

## 1. Disclaimer

This guidance has been created to support DUSA clubs as they start to plan located events within a Covid-Normal environment.

This document is in no way a comprehensive list of measures to prevent illness or community transmission of Covid-19 occurring but provides the framework for DUSA clubs to deliver events in the Covid-Normal environment both on and off campus.

These conditions are subject to change as the DHHS VIC COVID-19 guidance continues to develop. All previous event considerations are still current.

## 2. Steps for Planning a Located Event



**Plan** - Implementing plans, processes and systems to meet government and health requirements, and provide safe event environments.



**Prepare** - Ensuring safe venue and participant practices, communicating participant responsibilities in advance, such as hygiene practices, attendance registers, limiting shared equipment and maintaining physical distancing.



**Respond** - Being prepared to change or adapt event plans, managing a suspected or confirmed COVID-19 infection, a breach to requirements or change in requirements, and maintaining an awareness that things can change very quickly.

## 3. Hierarchy of Responsibility

### Personal responsibility

- If you are unwell – *stay at home*.
- If you are considered high risk or vulnerable – *reconsider your attendance for your safety*.
- Abide by all directions given by club executives, venue operators, etc.
- Practice good personal hygiene and encourage other attendees to do the same.
- Maintain physical distancing of 1.5m.

### Club / Executive responsibility

- Communicate to all attendees about their personal responsibility.
- Create the event with thought to:
  - Reducing high touch points & shared equipment where possible.



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- Provide an activity that adheres to physical distancing requirements.
- Adhere to venue and current DHHS VIC restrictions for your specific activity.
- Provide adequate support for good hygiene (hand sanitiser, etc.)
- Follow DUSA directions on event management.
- Book a suitable venue, understand and adhere to their physical distancing management plans.
- A full list of attendees and contact details must be kept for a period of 28 days post-event.
- Adhere to any other affiliated authorities return to activity protocols. i.e. Soccer and Football Federation Victoria.
- Create a response plan for any suspected case and/or attendees feeling unwell.
- Support attendee to abide by physical distancing requirements, or as to wear a facial covering / leave if they are not willing.

### **DUSA's Responsibility & Support**

- Conditionally approve event requests based on club executives working collaboratively to take all reasonable steps to adhere to guidance of DUSA, DHHS Victoria and the venue.
- Provide support regarding logistics to ensure that club activities can take place in a community setting.
- Support club executives to deal with any response required to ensure the health and safety of club members and attendees.
- Provide appropriate guidance and support to club executives and their membership when planning a located club event – to make the event possible.
- Continue to inform club executives of updated restrictions and provide guidance on these changes.



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## 4. COVID-19 Checklist Form – DUSA Club Events

**You will need to have a plan in place to ensure your Club Event is Covid-Safe.**

**Instructions for completing:**

- Decide which sections apply to the activities you are considering for your event.
- Complete the sections and sign off by the club executive responsible for ensuring covid safe planning takes place.

**Please note:** this checklist is not exhaustive; a risk management approach should be taken and ensure to work with your DUSA Clubs Coordinator if you need assistance or further information.

**Event Name:**

**Club/s Hosting the Event:**

**Venue / Facility Name and Address:**

**Venue / Facility Contact or Responsible Person:**

**Event Manager Name / Contact:**

**Other Student Leaders involved in the delivery of the event:**

**Checklist Completed By:**

**1. Supporting Covid Safe Planning**

**Approvals required prior to event delivery**

Action Required	Completed	Comments
<p><b>Off Campus events</b> should comply with relevant <a href="#">DHHS VIC guidance</a> (at the time) for easing restrictions.</p> <p>Off Campus events will most likely occur in a bookable venue (Licensed venue, community hall, purpose built facility etc) for these events you will need to provide the CovidSafe Plan for the venue which is usually found in the</p>	<input type="checkbox"/> Attached <input type="checkbox"/> N/A	



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hire agreement that clearly states the capacity of the space you are hiring and any T&C's relevant to the event.		
<p><b>On Campus Events</b> require you to complete the Deakin Room Booking form and require the following considerations.</p> <p><b>Minor Event</b> (standard room bookings / use of Deakin Facilities)</p> <ul style="list-style-type: none"> <li>• 4 weeks' notice</li> </ul> <p><b>Major Event</b> (Festival or event requiring significant support from DUSA / Deakin to implement or those that cannot easily adhere to contract tracing requirements)</p> <ul style="list-style-type: none"> <li>• 8 weeks' notice.</li> </ul>	<input type="checkbox"/> Attached <input type="checkbox"/> N/A	
<p><b>Sporting activity:</b> the club must understand and comply with the relevant Venue, State or National Sporting Organisation protocols for returning to sport.</p>	<input type="checkbox"/> Attached <input type="checkbox"/> N/A	
<p><b>2. Pre-Event Communication</b></p> <p><b>Preparing participants / stakeholders for the event and helping them to understand their responsibilities prior to and during event delivery.</b></p>		
<b>Action Required</b>	<b>Completed</b>	<b>Comments</b>
Take <b>pre-event registrations</b> for the event with a nominated cap of attendees in line with venue capacity (inclusive of student leaders, staff etc.)	<input type="checkbox"/>	<b>What system will you use for this? i.e. QPAY, TryBooking</b>
<p>Encourage participants to complete the <a href="#">Deakin Covid Safe Module</a> prior to attending.</p> <p>Each attendee has a responsibility to keep the event COVID safe. To support this we ask you to:</p> <ul style="list-style-type: none"> <li>• Stay home, if you are feeling unwell or have any symptoms of Covid-19.</li> <li>• Encourage students to carry a face mask for instances that they are unable to socially distance.</li> </ul>	<input type="checkbox"/>	<b>How will you do this? Via what avenues?</b>



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<ul style="list-style-type: none"> <li>• Encourage that all attendees maintain 1.5m physical distance from others / or where you cannot wear a face mask.</li> <li>• Practise good hygiene – wash your hands, use sanitiser, avoid physical greetings, and clean equipment you have used as instructed.</li> <li>• Check in upon arrival as required.</li> <li>• Follow all COVIDSafe instructions, signage or direction by event staff / host venue.</li> <li>• Notify Deakin Security if you have tested positive to COVID-19 within 28 days following this event by calling Deakin Security 24/7 via 1800 062 579.</li> </ul>		
<p>Communicate prior to the event the following restriction of access to the event to limit anyone who has:</p> <ul style="list-style-type: none"> <li>• COVID-19 or has been in direct contact with a known case of COVID-19 in the previous 14 days.</li> <li>• Flu-like symptoms.</li> <li>• Travelled internationally in the previous 14 days.</li> </ul>	<input type="checkbox"/>	<p><b>How will you do this?</b></p>
<p>Should the club wish to do so, encourage the use of the governments <u>COVIDSafeapp</u>.</p>	<input type="checkbox"/>  <input type="checkbox"/>	
<p><b>3. Physical Distancing at the event</b></p> <p><b>This means keeping a distance of at least 1.5 metres between people</b></p> <p><b>General Rules for Venue Capacity</b></p> <ul style="list-style-type: none"> <li>• Deakin / Community / Booked Spaces (like restaurants) have set venue capacities as per CovidSafe Plans.</li> <li>• One person per 4 square metres (manual record keeping of attendance)</li> <li>• One person per 2 square metres (digital record keeping of attendance)</li> <li>• Max capacity set as per DHHS Guidance based on type of activity / venue.</li> </ul>		
<p><b>Action Required</b></p>	<p><b>Completed</b></p>	<p><b>Comments</b></p>
<p>Events must support attendees to maintain physical distancing - 1.5m between people.</p> <p>Key areas to consider:</p> <ul style="list-style-type: none"> <li>• Whilst queuing.</li> </ul>	<input type="checkbox"/>	<p><b>What aspects of the event require detailed thought prior to the event?</b></p> <p><b>What can be implemented to support these requirements?</b></p>



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<ul style="list-style-type: none"> <li>• Seating plans / venue layout.</li> <li>• Service of food.</li> <li>• During course of meetings / planning.</li> <li>• Club norms for physical contact, hugging, handshakes etc.</li> </ul>		
<p>Know specifically the venue capacity (including participants, executives, staff etc) based on the event you wish to deliver. Work with venue operators to agree on this and remain under the venue capacity.</p>	<input type="checkbox"/>	<p><b>How will the club maintain attendance under the set capacity?</b></p>
<p><b>1. Health &amp; Hygiene</b></p> <p>Supporting the health and safety of all participants is the number one priority at your located event(s).</p>		
<p><b>Action Required</b></p>	<p><b>Completed</b></p>	<p><b>Comments</b></p>
<p>Inform participants about the importance of hygiene and hand washing. This includes:</p> <ul style="list-style-type: none"> <li>• before and after eating</li> <li>• after coughing or sneezing</li> <li>• after going to the toilet</li> <li>• after changing tasks</li> <li>• after touching potentially contaminated surfaces.</li> </ul> <p><b>Use Signage via <a href="#">DHHS Victoria</a>.</b></p> <p><i>Consider whether club will require bilingual / accessible signage at event. Use if relevant.</i></p>	<input type="checkbox"/>	<p><b>How will you inform / remind attendees of appropriate hygiene &amp; individual responsibility?</b></p>
<p>Ensure participants have access to hand sanitiser and sanitising wipes during your event. Key points for 'sanitiser stations' are:</p> <ul style="list-style-type: none"> <li>• Entry / Exit points</li> <li>• At Food Service stations.</li> <li>• Where equipment is shared / changed over.</li> <li>• High touch points.</li> </ul> <p><i>Where possible, avoid the shared use of equipment or provide alcohol-based sanitiser wipes where necessary.</i></p>	<input type="checkbox"/>	<p><b>What are the known high priority areas of the event?</b></p> <p><b>Will the venue or club be providing sanitiser, or both?</b></p>
<p>Work collaboratively with the venue / facility operator to ensure that appropriate signage is displayed and in relevant areas for the event.</p>	<input type="checkbox"/>	<p><b>What additional signage is required at the event?</b></p>



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<p>Most Venues will have the following already provided but consider the need for more as appropriate:</p> <ul style="list-style-type: none"> <li>- Social Distancing signage.</li> <li>- Hand Hygiene signage.</li> <li>- Venue / Room Capacity signage.</li> <li>- Facility / venue check in.</li> </ul>		
<p><b>2. Mental Health</b></p>		
Action Required	Completed	Comments
<p>Establish and agree on a routine for checking in with all student leaders / attendees in relation to mental health / coping with COVID-19 easing of restrictions. Especially those that may be identified to be more at risk.</p> <p>Consider the need to rotate student leaders through roles undertaken at the event.</p>	<input type="checkbox"/>	<p><i>No one likes to be the person that is seen to be the “fun police” who is reminding attendees to social distance or register at the event. This can be a tough role, so think through how you will support each other and share this responsibility.</i></p> <p><b>How will the club support its leaders at the event?</b></p>

### Responding to a Suspected or Confirmed case of COVID-19

**In the unlikely event where there is a suspected or confirmed case of COVID-19 at the event you will need to;**

- Immediately isolate the person and provide a disposable mask where possible.
- Ensure the person has transport to their home or a medical facility.
- Notify venue of occurrence so that thorough cleaning and disinfection of the area can occur.
- Notify Deakin Security 24/7 via 1800 062 579.
- Notify DUSA Clubs Coordinator of incident.
- Identify close contacts and follow advice from Deakin Security / DUSA / public health officials.

*\*Note this process can be followed if someone is symptomatic at an event as required.*



### 5. Record keeping requirements

To support the potential need for contact tracing, clubs & societies are required to record the contact details of all attendees for located activities and events.

This applies to all participants that attend the location for more than 15 minutes (including executive / staff / contractors).

You are required to record the following details:

- First name
- Phone number
- Time arrived
- Time departed

Records can be kept electronically or in hard copy. Records are required to be kept for 28 days post-event.

It is recommended that clubs use digital means for check in, as this will allow you to have a greater venue capacity than manual check in.

Where a venue has a check in process, as the host of the event it is important to have a copy of this information also, our advice is to have dual check in via the pre-registered ticket & through the venue / room check in process.

DUSA has provided a quick template for record keeping manually that you may wish to use. It is important to remind everyone that the use of this information is solely for the potential need for contract tracing and will not be used for any other purpose.

The below box of text is an example of a disclaimer that should be used by the club in order to notify the events attendees of the requirement to check in / use of this information.

#### Privacy Statement - DUSA Check In

DUSA is collecting your personal information for the primary purpose of you registering your attendance at the designated event as a visitor / member of the workforce. DUSA will use this information to contact you in the event that we form a reasonable belief that you have been exposed to COVID-19 during your visit. It may also use this information for statistical purposes (such as to calculate the number of people on the campus or on a particular part of the campus at a particular time), and for security purposes. We may release your personal information to the relevant health authorities for contact tracing purposes.

You are not required to register your attendance. However, should you choose not to do so, DUSA or alternatively the health authorities may not be able to trace and contact you in the event that a known exposure to COVID-19 during the period of your visit becomes apparent.

DUSA manages personal information it holds, including requests by individuals for access to their personal information, in accordance with the Privacy and Data Protection Act 2014 (Vic). Information on privacy at DUSA is available at <https://www.dusa.org.au/privacy-policy>. Questions about privacy may be directed to the General Manager on by email to [dusa-contact@deakin.edu.au](mailto:dusa-contact@deakin.edu.au)





## 6. Frequently asked questions

**The venue that we are attending is required to keep their own records. Do we need to keep a separate record?**

Most (if not all venues) will be required to do this for the foreseeable future. The club do not need to keep an independent record, so it is suggested that you work with the venue to determine who is responsible for this on the day of your located event and ensure that both the venue and your club have a copy of the record of attendees once it is complete.

When booking Deakin facilities, students will be required to both Check In via the Deakin QR code & check in to the event via the pre-registration process that the club chooses to use.

**How long do records need to be kept?**

Records should be kept for 28 days. This is to ensure that records will be available if contact tracers need to look back into who was potentially exposed to a confirmed case.

**Should the records be destroyed after a certain period?**

Destroy these records after 28 days from the date of the located event. This only applies to services where records are not normally kept - i.e. this is special record-keeping introduced only by the Directions. No health records should be destroyed for example, which have their own normal statutory periods for required retention. If in doubt talk with DUSA and we will guide the club through this.

**What if the person doesn't want to give their details?**

Venue operators / club executive should explain the purpose of keeping records to help with any future contact tracing that may be necessary in slowing the spread of coronavirus (COVID-19).

**Do we need to send DUSA a list of attendees?**

No, you are not required to forward a list of attendees to DUSA, however if requested to by DUSA / DHHS the club must have the list readily available for contract tracing purposes.

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