

**> BE COVID SAFE.  
STAY IN BUSINESS.**

## Your COVID-19 Safety Plan

### Functions and corporate events

#### Business details

Business name	The University of Sydney for Info Day Event (19 December 2020)
Business location (town, suburb or postcode)	The University of Sydney, Camperdown/Darlington
Completed by	Sophia Roberts
Email address	[hidden]
Effective date	22 October 2020
Date completed	20 November 2020

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#### Wellbeing of staff and attendees

**Exclude staff and attendees who are unwell from the event. Ensure attendees and staff are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms.**

Unwell colleagues and visitors will be encouraged to stay at home in the reminder to attend email and text messages before the event. This priority information will be highlighted at the top of the email or text. On arrival, staff will again ask attendees and staff if they are unwell or have recently visited any identified hot spots.

**Provide staff with information and training on COVID-19, including when to get**

### **tested, physical distancing and cleaning.**

All staff working at the event will be given specific COVID Safety information in their briefings and briefing documents. Staff acting as COVID Safety Marshals will be given detailed training about when to get tested, physical distancing and cleaning protocols and ensure compliance during the event.

### **Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

Special COVID Leave entitlements have already been included in staff HR communications, this will be included in event staff briefings.

### **Display conditions of entry (website, social media, venue entry).**

Communications to guests via Info Day website and pre-event emails will include all relevant COVID Safety Plan information. Guests will be briefed on COVID Safe protocols again in person and upon checking in. COVID Marshals on site will be placed at check in points to ensure all are checked in (and their contact details confirmed for tracing). COVID Safety Marshals will also monitor numbers at the door of each advice centre. COVID Safety signage and floor decals will be placed visually in every space used for the event with reminders of protocols. All suppliers for the event will also be briefed on COVID Safety Plan and provide signed agreement to adhere. Up to date NSW Health recommendations are already hosted on the University of Sydney website.

### **Advise participants to check the NSW website for the current public health advice in relation to locations where people who visited are required to self-isolate.**

All participants will be advised to check the NSW website for the current public health advice in relation to locations where people who visited are required to self-isolate. This information will be included on registration forms, and repeated again in-person when checking in on the day of the event.

### **Think about ways attendees can be involved through a video broadcast or live stream, if they cannot attend due to illness of travel restrictions, or are a vulnerable person and wish to avoid gatherings. Consider options to stream the event.**

We will be running 'Info Day TV', a live stream via Zoom, to accommodate for those unable to attend due to illness, travel restrictions, or other factors. This will be an online platform showcasing our faculties, student journeys and campus with a suite of relevant live and pre-recorded content.

**Consider including arrangements and options for virtual attendance, such as a live stream, for attendees who are at high-risk of developing COVID-19 complications such as elderly people or people with conditions affecting their immunity.**

We will be running 'Info Day TV', a live stream via Zoom, to accommodate for those who are at high-risk of developing COVID-19 complications.

This will be an online platform showcasing our faculties, student journeys and campus with a suite of relevant live and pre-recorded content.

**If you intend to serve alcohol consider ways to encourage responsible use, such as limiting bar tabs or drink packages.**

There will not be any alcohol served at this event.

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## **Physical distancing**

**Corporate events cannot exceed 300 people per event, or one person per 4 square metres of space (excluding staff), whichever is the lesser. Corporate events at hospitality venues may have one person per 2 square metres of space in outdoor areas. Children count towards the capacity limit. Bookings for significant events can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.**

The event is spread across 4 main hubs or “course advice centres” that have been assessed by the Campus Operations Services team according to the 4 square metre rule. COVID Safe venue capacities will be adhered to in all of these, the largest of which is 141 people.

All food outlets will have their own COVID Marshals and COVID Safety plans. Numbers of groups for campus tours to be capped at maximum allowed under current NSW public health orders - currently 30.

**For corporate events (including conferences), consider allocating people to topic-specific streams to minimise co-mingling between groups, and allocating specific seating areas to these streams for larger plenary sessions.**

Staff will be assigned to specific advice booths or areas for the duration of the event. Hand sanitizer stations will be positioned in each venue and food outlet. COVID Safety

Marshals will also be similarly positioned at food outlets and roaming during the event to ensure compliance and wipe down any surfaces touched.

**For functions or corporate events, consider allocated seating and ensuring people remain seated as much as possible, to minimise mingling between seated groups. Ensure no more than 30 people at a table.**

Staff will be stationed at the doors of each venue to monitor and control numbers. All enclosed spaces have updated capacities to ensure COVID safety and COVID Safety Marshals will ensure compliance. There is also a detailed schedule identifying the relevant staff who will be present at each activity venue / station.

**Seating must be separated by 1.5 metres. Household or other close contacts do not need to physically distance.**

There will be no seating in the main course advice centres to reduce close contact between participants. Where there is seating, it will be separated by 1.5 metres.

**If a corporate event or function has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.**

All sessions have been staggered across the day, with registrations for specific time slots, to minimise crowding around the venue. Activities have also been spread across four main hubs.

**Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or for food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.**

Lecture schedules have been cancelled to reduce crowding. Additional floor decals to be put down for directions and physical distancing reminders, including near food outlets. Signage already in place around campus to ensure physical distancing.

**Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.**

Registrations have been set up so that students are allocated to specific streams and time slots. In addition to this, activities are spread across four buildings with established venue capacities, and allocations have been made according to these conditions. Info Day TV will be operating as a live-stream to cater for those unable to attend the in-person

event.

**Ensure alcohol at any event is only consumed by seated attendees.**

There will not be any alcohol served at the event.

**Dancefloors are not permitted at corporate events.**

There will be no dancefloor at the event.

**Promote online ticket purchasing and electronic ticket checking where possible. Consider whether event registration and information packs can be provided online, such as through an app or via post.**

All registrations will be completed online via the Info Day website.

**Consider presenting event posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.**

Not applicable.

**Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.**

Staff will be briefed to maintain 1.5m minimum distance at all times, event planning will minimize the ability to mingle. COVID Safety Marshals will ensure compliance of physical distancing at each food outlet, and thoroughly disinfect any tables or chairs after each sitting. Face masks will be available to all who request them.

**Use telephone or video for essential staff meetings where practical.**

Wireless two way radios and phones will be used for most of the day in order for staff to communicate with each other during the event. This equipment will be assigned to the same user each day to eliminate multiple users.

**Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.**

Staff at course advice desks will be working alone, behind a plastic screen, to minimise the risk of close contact.

**Review regular deliveries and request contactless delivery and invoicing where practical.**

Both catering suppliers have submitted approved COVID Safety Plans. Where possible food will be prepackaged, most beverages will be prepackaged (where possible). Delivery of food will be contactless. Contactless invoicing already in place.

**Have strategies in place to manage gatherings that may occur immediately outside the premises.**

COVID Safety Marshals will be stationed around the campus, and will be able to monitor this.

**Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events if crowding on public transport may occur.**

A bus shuttle service has been arranged with a private provider. We have arranged QR codes for each of the buses, to monitor those coming to and from the campus for the purposes of contact tracing.

**Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.**

Parking in the University parking stations and across campus will be free to all visitors so as to encourage private transport.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Hand sanitizer stations will be positioned in each venue and food outlet. All tables and chairs will be wiped with disinfectant by COVID Safety Marshals after each lunch sitting near food outlets.

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

All venues in use to be cleaned and restocked by GJK Cleaners between sessions,

including near by bathrooms and shared spaces.

**Have hand sanitiser at key points around the facility, such as entry and exit points.**

Hand sanitizer stations will be positioned in each venue and food outlet. All tables and chairs will be wiped with disinfectant by COVID Safety Marshals after each lunch sitting near food outlets.

**Avoid self-serve or buffet-style food service.**

Staff catering has been altered from a buffet-style of previous years to packaged delivery. On-campus outlets do not offer self-service or buffet-style services. COVID Safety Marshals will be monitoring all food outlets.

**Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.**

Not applicable for this event.

**Menus should be laminated (clean between use), displayed or be single use.**

Not applicable for this event.

**Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.**

All venues in use to be cleaned before and after the event, high touch areas in all course advice centres will be wiped down between sessions. All tables and chairs will be wiped with disinfectant by COVID Safety Marshals.

**Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.**

GJK Cleaners will ensure disinfectant supply and use complies with manufacturers instructions.

**Develop strategies to address cleaning of very high-touch surfaces such as door knobs and chair arms. Consider having disinfectant wipes available for patrons to use.**

All venues in use to be cleaned before and after the event, high touch areas in all course advice centres will be wiped down between sessions. All tables and chairs will be wiped with disinfectant by COVID Safety Marshals. Disinfectant wipes will be available for patrons to use.

**Staff are to wash hands thoroughly with soap and water before and after cleaning.**

GJK Cleaners will ensure correct hand sanitisation procedures are followed before and after cleaning.

**Encourage contactless payment options.**

All food outlets will be encouraging contactless payment options.

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## **Record keeping**

**Corporate events must register through [nsw.gov.au](https://nsw.gov.au) before the event is held.**

Info Day will be registered through [nsw.gov.au](https://nsw.gov.au) before the event is held.

**Keep name and a contact number for all staff, dine-in customers and contractors for a period of at least 28 days. Each person that attends a venue MUST provide their name and contact details. Where possible, personal details should be collected in a way that protects it from disclosure to other customers and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. QR Code is strongly encouraged.**

**Hospitality venues using capacity calculations of one per 2 square metres outdoors MUST use electronic methods such as QR Code for collecting contact details and ensure these are captured for EACH person.**

Thorough registration forms will be created for the event in order to capture more than the required fields for contact tracing for every guest, students and parents/carers.

**Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.**

Staff will be made aware of the COVIDSafe app in the official event briefings.

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.**

If notified of a positive case, Event Manager will immediately notify Sydney Future Students and Central Operations Services, who will notify SafeWork NSW immediately.  
COVID-19

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes