



University of New England Covid Safe – Conditions of Hire

University of New England

Armidale NSW 2351

Ph: (02) 6773 2467

Email: EBE-events@une.edu.au

The University of New England (UNE) welcomes members of the community to events on our campus's. The health and safety of everyone using our facilities is our greatest priority. In this regard the University expects that Event Organisers will abide by the following steps in line with NSW Health advice to support the continued wellbeing of our community.

1. Monitoring of Public Health Advice

NSW Government and NSW Health websites must be monitored by the Event Organiser to ensure adherence to health advice and restrictions.

Public Health Advice must be followed in relation to announcements of case locations that are considered:

- Close contact locations, casual contact locations (NSW)
- Affected areas, places of concern and high concern (interstate)
- Areas that go into lockdown

Participants who have recently attended any of the NSW COVID-19 case locations, or other interstate case locations listed by NSW Health, must not visit UNE's sites as per NSW Health advice.

All bookings must follow official UNE direction concerning public health advice noting that conditions can change quickly and require an immediate response.

2. COVID-19 Symptoms

For the safety and wellbeing of everyone - any participant who is unwell or has travelled from a COVID case location that requires self-isolation must not attend the event.

Should a participant exhibit COVID-19 symptoms (fever, dry cough, tiredness, aches and pains) the Event Organiser must direct the individual to isolate and obtain a negative COVID-19 test result prior to attending the event.

Should a participant display serious symptoms (i.e. difficulty breathing/shortness of breath, chest pain/pressure or loss of speech or movement) the Event Organiser must ensure

- emergency services are contacted immediately,
- followed by Safety & Security, and
- ask all non-essential persons to vacate the space.

Suspected cases of COVID-19 should be reported to the WHS team whs@une.edu.au for further assessment and action.

3. Venue Capacity

Venue capacity will be set in accordance with NSW Public Health Orders and advice. Where members of the community attend UNE venues, gathering and movement restrictions allow:

- Normal venue capacity for groups ≤ 25 participants
- 1 person/2 sqm capacity for groups > 25 participants unless the event has fixed seating and is ticketed
- 100% capacity for events which are ticketed with fixed seating

Estate and Built Environment (EBE) will assist you to arrange a suitable venue to suit your requirements EBE-events@une.edu.au or phone 02 6773 2467.

Under no circumstances should the number of patrons exceed the stated seating capacity. Aisles and emergency exits must be kept clear at all times.

4. COVID-Safe Practices

QR Code Check-in and Records of Attendance

UNE has QR codes allocated to our campus locations – all participants must check-in on entry or sign in. The Event Organiser should ensure all participants use the QR code check-in, alternatively provide a physical sign in and be able to provide this record to EBE-events@une.edu.au to ensure accurate contact tracing can occur should it be required. Records of attendance of contractors and staff for the event must also be collected complete with names, emails address and phone numbers. These records must be retained by the organiser for up to 28 days.

Physical Distancing

Physical distancing of 1.5m is required of all participants wherever this is possible.

Mask Use

Where physical distancing cannot be applied, mask use is strongly recommended for participants > 12 years of age while inside our venues. Patrons are requested to bring their own mask for their own personal use.

Hand Hygiene

Hand sanitiser is available upon entry. All participants are requested to sanitise on entry.

Bathrooms are stocked with soap and paper towel.

Ventilation

Where possible – maintain doors and windows in an open position to assist with optimal ventilation of the space.

Staged entry/exit

For larger gatherings – please arrange with our booking staff to allow for additional time to access the venue to minimise congestion and crowding during entry.

Cleaning

In response to the COVID-19 virus, the University of New England cleaning schedules have been significantly increased, and in addition to the routine cleaning that occurs.

Food and Beverages

Provision of food and/or beverages for your event will require a [NSW Government COVID-19 Safety Plan](#) to be completed and submitted with your booking documents.

5. Ticketed Events

100% seating capacity for our venues is possible where seating is fixed and ticketed. These events require minimum movement/interaction. As these events are often larger, preferred measures to support participant safety are as follows:

- Mask use is strongly recommended where seating does not allow for physical distancing.
- Pre-purchased ticketing arrangements
- Door opening time to allow for staged entry and exit
- Refreshments arranged to be purchased prior to and en-route to seating
- Participants to remain in their designated seating or movement managed according to participant grouping (eg. UNE student/movement is not subject to the same spacing requirements)
- Intermission may not be possible, however could be considered upon submission of an approved risk assessment.

6. Interactive Events

These types of events involve movement of people and can also incorporate risks other than COVID-19.

For these events a risk assessment or safe operating procedure must be submitted and approved with the application. These documents should be supplied for review and approval at the earliest opportunity to ensure all necessary risks are appropriately managed.

An example risk assessment with COVID-19 controls for events can be found [here](#).

Interactive events include but are not limited to:

- Camps
- Orientation activities
- College Functions (involving members of the community)