

Covid-19 Guidance for Events and Social Gatherings

Guidance rescinded 19/07/2021

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1. Introduction

- 1.1 As part of the [government road map out of lockdown](#) an increasing number of activities are resuming. This guidance is for members of the University of sussex wishing to organise events on campus either as part of university activity or for social reasons.
- 1.2 This guidance is written for the period from the 17th of May to the expected launch of stage 4 on the 21st of June.

2. Activity Types

- 2.1 Food service
- [Chartwells](#) provide catering service to the University
 - Student Union events should contact events@sussexstudent.com
- Catering services will provide their own covid safe means of providing these services. This also applies to on campus food and beverage services.
- 2.2 For general social events please see section 4 below
- 2.3 For events that include a presentation talk or other lecture in the university [General teaching space guidance](#) is relevant and should be applied when completing an event plan.
- 2.4 Sport
- For booked events please see [Sussex Sport](#), any and all user must comply with local covid controls when using sports services
 - Sports clubs and societies must log attendees using the Student Union google document for the purposes of collecting track and trace covid information.
 - For sports specific guidance review the information and guidance provided by the specific sports [national governing body](#).
- 2.5 For dancing, filming or performances specific guidance is available in the UoS [Performing arts guidance](#)

3. Planned events as part of University or Student Union Activities

- 3.1 For events organised by the University of Sussex an [event plan](#) should be submitted to servicecentre@sef.fm. Guidance on how to complete an event plan be found on the [Health & Safety A-Z](#) under the “events” drop down
- 3.2 For student events please contact events@sussexstudent.com

4. Social Gatherings

- 4.1 Outdoor social gatherings are limited to 30 persons
- 4.2 Indoor social gatherings are limited to 6 people. While some venues may accept bookings of more than this where evidence can be supplied that individuals are from the same household, bookings of this size may still be refused due to the current seating arrangements.

5. Testing

- 5.1 All staff and students attending campus should take an LFD (lateral flow device) test at least once a week. Ideally 2 tests would be taken weekly 3 days apart. Where this is not practical 1

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test is acceptable.

- 5.2 Event attendees and organisers should be reminded of this are part of any invitation or other messaging.
- 5.3 Tests can be booked at the [on site testing centre](#). Walk ins are also accepted at this centre but booking is recommended, it is advisable to check the opening times prior to arrival as this may change in line with demand.
- 5.4 Alternatively home test kits can be order from [UK Gov here](#). Either home testing or on campus testing are acceptable means of testing
- 5.5 LFD tests should be performed regardless of if an individual has been vaccinated. The only group that should note perform regular LFD tests are individuals that have had a confirmed case of covid within 90 days of the test.
- 5.6 Individauls that test positive or have symptoms are still required to self isolate and inform the university by completing the [covid-19 case reporting form](#).

6. Social Distancing

- 6.1 While small scale meetings of 6 or 2 households are now permitted under government covid controls closer than 2 metres, social distancing still applies to larger group. Where large organised events are carried out social distancing rules must still be applied. These are either 2 metres or 1 metre with additional controls (including screens and face coverings)
- 6.2 Special consideration should be paid to any potential que that may form as part of an event.
- 6.3 Ques should be managed by someone organising the event consideration must be given as to what support is avaialbe to someone carrying out this duty should attendees respond negatively to being challenged. This should include a quick method of contacting other persons running the event in the local area (phone or radio) and ensure that all staff are aware of how to contact security in an emergency.
- 6.4 Ques may require marked standing points if they are expected to include more than 5 persons at any one time.

7. Facecoverings

- 7.1 Facecoverings are required by the UK government in the following areas
 - public transport (aeroplanes, trains, trams and buses)
 - taxis and private hire vehicles
 - transport hubs (airports, rail and tram stations and terminals, maritime ports and terminals, bus and coach stations and terminals)
 - shops and supermarkets (places which offer goods or services for retail sale or hire)
 - shopping centres (malls and indoor markets)
 - auction houses

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- premises providing hospitality (bars, pubs, restaurants, cafes), except when seated at a table to eat or drink (see [exemptions](#))
- post offices, banks, building societies, high-street solicitors and accountants, credit unions, short-term loan providers, savings clubs and money service businesses
- estate and lettings agents
- theatres
- premises providing personal care and beauty treatments (hair salons, barbers, nail salons, massage centres, tattoo and piercing parlours)
- premises providing veterinary services
- visitor attractions and entertainment venues (museums, galleries, cinemas, theatres, concert halls, cultural and heritage sites, aquariums, indoor zoos and visitor farms, bingo halls, amusement arcades, adventure activity centres, indoor sports stadiums, funfairs, theme parks, casinos, skating rinks, bowling alleys, indoor play areas including soft-play areas)
- libraries and public reading rooms
- places of worship
- funeral service providers (funeral homes, crematoria and burial ground chapels)
- community centres, youth centres and social clubs
- exhibition halls and conference centres
- public areas in hotels and hostels
- storage and distribution facilities

7.2 Facecoverings are recommended in other areas where 2 metre social distancing is not possible.

8. Track and trace information

- 8.1 Event organisers are required to collect information for the purposes of track and trace. This can be achieved by a QR code present in the room or a register of attendees
- 8.2 For student Union events track and trace information must be collected and can be done either by the Student union ticketing system or for unticketed events by the student Union google document, please contact events@sussexstudent.com for details.
- 8.3 Organisers are recommended to use the [NHS track and trace app](#) during any events

9. Off Campus Events

- 9.1 Members of the University undertaking of campus events are required to abide by all measures provided by local owners in the context of national restrictions.

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