Indoor On-Campus Club Activities COVID-19 Checklist

Note: this checklist only covers some key steps relating to COVID-19-relation precautions, recommendations and requirements from Arc, UNSW and health authorities when holding Club activities on campus. Don't forget to take appropriate steps to effectively plan your activity to ensure your activity is run safely, including other risk mitigation strategies related to COVID-19 and other risks.

Preparing for your activity

☐ Ensure that at least one member the activity organising team reads the Clubs COVID Return to Campus Resources & Training page on the Arc Website and completes the Training Acknowledgement Form. Booking applications won't be processed by Arc unless at least one representative from that Club has completed the Training Acknowledgement Form.

☐ Identify a **COVID Officer** who will be physically present throughout the activity. Ensure that they read the Clubs COVID Return to Campus Resources & Training page on the Arc Website and complete the Training Acknowledgement Form before the start of the activity.

☐ **Attendees must be UNSW students/staff only. At most, 5 non UNSW students/staff may attend in their capacity as facilitators/presenters (or similar)**. They must watch the training video before arriving at campus.

☐ Remind participants (including organisers) to complete the **Student Safe Return to Campus Health and Safety Agreement** sent to student emails account on 31 August.

☐ Take note of your location's **capacity limits**. This will be specified in your booking confirmation.

☐ **Adjust your activity** to ensure physical distancing requirements (**1.5m between participants**) and gathering size limits can be adhered to.
- Activities involving singing and non-reeded woodwind instruments (such as flutes and recorders) have increased physical distancing requirements. It is recommended that activities take place outdoors.

☐ For activities where physical distancing cannot be maintained throughout, participants must be wearing appropriate **masks**

☐ If you are concerned about not being able to adhere to your room capacity, we would recommend having attendees **pre-book**, and only release a quantity of tickets that will allow you to stay within the capacity limits.
- It will also be helpful to let students know that unfortunately due to COVID-19 precautions your activity will need to stick to strict size limits.

☐ Have a plan in place in case you need **to communicate changes** to your activity to attendees

☐ Plan **back-up options** if some of your event organisers are unwell.

☐ Organise for any **food and beverages** provided by organisers to meet current requirements for on-campus activities. If unsure, contact the Arc Clubs team as early as possible.
- There must be no self-service of food & beverages
- Organisers cooking or handling food must be wearing a mask and gloves. Anyone else working near uncovered food items should also be wearing masks.
- Food items should be stored away from the participants (e.g. a table of uncovered food items should be positioned behind the servers, ideally with an additional table between the servers and participants)
- Food must be handed out as individual portions, i.e. participants must not be sharing the food and utensils they have received
  - Avoid handing items back and forth between servers and participants. If you are handing someone a second serving, use a fresh plate/napkin rather than reusing their existing one
- In general food items must still be commercially sourced.

☐ If you are borrowing resources from Arc (e.g. tables, chairs, speakers), ensure that those collecting the resources have a copy of the email confirming the location booking for the activity. This will need to be shown to Arc Reception.

☐ Visit the venue in advance and confirm whether there is a Service NSW QR Code within the space – if so, this should be used for all attendees (including organisers) during your activity.

On the day – COVID Officer Responsibilities

☐ Collect an "Event COVID Officer" badge from Arc Reception if you or your Club don't already have one for the activity.

☐ Open any **windows** to promote airflow, and keep these open throughout your activity

☐ Ensure that an appropriate contact tracing QR code is on display to attendees before they join your activity
- If there is a Service NSW Contact Tracing QR Code at your venue then you should be using that. If not, use the Arc COVID Contact Tracing Form - you can pick up some signage from Arc Reception during opening hours (currently 10am to 5pm), and/or you can display it some other way, e.g. on a screen.

☐ Before they join your activity check that each attendee has signed in via whichever Contact Tracing system you are using for your activity. the **Arc COVID Contact Tracing Form**. Do this by asking them to show you the confirmation screen or the confirmation email on their mobile device.
- For the Arc COVID Contact Tracing Form, the follow information will be displayed
  - Activity name
  - Submission date & time
  - Their response to the declarations (yes/no)
  - Check that name of the activity is correct and the submission date/time is within the last few minutes. **If you are running a repeating activity (e.g. weekly workshop), the attendees will need to complete the form for each separate repetition of the activity that they attend.**

  - It is strongly recommended that if a participant cannot answer "yes" to the declarations, that those individuals are advised to follow NSW Health recommendations regarding testing and self-isolation.

☐ Ensure participants use hand sanitiser upon joining the activity (there are hand sanitiser facilities throughout campus).

☐ Ensure gloves are worn by organisers where appropriate, e.g. food handling or when conducting giveaways.

☐ Monitor the number of people within the space, including all organisers and participants. Ensure that this does not exceed **room capacity** – this may mean that you may need to turn attendees away.

☐ If you are using any equipment that is shared between participants, ensure that this equipment is disinfected before being passed on to the next participant. You can borrow cleaning supplies from Arc Reception.

☐ Ensure that your Club uses the cleaning materials provided in rooms to wipe down surfaces and equipment used during the activity. As per UNSW's Safe Return to Campus FAQs, "staff and students will be responsible for wiping down their desks/chairs/ workspaces before and after use with cleaning materials provided. Please use bins provided to dispose of wipes and face masks.

Tips & Reminders

- NSW Health identifies the following symptoms of COVID-19:
    - fever (37.5 ° or higher)
    - cough
    - sore throat
    - shortness of breath (difficulty breathing)
    - loss of taste
    - loss of smell
    - Other reported symptoms of COVID-19 include fatigue, runny nose, muscle pain, joint pain, headache, diarrhoea, nausea/vomiting and loss of appetite.
- Remember: some symptoms associated with COVID-19 may for particular individuals be normal everyday occurrences. If you see someone displaying symptoms, don't jump to conclusions! Have a calm conversation about their symptoms, clarifying whether there is any reason to be concerned.
    - Refer to
        - UNSW's FAQs on what to do if a student appears unwell
        - UNSW's information on symptoms, testing and when to notify UNSW