



Safety Plan for Central Teaching Spaces, Llewellyn Hall & Kambri

Functions, events and venue hire on the Acton campus are guided by the University Guidelines, Functions on Campus Protocols and ACT Government COVID-19 restrictions. This documents details the risk mitigation strategies required to ensure all events and venue bookings are compliant.

COVIDSafe Campus Alert Levels

NORMAL and LOW Levels: Normal functions management.

MEDIUM Levels: External visitors limited to campus.

HIGH or EXTREME levels: All public events and functions must be cancelled.

COVID-19 Risk Assessment Plan and Safety Plan

- A COVID-19 Risk Assessment Plan and a COVID-19 Safety Plan is required from each function or event on campus and a copy should be available while the event is running. These documents must be submitted as part of the FoC eform or Enquiry form and agreed by the Associate Director, Corporate and Client Relations (Facilities and Services) prior to confirm the function or event.
- Every booking Venue will provide event organisers with a venue-specific COVID-19 Exposure Safety Plan (This document).
- External and ANU Internal Hirers must inform audience members of expectations when booking tickets or when registering for a function that they are **to not attend a campus event** if experiencing symptoms linked to COVID-19 such as fever, cough or shortness of breath or have been in close contact with someone who is confirmed as having COVID-19 or is experiencing symptoms.
- Organisers/Hirers must provide a nominated event 'protocol officer' to monitor the event and ensure compliance. The protocol officer must complete the [Australian Government's COVID-19 infection control training course](#).
- Organisers/hirers will be encouraged to offer online activities, so to minimise face-to-face attendance.
- Masks are highly encouraged, however are not mandatory.
- SCAPA will be notified of all public functions.

Cleaning

- High touch points including lift buttons, handrails, door handles, counter tops, tills, and EFTPOS facilities will be cleaned and disinfected regularly in accordance with ACT Health and the Return to Campus Guidelines.
- Contactless hand sanitiser stations are available at the main entrance to buildings.
- Signage is placed at stations with instructions on how to sanitise hands and cough etiquette.
- Organisers/hirers will be required to supply hand sanitiser at the entrance of their function.
- Outdoor events must have sanitiser provided and paid for by organisers.



- Desks and surfaces must be cleaned by individuals upon entry to spaces; cleaning materials and bins are in situ.
- Posters on hand washing are prominent in venue bathrooms and hand-washing facilities are available in the bathrooms.
- Post event bookings may require post-function venue cleaning.

Venue Capacity and Regulations

- Social distancing protocols (1.5 meters and 4m² per person) and maximum attendance numbers (100) in accordance with the current ACT regulations.
- All central teaching spaces will have revised capacities as per current regulations. These are clearly signposted at the entrance to each venue.
- Computer lab equipment will be removed from every second workspace in laboratories.
- Posters outlining social distancing, safe hand washing and symptoms will be displayed in each central teaching venue.
- Seats will be removed where possible to reduce possible touch contact between visitors.
- Sharing of food and drink will align with ANU Guidelines, Functions on Campus Protocols and ACT Government regulations.
- 2 hour booking time limit for functions and venue usage in accordance with the current ACT regulations. All participants to enter and leave within two hours. For events planned for more than two hours, additional detailed plans should be put in place to schedule additional short and long breaks, to clean the room and to ventilate.
- Attendees to remain seated during functions (no dancing, mingling etc.)
- Function /event attendees will be strongly encouraged to wear face masks.
- Event safety information should be well signed and easily viewable by attendees.

Ticketing/Registration

- Persons in attendance will require mandatory pre-event registration (no walk-ins) including COVID-19 safe information and *ANU Privacy Policy* acknowledgement. Contact tracing information is to be retained for 28 days and provided to ANU and/or ACT Health when requested.
- Contactless ticket validation will be used upon entry to the venue.

Event Staff (Kambri & Llewellyn Hall)

- Event Staff will be required to complete the Australian Government Department of Health 'COVID-19 infection control' awareness training before accepting shifts to work at Kambri and Llewellyn Hall.
- A COVID safe briefing will be conducted by the House Manager at the commencement of each shift.
- Staff will be briefed on symptoms of COVID-19 and told to stay home if feeling unwell.
- If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.
- Staff will be provided with appropriate PPE to undertake their work.



- Staff common room has been cleaned and all tea/coffee making facilities removed.
- Isolation Room + Team Training if there are issues - A dedicated isolation room or space will be identified in each building for any guest exhibiting COVID-19 symptoms while awaiting emergency response agencies. Specific emergency escalation protocols for a COVID-19 incident requiring emergency services and infection control and hygiene education for all team members

Venue arrival & exit

- Doors will open 30 to 40 minutes prior to an event to allow visitors to access seats upon arrival at venue to decrease build-up in foyer at Llewellyn Hall.
- To reduce communal hotspots, entry, exit and high-volume areas must be clearly sign posted and adhered. Increased cleaning of high touch point areas and restroom facilities – this must be captured within the event organisers budget and paid for under the event/function arrangements.
- Venue staff will ensure doors are open when guests arrive to reduce touch points.
- Visitors will be required to leave the venue immediately after the conclusion of the event. No mingling in foyers.

3rd Party Providers/Catering

- All third-party providers must have available a copy of their COVIDSafe operating plans, including staff inductions.
- Hospitality service staff must wear face masks while serving.
- Self-service buffet food, communal snack bars or communal condiments are not permitted. Single serve items only. Seated consumption only.

COVID-19 Case and Outbreak Management

- Any outbreaks or hot spots detected will be dealt with in accordance with the current ANU Guidelines and ACT Government regulations.
- Functions/events may be cancelled at short notice if an outbreak or identified case occurs in a specific venue or on campus. Expenses incurred due to cancellation are the responsibility of the organisers/hirers.

Inspection of events

Physical inspection of events (selected by risk) to ensure compliance. The inspection will be undertaken by the Functions on Campus team, Kambri team and Llewellyn team. Repercussions of non-compliance include, but are not limited to:

- Minor non-compliance items must be amended during the audit.
- Functions may be cancelled immediately.
- Future functions may not be approved for non-compliant organisers (staff, student or student groups).
- A post event inspection reports (highlighting any non-compliance issues) will be compiled for Senior Executive review.
- All corrective actions must be recorded in Figtree.