

# Good advice on holding safe events during the coronavirus pandemic

Aarhus University follows the authorities' guidelines on physical distancing, hygiene and catering in connection with events. We've put together a guide to help event organizers' comply with the coronavirus guidelines for physical events, which you can read below.

## Rooms/facilities

- Consider all contact points and areas where queuing and congestion might occur during your event (between participants and between organisers/event staff and participants) such as entrances and exits, event registration area, cloakrooms, food areas, near toilets/sinks. Consider whether to install sneeze guards and partitions in some places or consider demarcating zones/routes or having a crew assist people and help prevent congestion.
- Consider establishing more toilet facilities.
- Install signs with general advice and perhaps also signs indicating the maximum number of people allowed in designated areas.
- Establish floor and distance markers where relevant.
- Consider your available space, and make sure there is enough space for your participants to comply with current guidelines.
- Consider setting an upper limit for the number of participants at your event.

## Participants, arrival and registration

- Consider whether registration is necessary, or whether you can deviate from normal procedure to minimise social contact.
- Consider whether the guests can arrive at different times - perhaps at staggered intervals - to prevent congestion.
- Consider whether handouts/giveaways are necessary and whether they can be safely distributed. Edible giveaways should be individually wrapped.

## Food and refreshments

- Find alternative ways of serving food and refreshments. Avoid offering buffets and instead serve food on individual plates, in disposable bamboo trays or to-go bags, and have multiple food serving areas to avoid queuing and allow for appropriate physical distancing.
- Avoid water jugs, serving cutlery and similar which will be used and touched by many people.

## **Behaviour, execution and communication**

- Make sure to place hand sanitizer in relevant places (available from caretakers in the relevant building).
- Make sure to disinfect all high-touch surfaces regularly throughout your event (such as chairs, café tables, lecterns, clickers, etc.) and order an extra, separate cleaning of rooms and toilets during the event to ensure appropriate hygienic conditions for your participants throughout the event (e.g. if your event runs for many hours or over several days).
- Decide whether the same microphone should be used by different speakers and consider disinfecting microphones regularly.
- Avoid shaking hands in connection with welcoming and award ceremonies - find alternatives.
- Consider whether handouts/giveaways, such as free merchandise and printed materials, should be avoided or minimised. Consider how, if at all, such items can be safely distributed. Edible giveaways should be individually wrapped. Also consider placing your display stands to avoid queuing and high-touch surfaces. Consider not collecting and reusing key hangers under the current circumstances.
- Remember to check the cancellation policies on all your contracts.
- Inform your participants that Aarhus University follows the authorities' guidelines for events regarding physical distancing, hygiene and serving food, and that we adjust or cancel events, if necessary. Describe the safety precautions you have taken to mitigate the spread of coronavirus in order to make people feel more confident about attending your event.