



COVID SAFE EVENT GUIDELINES

Event guidelines for COVID Safety
July 2022

Updated and effective from: Monday 18 July 2022
Approved by: Dr Susan Gordon, Deputy 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 all students and visitors regardless if they are vaccinated or not.
- Workers, including contractors, are not required to provide their vaccination status unless they are a “specified” or “facility” worker under the current Pandemic Orders. *Typically, workers who are not UHS personnel, healthcare workers, students attending placements at healthcare facilities or lifeguards are able to attend Monash University work locations without presentation of their vaccination status.*
- COVID Safe cleaning and hygiene practices should be in place.
- Maintain physical distancing where possible.
- Attendees are strongly encouraged to wear a face mask if they feel uncomfortable or when physical distancing is not possible.
- 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.

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
- Event Safety Marshal/s
- First Aider/s

For details on the training requirements for each role, please view the [OHS Training Requirements Matrix](#) 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](#).

	TASK	DETAILS
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.
	DOCUMENTATION Record your Event Risk Management plan in S.A.R.A.H including COVID Safe practices.	Available through OHS Website.
	COMMUNICATION Communicate with guests expectations of attending the event:	

	<ul style="list-style-type: none"> • If they feel unwell they must stay home. • If they are a household contact they should stay at home. • Inform your guests that we communicate exposure locations (where a positive covid case has visited during their infectious period) here https://www.monash.edu/news/coronavirus-updates/exposure-sites 	
	<p>REGISTRATION/CONTACT TRACING</p> <ul style="list-style-type: none"> • Ensure your event has a registration process. • Ensure attendees are 'checked in' at the event. • A list of registrants and/or attendees is essential for contact tracing purposes. 	For example, registration can be taken via a Google form, online invitation software or Shop.Monash ticketing system.
	<p>EVENT PREPARATION</p> <p>Ensure sanitisation stations and/or table top hand sanitiser are located throughout the event space.</p> <p>Ensure face masks are available at your event for guests or staff who may require one.</p> <p>Follow the COVIDSafe Catering Guidelines.</p>	Always check the COVID-19 updates page for current information.
DURING EVENT	<p>Ensure sanitisation stations and/or table top hand sanitiser are available throughout the event space.</p> <p>Consider regular cleaning of high touch areas.</p>	Sanitisation stations can be hired from Monash Print Services or hand sanitiser bottles can be purchased for events.
POST-EVENT	<p>Ensure the venue or event site is cleaned post-event.</p> <p>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.</p>	

Further information

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[monash.edu.au](https://www.monash.edu.au)