



Functions on Campus Protocol

Purpose

To continue running functions, events, venue hire and clubs and societies on the Acton campus in a COVID-safe way, in compliance with the [University directives and guidelines](#) and information within the ACT Government [stage 4 restrictions](#) that apply from 2 December 2020.

Principles

Functions, events, venue hire and clubs and societies on the ANU Acton campus are guided by the [University directives and guidelines](#) and ACT Health [guidance for COVID-safe events](#). These detail the risk mitigation strategies required to ensure all function approvals, events and venue bookings are compliant.

COVID-safe campus alert levels

We have created a [COVID-safe campus alert system](#) to clarify ANU control practices to be activated at as the COVID-19 situation changes in Australia and the ACT.

NORMAL and LOW Levels: Normal functions management.

MEDIUM Level: External visitors limited access to campus.

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

If we move to medium, high or extreme alert levels, further guidance will be released for event management.

Functions and events

The University has determined that functions, events, venue hire and clubs and societies can safely operate on campus (as per University and ACTH Guidelines) for staff, students and the wider ANU community. To ensure that they occur safely, the following protocols have been implemented:

A [Functions on Campus \(FoC\) eForm](#) must be completed for all indoor and outdoor events planned to occur on the ANU Acton campus, regardless of the number of attendees. Events can only occur once the FoC eForm has been approved by the University.

Events and functions both inside and outside include, but are not limited to:

- Staff functions or gatherings;
- School and College functions or gatherings;
- Student affiliated and non-affiliated functions or gatherings including clubs and societies (ANUSA, PARSAs and ANU Sport);
- Residential student events (outdoor)– managed by Heads of Halls and approved by the Director, Residential Student Life; and

- Events approved by the Chief Operating Officer.

Exemptions from completing a FoC eForm include:

- Drill Hall, Llewellyn Hall and University House – managed internally via a venue enquiry form;
- Departmental staff meetings;
- Residential student events (indoor) – managed by Heads of Halls and approved by the Director, Residential Student Life.

All other requirements of this Protocol still apply to these areas. This includes completion of a Risk Assessment Plan (see para 7 below).

Functions, and events where risk cannot be adequately controlled or mitigated (i.e. exposure cannot be reduced or prevented) are unlikely to be approved. This may include festivals, live bands, markets and stalls, religious gatherings, protests and demonstrations.

To note:

- Special care and attention should also be given to public and congregational performances involving singing (including choirs), to maintain physical distancing between performers and with the audience.
 - Performers should remain two meters away from the audience; and
 - Performers should remain two meters away from each other.
- Guided tours should not go for longer than two hours.
- Meetings of ANU clubs on campus will be approved, provided that the required ANU protocols (below) are met.
- Non-compliance of University Guidelines and protocols will result in the cancellation of all offending club/society events. Section 1.0 University Guidelines identifies actions for non-compliance.

Protocols

Organisers for all events for between 201 and 500 people are required to notify ACT Health and submit their COVID Safe plan (via [this online form](#)). Events over 500 will need an exemption in accordance with the COVID Safe Event Protocol via the same form.

1. Indoor events can occur with a maximum of 500 attendees. If the venue has a Check in CBR QR code (most ANU buildings), a maximum of one person per two square metres (1 per 2m²) applies. If a QR code is not operational, the maximum is one person per four square metres (1 per 4m²).
2. Outdoor events can occur with a maximum of 500 attendees. One person per two square metres (1 per 2m²) applies.
3. Large indoor seated venues can have ticketed events up to 65% capacity, and up to 1,500 people. In this case the one person per two square metres (1 per 2m²) generally also applies.
4. Events with more than 500 attendees can occur if an exemption has been approved by ACT Health. The exemption request form can be accessed [here](#). Once an exemption request has been approved by ACT Health, the approval must be attached to

the FoC eForm. If the event will be held in an area that does not require a FoC eForm, the approval must be kept on file.

5. Venue capacity rules apply to commercial tenancies, subject to density restrictions being met: 25 people (excluding staff) across venues with a total usable space of 100 square metres or less.
 - If businesses and venues want to have more than 25 people, they can use one person per two square metres of usable space in indoor and outdoor spaces, provided they use the Check In CBR app
 - Businesses must not exceed the capacity limit that applies under standard liquor or fire occupancy loading and regulatory conditions of the venue.
6. For events held at the Kambri cinema a capacity of up to 65% is permitted if using the Check In CBR app.
7. [COVID-19 Risk Assessment Plan](#) and a COVID-19 Safety Plan are required for each function or event on campus and a copy should be available while the event is running. This must be submitted as part of the FoC eForm and agreed by the Associate Director, Corporate and Client Relations (Facilities & Services) prior to confirming the function.
8. Event safety information should be well signed and easily viewable by attendees.
9. It is recommended that QR codes are utilised when entering a building across campus.
10. It is recommended that there is a two-hour time limit for events and venue usage in accordance with the current ACT guidance. 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.
11. There will be physical inspections of events (selected by risk) to ensure compliance. Inspections will be undertaken by the Functions on Campus team. Consequences 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 report (highlighting any non-compliance issues) will be compiled for Senior Executive review.
 - All corrective actions must be recorded in Figtree.
12. Attendance is prohibited by individuals with COVID-19 symptoms (managed in accordance with University Guidelines on ANU Campuses, 2.1 and 5.1).
13. Hospitality service staff must wear face masks while serving.
14. All third-party providers must have available a copy of their COVID Safe operating plans, including staff inductions.
15. Function attendees must be strongly encouraged to wear face masks.
16. Persons in attendance will be required to complete pre-event registration (there will be no walk-ins). The registration process must include all relevant COVID 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.

17. There must be a nominated event 'protocol officer' to monitor the event and ensure compliance.
18. The protocol officer must complete the [Australian Government's COVID-19 infection control training course](#).
19. Organisers will be encouraged to offer online activities, so to minimise face-to-face attendance.
20. SCAPA will be notified of all public functions.
21. Any outbreaks or hot spots detected will be dealt with in accordance with the current ANU Guidelines and ACT regulations.
22. To reduce communal hotspots, entry, exit and high-volume areas must be clearly sign-posted and adhered to. There must be increased cleaning of high touch point areas and restroom facilities and this must be captured within the event organiser's budget and paid for under the event/function arrangements.
23. Hand sanitiser is currently in place at entry to all buildings. Outdoor events must have sanitiser provided and paid for by organisers.
24. Desks and surfaces must be cleaned by individuals upon entry to spaces; cleaning materials and bins are in situ. Post event cleaning fees may be charged for indoor venues.
25. Self-service buffet food, canapés, communal snack bars or communal condiments are not permitted. Single serve items only.
 - Food may be served while standing
 - Liquor must be consumed while seated indoors
 - Liquor can be consumed standing at outdoor events
26. Functions 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.
27. Invitations should include information about COVID Safe practices, information on symptoms, hygiene protocols and contact tracing.
28. For ANU clubs and societies
 - a) Each activity must have a manager (Function organiser) and COVID Safety Officer
 - b) Delegate approvals: For each activity or series of similar activities, the manager (Functions organiser) is responsible for submitting a COVID-safe event plan (Functions on Campus eForm).
 - c) There are two steps for **approval**:
 - i. COVID Risk Assessment endorsement by either the [ANUSA president](#) or [PARSA president](#) or applicable delegate (signed).
 - ii. Complete the Functions on Campus (FoC) eForm
 - d) The Function organiser must instate a COVID Safety Officer who is responsible for implementing and enforcing the COVID-safe plan, both must be present at the activity/event at all times.

Further details

- a) The FoC eForm is available, allowing event organisers sufficient time to organise events in line with the above protocols.
- b) Functions, events, and venue hire were approved to proceed from **7 September 2020**, in line with above-mentioned protocols.
- c) Recommended dates for each stage may be adjusted at any time subject to federal and ACT government restrictions or advice.
- d) This document will be reviewed and updated with changes in information from ACT Health.
- e) Information updated on the Functions on Campus website and communications circulated through the On/Off campus email.
- f) Additionally, communications will be distributed to Service Division Directors, College General Managers, senior managers, departmental administration, ANUSA, PARSA and commercial tenancies.
- g) ACT Health exclusions can be found [here](#).