
VENUE CAPACITIES

ALIGNED WITH STAGE 4 OF CANBERRA'S RECOVERY PLAN

UPDATED 15 JANUARY 2021

This guidance is produced by the Public Health Lead - COVID Response Office. It supersedes all other [COVID-19 related guidance](#) published before this date, including any relevant section of University Guidelines and other subordinate guidelines.

Background

This document sets out guiding principles for decision makers regarding venue and room capacities on the ANU campuses in the ACT under Stage 4 of [Canberra's Recovery Plan](#). It is a framework for making decisions and should be considered alongside extant ANU policies and processes.

This Directive will be reviewed when restrictions in the ACT change.

'Check In CBR' app on campus

We have implemented the ACT Government's new contact tracing system, '[Check In CBR](#)', in all buildings on ANU campuses in the ACT. Staff, students and visitors are strongly encouraged to use the app to check in to all buildings, floors, and commercial businesses that they visit on campus.

More information about using 'Check In CBR' at ANU is available on our [website](#), including our privacy assessment, how to download the app, and frequently asked questions.

Overview

The current level of our COVID-safe campus alert system is "low" with no community transmissions occurring in the ACT. The COVID-19 situation is stable in the ACT and we're in Stage 4 of Canberra's Recovery Plan.

Spatial distancing is still important to prevent the spread of COVID-19. Where possible, please stay approximately 1.5 metres apart from each other.

However, in accordance with ACT Health guidelines, it is COVID-safe to apply a one person per two square metres (1 per 2m²) capacity limit in buildings on the ANU campuses in the ACT where the 'Check In CBR' QR codes are being used. This may mean people are slightly closer than 1.5 metres but this is deemed to be ok for these purposes.

If individuals are uncomfortable with this slightly more crowded option, efforts should be made to accommodate their concerns.

Everyone should continue to maintain good hygiene and exhibit [COVID-safe behaviour](#), follow signage at entrances, and local advice.

Existing [guidelines, protocols and COVID-safe plans](#) should be followed. Areas should continue to conduct new risk assessments and/or review existing risk assessments as appropriate.

Office spaces

Office spaces within buildings where the 'Check In CBR' app is in use, can now hold up to one person per two square metres (1 per 2m²).

Where possible, please stay approximately 1.5 metres apart from each other at all times. However, in an office space in buildings on the ANU campuses in the ACT where 'Check In CBR' QR codes are being used, it is COVID-safe to work to a capacity of one person per two square metres (1 per 2m²).

Everyone should continue to maintain good hygiene and exhibit [COVID-safe behaviour](#), follow signage at entrances, and local advice. Staff should not come into the office if they are experiencing [symptoms](#).

Staff members who are not comfortable with returning to the office under these circumstances are encouraged to discuss this with their supervisor. If the staff member will continue to work from home, they need to discuss their work pattern and arrangements with the supervisor and enter into a [flexibility agreement](#) to support their current situation.

Centrally timetabled venues on campus

There will be no change to the central timetabling already in place for Semester 1, 2021.

Timetabling has been done in line with the ACT Step 3.2 Recovery Plan (50% capacity) that was in place at the time the timetabling process commenced.

However, given the change to Stage 4, Colleges and Schools are encouraged to be flexible with their management of spaces and can allow up to one person per two square metres (1 per 2m²) in all teaching and working spaces.

Locally timetabled venues on campus

Laboratories and tutorial rooms

It is up to individual Colleges and Schools to work out a way that best suits their needs. If there's the opportunity to go to one student per two square metres (1 per 2m²), you can.

Please note: Risk assessments for the laboratory activities are still required to be conducted in addition to COVID-19 risk assessments and they must all be adhered to and followed by anyone in the lab at all times.

Meeting rooms

Where possible, please stay approximately 1.5 metres apart from each other at all times. However, in a meeting room in buildings on the ANU campuses in the ACT where 'Check In CBR' QR codes are being used, it is COVID-safe to work to a capacity of one person per two square metres (1 per 2m²).

It is recommended that there is good ventilation in the room. For longer meetings, outside meetings are an option (where appropriate), and participants should take regular breaks.

Under the current level of risk and restrictions in the ACT, there are no restrictions in place regarding the amount of time you should spend with people in a room.

Events on campus

Where possible, please stay approximately 1.5 metres apart from others at all times. However, events held in venues on the ANU campuses in the ACT where 'Check In CBR' QR codes are being used, it is COVID-safe to work to a capacity of one person per two square metres (1 per 2m²).

Events should be planned and conducted in accordance with the [Functions on Campus Protocols](#).

This Directive has been endorsed by:

COO

DVC-SUE

DVC-A

DVC-RI