

20 OCTOBER 2020

BOOKING OF VENUES, HOSTING EVENTS AND FACE-TO-FACE MEETINGS UNDER LEVEL 1

Although it may be legally possible for Stellenbosch University (SU) to host events, and plan and execute various group activities, to open buildings and make facilities available, there remains an inherent risk of higher infection rates if face-to-face activities for groups of people open too soon. It remains a basic premise that those who can, should rather work from home, unless a staff member's return to office is essential to the two institutional aims of completing the 2020 academic year and advancing institutional sustainability. Or put differently, where activities can be done remotely or online, that remains preferable to in-person meetings and other similar "gatherings". It remains an ethical responsibility for SU to act in the best interest of its staff, the broader community, and to act with social solidarity.

The Campus Operations Workstream (COWS) of the Institutional Committee for Business Continuity (ICBC) received an influx of requests to host events, for booking of venues and for having face-to-face meetings. Please note the revised criteria and procedure to follow as set out below:

- Year-end functions are allowed, but it is recommended that events should be organised for smaller functional entities within divisions or departments, rather than for large groups of staff members.
- **We encourage staff members to give preference to SU facilities for all functions, meetings and conferences to save cost.**
- Carefully consider why an online meeting, conference or event is not feasible; if there is a compelling reason for an in-person meeting, conference or event, the organiser should ensure that all health and safety protocols are implemented.
- For on-campus events you are required to draft a plan for each event to ensure that the protocols to reduce the risk of infection are in place.
- For events that happen off campus you need to check that the venue owner complies with all health and safety regulations and has an appropriate plan to mitigate the risk of infection.

Consider:

- the potential health risks associated with hosting an in-person meeting, conference or event;
- the ability and capacity to mitigate the inherent health and associated risks;
- the composition of the group that will be invited to attend the meeting, conference or event including, amongst others, their age and any comorbidities;
- the capacity and capability of the booked venue to comply with national directions and health and safety protocols, including social distancing; and
- conflicting demands for use of venues, for example, for academic use by faculties versus social or cultural events, bookings by other SU entities or external parties.

The following alert Level 1 regulations are applicable to social gatherings, conferences and meetings:

- *Social events are limited to 250 persons or fewer in case of an indoor gathering and 500 persons or fewer in case of an outdoor gathering.*
- *Please note that these numbers are subject to the principle of **no more than 50 percent of the capacity of the venue is used, with persons observing a distance of least one and a half metres from each other.***

If you host a social event, meeting or conference where people will be in physical attendance the following guidelines should be followed:

- **Fifty (50) people or fewer** in physical attendance (**on or off campus**) can be approved by the Dean/Chief Director/Senior Director. Please see the template below.
- All requests for conferences, events and meetings **on and off campus** where **more than fifty (50) people** will gather, the information, including the template below, must be submitted to the COWS **before the venue is booked**. Send the requests to: neliai@sun.ac.za.

A fully motivated request with reasons for having any face-to-face event/meeting/conference should accompany all requests. Please refer to the criteria and procedures above.

A detailed event plan should include the capacity of the venue; the composition of the group in terms of potential health risks and measures for attendees over 60 and those with co-morbidities.

Applications should also include the approval and support of the relevant RC head.

TEMPLATES

Template for internal use by university environments when arranging events/meeting/conferences for **50 or fewer people on or off campus**:

Name and contact details of event organiser	
Date of Event	
Location of Venue	
Total capacity of venue	
50% capacity of venue	
Number of attendees	
Description of event	
Reasons for the face to face event/meeting/conference	
Motivation for face to face event/meeting/conference	
COVID-19 Compliance officer for the event (Name and Contact number)	
Venue plan which includes measures for screening, sanitizing, social distancing, mask wearing, contact tracing etc.	
Approval by senior line management (include name, designation and contact details)	

Template for events/meetings/conferences **larger than 50 people on campus**. Complete and submit to Campus Operations Workstream via neliai@sun.ac.za

Date of Event	
Event Organiser (name and contact details)	
Location of Venue	
Total capacity of venue	
50% capacity of venue	
Number of attendees	
Description of event	
Reasons for the face to face event/meeting/conference	
Motivation for face to face event/meeting/conference	
COVID19 Compliance officer for the event (Name and Contact number)	
Venue plan which includes measures for screening, sanitizing, social distancing, mask wearing, contact tracing etc.	
Approval by senior line management (name, designation and contact details)	
Filed with COWS	
Approved by COWS	

For events **off campus** larger than 50 people advise the Campus Operations Workstream via neliai@sun.ac.za.

Date of Event	
Event Organiser (name and contact details)	
Location of Venue	
Total capacity of venue	
50% capacity of venue	
Number of attendees	
Description of event	
Reasons for the face to face event/meeting/conference	
Motivation for face to face event/meeting/conference	
COVID19 Compliance officer for the event (Name and Contact number)	
External venue plan checked	
Approval by senior line management (name, designation and contact details)	
Filed with COWS	
Approved by COWS	

