MRT CAMPUS EVENTS

Step 3 to Step 4: Transitioning with care and caution.

The Prime Minister announced on Monday that Step 4 of the roadmap out of lockdown would be going ahead from Monday 19 July 2021. From that date, instead of specific COVID-19 legal restrictions, the new government guidance states that universities should implement sensible and proportionate control measures to reduce the risk to the 'lowest reasonably practicable level', based on our particular local circumstances.

Safety measures for campus events and activities

To ensure campus events align to current university policy and government guidelines, we continue to manage events with caution, care, and measure. To minimise the risk of infection onsite, **the following controls continue to apply to all campus events and activities:**

1. All onsite events must follow UK Government Laws for England and University of Reading policies, organised to comply with all guidance provided at the time of planning and delivery of the event.

2. All onsite events and activities must be approved by the Event Notification Process. A completed Events Risk Assessment must be submitted alongside an Event Notification Form; incomplete assessments or other risk assessment templates will not be accepted.
   - **Online Event Notification Form**
   - **Events Health and Safety Risk Assessment** – complete and attach to the online form

   The Event Notification Process is the University's events approval system. It exists to ensure campus events and activities are safe, providing high-quality guest experiences which enable holistic campus co-ordination. Events are activities which intend to gather people for a purpose outside of core curriculum teaching and learning. As part of this process, details of the event will be circulated to the Event Notification Group for comment and approval. In return, event organisers receive a collective response to verify the activity. The group is represented by senior University stakeholders from a variety of areas, such as Catering, Estates, Health & Safety and Security. This process enables monitoring of adequate risk mitigation and management of event volumes on any given day/time/venue. Venue Reading and Venue Henley events are exempt to this point and should continue to follow existing risk assessment procedures.

3. Scheduling of events should be carefully considered to prevent interference with the core business of the University e.g. Teaching, Research and Recruitment

4. All events should observe a 2m social distance between attendees. Where this is not possible it will need to be highlighted in the risk assessment with further mitigations put in place and approval sought from MRT chairs.

5. Where possible events should be outdoors (especially if including visitors from outside the University e.g. for student recruitment). Note that the **outdoor space booking** facility continues to ensure outdoor spaces are not overcrowded. Where outdoor bookings are not appropriate or possible and indoor events are required, events should

take place in bookable spaces onsite; where capacities are measured and where furniture is appropriately placed to support social distancing (there should be minimal movement of furniture to avoid additional pressure on key services).

6. Maximum room capacities must not be exceeded. Room capacities for events differ to teaching capacities. It is the event organiser's responsibility to ensure that 2m distancing capacities are not surpassed; the 2m capacity limit for indoor events must be included in the risk assessment (for all rooms used).

7. Events must be planned with building one-way systems in place, events should abide by existing building safety systems and signage. Organisers must carefully manage attendee arrivals and departures to ensure transmission is limited and social distancing at 2m remains I place for the duration of an event. Where this is not possible it will need to be highlighted in the risk assessment and further mitigations arranged.

8. For all events and activities, good ventilation requires windows and doors (except fire doors) to be kept open as wide as possible to enable a supply of fresh air; organisers must manage this effectively throughout an event and remain the responsible person ensuring all windows and doors are secured after an event has ended.

9. The government encourages the use of building QR codes. Event attendees will be invited to use these to check-in onsite, although this will not be mandatory from 19 July.

10. Events must ensure that hygiene remains a priority for delivery of engagement activity. Strict hygiene procedures should be followed at all times. All event organisers must effectively manage resources to ensure good hygiene is maintained; this helps minimise the spread of COVID-19 and other infections. Perspex screens and sanitiser stations onsite will be maintained and remain in place until further notice. Cleaning services should be contacted to provide additional cleaning for high traffic areas; before, during and after an event.

11. The University policy on face coverings should be adhered to for all events. While the legal requirement to wear face coverings in certain settings will be lifted from 19 July 2021, this remains an effective and appropriate control measure in many indoor spaces. The wearing of face coverings will be expected in all shared indoor spaces, although they can be removed when seated 2 metres away from others. Although they should be worn when moving around inside a building.

12. Event attendee numbers and control measures must strictly follow the law, Government guidance and University policy at the time. Events after 19 July should not exceed **30** people unless a clear legal exemption applies. Where it is proposed that a group larger than **30** is to be gathered, a case will need to be made as part of the Event Notification process (with escalation to MRT chairs in exceptional cases). *NB. Section 12 does not apply to Commercial activity hosted by Venue Reading and Venue Henley.*

13. Pre-registration and/or attendance monitoring must be in place for all events. In advance of the event, the event organiser should take bookings to ensure capacity limits are not exceeded. Registration lists should be recorded and used on the day of the event. For all attendees, contact information should be recorded securely by the event organiser (this is to enable contact tracing in the event of a Covid case, post an event).

14. All attendees to events must be informed and must adhere to University guidelines and safety measures for visiting campus. These measures and policies must be communicated to attendees by the organiser, in advance of the event. This should

include specific guidance on following symptoms, signage directions, social distancing, use of face coverings and hygiene. Please use **event attendee guidance note** template. See itemised areas for mandatory preparation and coverage below:

- Symptoms: In advance of an event, attendees must be instructed not to attend the event if an attendee shows symptoms, tests positive from any type of COVID-19 test or is asked to self-isolate because of close contact with someone who has tested positive for COVID-19; the attendee should self-isolate as requested and must not attend the event/s.

  NB. A policy on self-testing using lateral flow devices in order to access certain events is currently being considered, led by emerging public health advice. Event planning should therefore take into account the possibility that proof of a recent negative test may be required, even after 19 July 2021.

- Signage: In advance of the event, attendees must be instructed to follow signage directions when visiting campus. All one-way systems and building spacing markers should be adhered to onsite.

- Social distancing: In advance of the event, all activities will ensure plans for social distancing rules are arranged. Attendees should maintain a 2-metre gap throughout the event duration.

- Hygiene: Strict hygiene procedures should be observed at all events. Attendees should be encouraged to wash hands frequently and use hand sanitiser. Attendees should come prepared with clean tissues for sneezes and coughs; these should be disposed responsibly, and hands should be washed immediately.

- Face coverings: In advance of the event, all activities will ensure face covering rules are arranged and adhered to throughout the event duration. Even after the 19 July, face coverings will be expected to be worn at events onsite, until further notice. Please see COVID-19 safeguards and restrictions for staff.

- Eating & drinking: In advance of the event, all catering must be arranged and supplied via the **University Catering** teams. Any event food and drink provisions should be noted on the risk assessment. Further advice should be taken from Health & Safety Services when an event is planned to include food provision.

- Aerosol & droplet transmission: To minimise the potential for increased risk of transmission, particularly from aerosol and droplet transmission, all event organisers should ensure that steps are taken to avoid people needing to unduly raise voices. The event organiser will remain responsible for managing this on the day of the event. This includes elements that may encourage shouting, including elements that make normal conversation difficult.

Please contact the Events team if you have queries. You can email us at events@reading.ac.uk