ANU COVID Pathway: Functions on Campus Protocol

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Contacts

Functions on Campus

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CRICOS Provider No. 00120C
Overview
To ensure that functions, events and venue hire can safely and gradually return to campus the University took a risk-based approach to returning events with a staggered recommencement. From 15 November 2021 events were capped at 100 attendees indoors and 300 attendees outdoors for staff and students. This was increased from 26 November 2021 to include external participants with increased numbers. It is now being proposed we proceed with events and venue hire within State and Territory restrictions without attendee limits.

When deciding whether to approve an in-person event in 2021, areas should consider the quality of event experience; and remember the University’s focus is on a great 2022 experience. These activities must adhere to the University COVID Guidelines.

COVID-Safe Campus Alert Levels
The COVID-safe campus alert system reflects the risk level of the campus as the COVID-19 situation changes in Australia and the ACT.

- COVID NORMAL: Normal functions management
- MEDIUM Risk: Student, staff, residential and external events may proceed with minimised limitations from 06 December 2021 inclusive.
- HIGH risk: All public events and functions must be cancelled.

06 December 2021 Onwards
1. Events are approved to proceed within State and Territory restrictions without attendee limits both indoors and outdoors. This includes Residential Colleges, External and Commercial Events.
2. All third party providers (i.e. caterers) must provide a copy of their COVID-safe operating plans, including staff inductions. Please attach a copy of these to your Functions on Campus application.

Functions and Events
A Functions on Campus eForm ("FoC eForm") must be completed for all indoor and outdoor events planned to occur on the ANU campuses. Events can only occur once the FoC eForm has been approved by the University.

Indoor or outdoor events and functions include, but are not limited to:
- Planned staff functions or gatherings must be pre-approved by Deans, Portfolio Head, College General Manager or Director;
- Student affiliated and non-affiliated functions or gatherings including clubs and societies (ANUSA, PARSA and ANU Sport);
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- 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;
- Informal workplace gatherings such as morning teas, lunches or farewells;

All other requirements of this Protocol still apply to these areas. This includes completion of a Risk Assessment Management Plan.

Planning an Event

All events and functions must adhere to these requirements:

Safety requirements

1. All events and functions must complete a Functions on Campus eForm, regardless of size of event.
2. All venues must use the Check In CBR app to check in attendees 16 years old and above.
3. Events with attendees below 1000 no longer require pre-registration/ticketing however they must have a Canberra app check in.
4. Events with attendees between 1000 and 2000 must be pre-registered/ticketed and provide their plan (ACT Safe Event Checklist) to ACT Health for oversight.
5. Events with attendees over 2000 must submit their application (ACT Safe Event Checklist) to ACT Health for an exemption. Please ensure to allow several weeks for ACT Health to process your exemption request.
6. The one person per two square metres (1 per 2m²) rule applies to both indoor and outdoor events. This excludes ACT Health approved tiered seating venues who may hold 100% capacity events (Llewellyn Hall and Kambri).
7. Masks are not mandatory for events however, they are encouraged where social distancing is difficult.
8. There must be a nominated (and mandatory in attendance) event ‘COVID Safety Officer’ to monitor the event and ensure compliance.
   - The officer must complete the Australian Government’s COVID-19 infection control training course.
9. For events with more than 1000 attendees the pre-registration/ticketing 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. Information should include COVID-safe practices, information on symptoms, hygiene protocols and contact tracing.
10. Event safety information should be clearly visible and easily viewable by attendees.

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 addressed during the audit.
   - Functions may be cancelled immediately.
   - Future functions may not be approved for non-compliant organisers.
   - 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. 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.

13. 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 protests and demonstrations.

Hygiene

14. There must be increased cleaning of high touch point areas and restroom facilities and this must be captured within the event organisers budget and paid for under the event/function arrangements.

15. Hand sanitiser is currently in place at entry to all buildings. Outdoor events must have sanitiser provided and paid for by organisers.

16. Individuals upon entry to spaces must clean desks and surfaces; cleaning materials and bins are in situ. Post event cleaning fees may be charged for indoor venues.

Catering

17. Service staff/students must wear facemasks while serving food and alcohol at all times.

18. Self-service buffet food, canapés, communal snack bars or communal condiments need to be monitored by staff/students and utensils cleaned regularly. If able, single service food is recommended.