

## Resumption of UWA Events in-line with COVID-19 Restrictions

This checklist is designed to help staff ensure future planned UWA events can be considered in a safe, efficient and structured manner in line with Government requirements and appropriate hygiene practices.

### Primary Information Sources

These links must be reviewed before any activity as the advice may change depending on circumstances

- Advice and guidelines from the Western Australian State Government.  
<https://www.wa.gov.au/government/covid-19-coronavirus>
- UWA's FAQ on COVID-19 <https://www.web.uwa.edu.au/novel-coronavirus>
- Western Australian Roadmap toward easing restrictions on isolation requirements  
[https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus- wa-roadmap](https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap)

### Event Planning

Event definition: An event is a planned gathering, held either on or off campus, organised by a UWA representative for a specific purpose and attended by UWA staff, students and/or members of the public.

- Confirm this event cannot be delivered effectively online.
  - Attendee experience
  - Activity type
  - Existing agreements
- Confirm that funding is available for your event via appropriate School/Faculty/Division finance officers
- Consider how to maximise efficiencies for the event, in terms of costs and workload, while maintaining attendee experience, and how to be inclusive to those who cannot attend the face to face event (i.e. by recording and posting online)
- Consider using on-campus venues and catering services wherever possible, to support the UWA campus community
- Request a copy of the venue and/or caterer's COVID-19 safety plan.
- Confirm that persons or groups considered vulnerable will not be exposed or put at risk by your activity <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/advice-for-people-at-risk-of-coronavirus-covid-19>

- Ensure Central Events Manager has been notified of your planned event.
- Submit [UWA Event Notification](#) at least ten (10) working days before the event date.

NOTE – An Event Notification is **not** required for:

- Internal staff events
- Gatherings under 50 persons of staff and/or students
- Teaching activities
- Sporting activities
- Event managed through UWA Venues

- Central Events Manager will assess event notification and as necessary will engage UWA Safety.

- Depending on the nature of the event UWA Safety may request the linked [Risk Assessment template](#) is completed.

- UWA Safety depending on the detail of the request will provide advice to the Central Events Manager of how the event can be safely undertaken.

### Event Approval

- Event requester to provide feedback from Central Events Manager and UWA Safety to relevant Head of School, or Division and seek approval of planned event.

### Event Delivery COVID-19 Specific Risks

- Ensure that the total group size is at or below the requirements for public gatherings.
- Speak to the venue to ensure set up is suitable.
- Ensure 2sqm per person is provisioned and 1.5m distancing is encouraged.
- Participants are to receive reminders on appropriate hygiene practices (washing hands, cough etiquette, stay home if feeling unwell) in event communications and on the day.
- Ensure hand sanitiser or equivalent is available for participants.
- Consider arrangements for catering and/or refreshments
- Is catering necessary for guest experience?
  - How will you maintain distancing and avoid cross-contamination of utensils?
  - Recommend individually packaged food serving and avoid shared drink stations
  - Confirm staff have completed the [online hygiene training course](#).
- Ensure signage is displayed at the event to remind participants to maintain physical distancing
- Consider how the event area/resources will be cleaned before, during, and after the event
- Instruct staff in the procedure to follow if a guest shows signs of illness during the event.

# MANAGING POSSIBLE COVID-19 CASES ON CAMPUS

If a staff member or student is unwell while on campus and you **reasonably** suspect they may have COVID-19, there are some important measures you should take:

- 1. ISOLATE**  
Isolate the person to a single room, provide a face mask if available and maintain physical distancing
- 2. SEEK ADVICE**  
Phone the National Coronavirus Helpline on 1800 020 080 (24/7) or the person's treating GP
- 3. TRANSPORT**  
Advise the person to go home or visit a medical facility using their personal vehicle if possible
- 4. NOTIFY**  
Inform Safety, Health and Wellbeing via RiskWare (uwa.edu.au/riskware)

If a staff member or student has been referred for COVID-19 testing and has recently been on campus, you should:

- 1. ADVISE**  
Remind the person to self-isolate at home and that you will notify Safety, Health and Wellbeing
- 2. NOTIFY**  
Alert Safety, Health and Wellbeing via RiskWare (uwa.edu.au/riskware)

What happens next?

- 1. IDENTIFY AND INFORM**  
Safety, Health and Wellbeing will identify close contacts and communicate with relevant people
- 2. CLEAN AND DISINFECT**  
Campus Management will arrange a deep clean of the affected areas
- 3. MANAGE**  
If UWA has a confirmed case, Safety, Health and Wellbeing will liaise with WA Department of Health on next steps

For more information, visit the Staff Intranet [intranet.uwa.edu.au](http://intranet.uwa.edu.au) or email [safety@uwa.edu.au](mailto:safety@uwa.edu.au)



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## Where to get more information

- UWA Safety and Health – [safety@uwa.edu.au](mailto:safety@uwa.edu.au)
- Further State Govt. guidance and requirements including business specific training can be found at <https://www.wa.gov.au/government/document-collections/covid-safety-plan-and-guidelines>
- WA State Government Phase 3 FAQs - <https://www.wa.gov.au/government/publications/phase-3-easing-of-restrictions-frequently-asked-questions>
- WA Health Department – <https://ww2.health.wa.gov.au>
- Australian Department of Health – <https://www.health.gov.au/>