAFE USU CLUBS EVENTS GUIDELINES**

**Updated: 30 March 2021**

### **PURPOSE**

This practical guide has been prepared for Club Executives to conduct events in approved USU spaces, while following the government and University advice during the COVID-19 pandemic.

Please be mindful that circumstances may change depending on future outbreaks of COVID-19 and updates to the NSW Public Health Order.

The information provided in this guide is accurate at the time of publication. The most up to date NSW Government advice about current restrictions and guidelines can be found on the NSW Government website (<https://www.nsw.gov.au/covid-19/rules>) and NSW Health website ([www.health.nsw.gov.au](http://www.health.nsw.gov.au)) and all clubs must review this information when planning events.

### **BACKGROUND**

COVID-19 is a respiratory illness caused by a virus whose symptoms include fever, coughing, sore throat, and shortness of breath.

If anyone in the club or society is sick and displays symptoms of COVID-19, medical advice must be sought immediately. Advice can also be sought through the National Coronavirus Hotline on 1800 020 080. The line operates 24 hours a day, seven days a week.

### **PRINCIPLES FOR UNIVERSITIES**

Universities are considered essential and university activities should continue with appropriate risk mitigation measures in place. The Australian Health Protection Principal Committee (AHPPC) supports the re-activation of the on-campus environment with the following principles:

- Help stop the spread and stay healthy;
- Stay informed and continue to support physical distancing in accordance with the Australian Government and State/Territory guidelines; and
- Apply specific sector-based guidelines to all entities on campus where relevant (e.g. child care centres, schools, sporting facilities, cafes etc.)

Universities should continue to support all measures to stop the spread and to stay healthy. Universities will encourage their university communities to download and utilise the COVIDSafe app to assist in contact tracing.

## FOLLOWING THE PUBLIC HEALTH ORDER

USU Clubs must follow the instructions provided by the Public Health Order (<https://www.nsw.gov.au/covid-19/rules>), which includes, but is not limited to:

- Encouraging physical distancing of 1.5 metres
- Preventing members who are sick with cold and flu symptoms from attending any in-person events (this should be communicated to members prior to meetings or events)
- The use of check-ins via QR scan or attendance list
- Where required, completing a COVID-safe plan. At the time of publication, this is mandatory for functions with over 100 people, controlled outdoor events, outdoor community sports, rehearsals, and protests.
  - To submit a COVID-safe plan visit <https://www.nsw.gov.au/covid-19/covid-safe>
  - Once you submit a plan you will be provided with a QR code for your event
  - Proof of completed plan must be uploaded via ClubSuite with your pre-event application or via email [clubs@usu.edu.au](mailto:clubs@usu.edu.au)

## ADDITIONAL REQUIREMENTS FOR USU CLUBS

- Sydney University campus events may only be held in rooms and outdoor spaces on campus that are booked and approved
  - Bookings are made through the University Venues office (approvals may take up to 20 business days), the USU, or in some instances, Faculties or Colleges.
- All events must be registered with the USU via Pre-Event form on ClubSuite
- Your club must provide (via PreEvent or [clubs@usu.edu.au](mailto:clubs@usu.edu.au)), where relevant, proof of:
  - Approval from University Venues for your event to occur in a University Venues managed indoor or outdoor space
  - Approval of Faculty or College for use of their rooms or spaces
  - Your NSW COVID-safe plan submission for Outdoor Events
  - Your NSW COVID-safe plan for Significant Events, as defined by NSW Government
- Each club event must have a designated safety marshal. This person and the club executive team are responsible for risk mitigation and safe management of the event. Their details must be recorded as part of the Pre-Event form. The marshal must ensure:
  - They collect a high-visibility vest from the Clubs Office in Manning House and wear it during the event
  - Events have one entrance point for registration
  - Hand sanitiser is provided
  - All attendees have checked into the event via a QR code – where a QR code is not available, one person should register all attendees to avoid the use of shared pens/laptops
  - Each attendee is asked if they have any symptoms of COVID-19 or have visited any hotspots, and denied entry where applicable.
  - Where there was no QR available, attendance lists are emailed to [clubs@usu.edu.au](mailto:clubs@usu.edu.au)
- All attendees must keep up to date with the latest list of impacted venues and public transport routes, as well as LGA hotspots, and follow directives of the Public Health Order

- Food must be individually wrapped or served by food service professionals or by designated club members following food safety practices (found at <https://www.healthdirect.gov.au/food-safety>) and wearing facemasks and gloves.

The executive team must take note of any incidents, e.g., a sick member attending an event and report it to [clubs@usu.edu.au](mailto:clubs@usu.edu.au)

## EXTRA SAFETY MEASURES

The USU also encourages club executives and members to:

- Mark the perimeter of outdoor gatherings to track attendance numbers
- Carry their own hand sanitisers and practice good hygiene
- Carry a clean face mask and wear it if you are unable to maintain 1.5 metres of physical distance from others, which includes travelling to and from the venue
- Bring their own water bottle and sweat towels, particularly for Performing Arts and Social Sports clubs and societies.
- Avoid physical contact
- Distribute this guide to all club members/event attendees

## CAPACITIES FOR APPROVED SPACES

Events held in approved USU rooms must abide by the maximum capacity outlined for each space based on the 2-square-metre assessment

Attendees must not loiter outside the room, or in hallways or spaces adjacent to the room

All clubs must try and maintain social distancing of 1.5 metres

Venue	Capacity
Manning Meeting Room 1	14
Manning Meeting Room 2	14
Isabel Fidler	28
Elliot Miller Studio	30
Reading Room	40
Holme Meeting Room 1	20
Holme Meeting Room 2	30
Manning Bar (Room Only)	174
Outdoor Events	Review Public Health Order

## CLEANING AND ACCESS

Rooms will be cleaned throughout the day and between each group using the space. Cleaning kits and sanitiser will be provided for each room.

To access rooms, please see the Clubs staff in the Programs Office, Manning House to have the room you have booked unlocked.

## ONLINE GATHERINGS

Clubs are still encouraged to hold events over video-conferencing software, including AGMs. In these instances, there may be participants sharing a physical location, in which case social distancing and other hygiene practices must be followed.

## NON COMPLIANCE

Security will be surveying all campus activities, and if any breaches of these Guidelines are observed, the matter will be immediately referred to NSW Police without intervention. This may result in on-the-spot fines for all attendees.

Clubs found to be in breach of COVID safety guidelines either on the day or after the event may face:

- Temporary or permanent removal from the USU Clubs program
- Suspension from holding future events
- Further restrictions placed on the club
- Restrictions or suspensions placed on any executive member or safety marshal responsible for the event, extending to other clubs and campus events
- Punitive measures enforced by NSW police

## DEFINITIONS

<b>Club Event:</b>	Gathering of club members - may include rehearsals, recreational activities, exercise, social events and meetings
<b>Executive:</b>	The elected governing committee of the club
<b>Campus:</b>	The grounds of the University of Sydney
<b>Rooms:</b>	Indoor spaces on campus that are unstaffed
<b>Venues:</b>	A place where a meeting or event occurs that is staffed e.g. a restaurant
<b>Campus Outdoor Spaces:</b>	An allocated area of the campus that must be booked e.g. Law Lawns, Eastern Ave, Botany Lawns, Gadigal Green