COVID SAFE EVENT GUIDELINES
Event Guidelines for COVID Safety
February 2022
COVID Safe Event Guidelines

Updated and effective from: Wednesday 16 February 2022
Approved by: Associate Professor Vicki Ashton, Chief Medical Officer

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

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 practises 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. In addition, face masks should be worn when physical distancing is not possible.
- Observe capacity and density quotient limits as mandated by the Victorian Government at the time
- As with requirements prior to this date, Monash University events must follow health and safety practises including preparing an Event Risk Management Plan (S.A.R.A.H) and following COVID Safe rules

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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<tr>
<th>TASK</th>
<th>DETAILS</th>
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<tbody>
<tr>
<td>PRE-EVENT TRAINING</td>
<td>Ensure responsible staff have completed essential training. Details of the required training and OH&amp;S event roles are available here. Available through myDevelopment. COVID Check-in Marshal Information Sheet available here</td>
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<tr>
<td>DOCUMENTATION</td>
<td>Record your Event Risk Management plan in S.A.R.A.H including COVID Safe practises. Available through OHS Website.</td>
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<tr>
<td>COMMUNICATION</td>
<td>For example, you may use this in your communication with attendees:</td>
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**Communicate expectations of attending the event with guests:**
- 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.

“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.

Identify if **additional COVID Safe signage** is needed for your event. eg Physical distancing.

Ensure **face masks** are available at your event for guests or staff who may require one.

Follow the **COVIDSafe Catering Guidelines**.

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.

Consider **regular cleaning** of high touch areas.

**Sanitisation stations** can be hired from Monash Print Services or hand sanitiser bottles can be purchased for events.

**POST-EVENT**
Ensure the venue or event site is **cleaned** post-event.

Ensure attendance records are kept for 28 days. Should you be notified an attendee has tested positive to COVID-19, direct them to our **COVID-19 fact sheet** for more information on
| what to do if a staff or student tests positive. |  |
Further information

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monash.edu/news/coronavirus-updates