COVID SAFE EVENT GUIDELINES
Updated and effective from: Thursday 18 November
Approved by: Dr Vicki Ashton, Chief Medical Officer

The following guidelines support the event management expertise of staff at Monash University and existing processes in place.

In line with Victoria’s roadmap, from 11.59pm Thursday 18 November, the government will continue to ease a number of restrictions surrounding the delivery of safe events. While the roadmap provides guidance on what to expect in the future, we need to plan our events with a degree of flexibility given the changing nature of the pandemic.

Delivering events at Monash University will continue to follow our endorsed COVID Safe plan and the following principles must be applied:

- Events are open to fully vaccinated or medically exempt attendees only
- All attendees must check-in using the Service Victoria app and venue QR code
- A Monash COVID Check-in Marshal must be onsite to verify compliance of all persons present with the current vaccination requirements, or official medical exemption
- COVID Safe cleaning and hygiene practices must be in place
- Maintain physical distancing where possible
- Attendees must comply with face mask requirements as mandated by the Victorian Government at the time. Face masks should be worn when physical distancing is not possible.
- Observe capacity and density quotient limits
- As with requirements prior to this date, Monash University events must follow health and safety practices including preparing an Event Risk Management Plan (S.A.R.A.H) and following COVID Safe rules.
- Events with significant numbers of children (aged under 12 years) may not be able to operate at full capacity while vaccines remain unavailable for children.

Training and roles required at events
Ensure that your event has people assigned to complete the following roles. There are training requirements for each role:

- Event Manager (who also acts as the Monash COVID Safe Marshal)
- Event Safety Marshal
- Monash COVID Check-in Marshal

For details on the training requirements for each role, please view the Events Roles update on the OHS web pages.

For general advice on planning events at Monash, visit Events 101 - checklist.
For assistance, please contact a member of the Health, Safety and Wellbeing team (OH&S).
For the latest updates on COVID-19 and our campus operations, visit COVID-19 Updates.

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<th>TASK</th>
<th>DETAILS</th>
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| PRE-EVENT   | TRAINING
Ensure responsible staff have completed essential training. Details of the required training and OH&S event roles are available here

Available through myDevelopment.
COVID Check-in Marshal Information Sheet available here

DOCUMENTATION | Available through OHS Website. |
<table>
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<tr>
<th>Record your Event Risk Management plan in S.A.R.A.H including COVID Safe practices.</th>
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| **COMMUNICATION**  
Communicate with guests expectations of attending the event:  
- They must be fully vaccinated or medically exempt to attend an event at Monash University  
- They must provide proof of vaccination or medical exemption on arrival to the event  
- If they feel unwell they must stay home.  
For example, you may use this in your communication with attendees:  
“In line with [Victoria’s Roadmap](#), all staff, students and visitors, including contractors, who attend our Australian campuses or other University locations (such as offices) will be required to have received both doses of the COVID-19 vaccine. Please be prepared to provide proof of vaccination or medical exemption on arrival to this event. If you feel unwell, please stay home.” |
| **EVENT PREPARATION**  
Ensure Service Victoria QR code is present at your Monash venue.  
Identify and allocate a [Monash COVID Check-in Marshal](#) to check vaccination status at the event and ensure everyone has checked-in.  
Ensure [sanitisation stations](#) are located throughout the event space.  
Email [Buildings and Property](#) if the venue does not have a Service Victoria QR code.  
See the [COVID Check-in Marshal Information Sheet](#) for further information about COVID Marshals and their duties.  
Additional [COVID Safe signage](#) can be ordered via Monash Print Services.  
Always check the [COVID-19 updates](#) page for current information. |
| **DURING EVENT**  
Monash Event Manager and Event Safety Marshal ensure COVID Safe compliance throughout the event.  
Ensure [sanitisation stations](#) are available throughout the event space.  
Sanitisation stations can be hired from Monash Print Services or hand sanitiser bottles can be purchased for events. |

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Event Guidelines for COVID Safety (November 2021)  
Review: December 2021
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<th>Consider regular cleaning of high touch areas.</th>
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<tr>
<td>POST-EVENT</td>
<td>Ensure venue or event site is cleaned post-event.</td>
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<td>Ensure attendance records are kept for 28 days.</td>
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Further information

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monash.edu/news/coronavirus-updates