



Australian
National
University

Functions on Campus Protocol

Aligned with the COVID-normal restrictions we are currently operating under in the ACT.

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Contacts

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CRICOS Provider No. 00120C

Overview

To ensure that functions, events, venue hire and clubs and societies can safely operate on campus during the pandemic, these activities must adhere to the [University COVID Guidelines](#) and ACT Health [guidance for COVID-safe events](#).

COVID-safe campus alert levels

The [COVID-safe campus alert system](#) clarifies 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

A [Functions on Campus eForm](#) ("FoC eForm") must be completed for all indoor and outdoor events planned to occur on the ANU Acton campus. 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;
- School and College functions or gatherings;
- Student affiliated and non-affiliated functions or gatherings including clubs and societies (ANUSA, PARSA 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;
- Informal workplace gatherings such as morning teas, lunches or farewells
- 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 Management Plan](#) where needed.

Non-compliance of University Guidelines and protocols will result in the cancellation of all offending club/society events.

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 stalls, protests and demonstrations.

Planning an event

In planning for a COVID-safe event, the following should be considered

1. All venues must use the [Check In CBR app](#) to check in attendees 16 years old and above.
2. The one person per two square metres (1 per 2m²) rule applies to both indoor and outdoor events.
3. Events can have a maximum of 1000 attendees without the requirement for an exemption from ACT Health.
 - For all events for between 501 and 1000 people are required to notify ACT Health and submit their COVID-safe plan (via [this online form](#)).
 - If you plan to have over 1000 attendees (but not more than 10,000), you can request an exemption from ACT Health [via the same form](#). Once approved, you must attach the approval to the FoC eForm, or kept on file if the FoC eForm is not required.
4. Large indoor performance venues with ACT Health endorsed COVID-safe plans (with forward-facing and tiered seating, such as theatres and arenas) can have ticketed events up to 100% capacity, even if this exceeds the 1000 person limit.
5. Commercial businesses and venues can have 25 people across the venue. If businesses wish to have more than 25 people, they can apply the one person per two square metres of usable space rule in both indoor and outdoor spaces.
 - All restricted businesses, venues and facilities under the public health direction must use the Check in CBR app; and
 - 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 100% is permitted provided that the event has a COVID-safe plan endorsed by ACT Health.
7. Standing music events in Manning Clarke Hall are permitted with a capacity of one person per two square metres (1 per 2m²).
8. 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 metres away from the audience; and
 - Performers should remain two metres away from each other.

Administrative protocols

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9. A COVID-19 Safety Plan is 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.

10. Event safety information should be well signed and easily viewable by attendees.
11. All third-party providers must have available a copy of their COVID-safe operating plans, including staff inductions.
12. Functions on Campus will notify ANU Communications & Engagement (formerly 'SCAPA') of events as appropriate.
13. Meetings of ANU clubs on campus will be approved if the required ANU protocols are met. 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. Complete the Functions on Campus (FoC) eForm

Event requirements

Attendance

14. Organisers will be encouraged to offer online activities, so to minimise face-to-face attendance.
15. Invitations should include information about COVID-safe practices, information on symptoms, hygiene protocols and contact tracing.
16. Attendance is prohibited by individuals with COVID-19 symptoms (managed in accordance with University Guidelines on ANU Campuses, 2.1 and 5.1).
17. 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.
18. It is recommended that there is a two-hour time limit for events and venue usage in accordance with the current ACT guidance. For events planned for more than two hours, additional detailed plans should be put in place to schedule short and long breaks, to clean the room and to ventilate.

Hygiene

19. 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.
20. Hand sanitiser is currently in place at entry to all buildings. Outdoor events must have sanitiser provided and paid for by organisers.

21. 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.

Monitoring and compliance

22. There must be a nominated event 'protocol officer' to monitor the event and ensure compliance for events of 500 people or more. It is recommended that there is at least one officer per 250 people. It is mandatory to have one protocol officer per 500 people.
 - The protocol officer must complete the [Australian Government's COVID-19 infection control training course](#).
23. For ANU clubs and societies, the function organizer 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.
24. 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.
25. Any outbreaks or hot spots detected will be dealt with in accordance with the current ANU Guidelines and ACT regulations.
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.

Catering

27. Hospitality service staff must wear face masks while serving.
28. Self-service buffet food, canapés, communal snack bars or communal condiments need to be monitored by staff and utensils cleaned regularly. If able, single service food is recommended.
 - Food and drinks may be consumed while standing indoors and outdoors

Further details

29. The FoC eForm is available, allowing event organisers sufficient time to organise events in line with the above protocols.

30. Functions, events, and venue hire were approved to proceed from **7 September 2020**, in line with above-mentioned protocols.
31. Recommended dates for each stage may be adjusted at any time subject to federal and ACT government restrictions or advice.
32. This document will be reviewed and updated with changes in information from ACT Health.
33. Information updated on the Functions on Campus website and communications circulated through the On/Off campus email.
34. Additionally, communications will be distributed to Service Division Directors, College General Managers, senior managers, departmental administration, ANUSA, PARSA and commercial tenancies.