

# Good Practice for Socials

This guidance sets out the general principles on things to consider before running a small face-to-face social or meeting with no more than 6 members. These guidelines have been drafted to mitigate the potential resurgence of Covid-19.

Does your event need to be in-person?

The Union advises that meetings/socials should only be held if absolutely necessary, and should be held as on-line meetings, even if some or all of the participants are on campus. If it is possible to hold your event online, you should.

If your event needs to take place in-person, follow the procedure below:

## Purpose

Socials are any informal gatherings, indoors or outside, at 2m distance from each other. Socials are sedentary events, but with less structure. Examples are coffee catchups and meet and greets. Where possible, these events can be held in managed venues, such as pubs or cafes.

Social gatherings & events should be in groups of 6 maximum.

This document outlines the procedure that should be followed when delivering a social event. In this document, **organisers** refers to any persons responsible for delivering the event and **attendees** refers to any persons present in the event space, including organisers and participants.

## Requirements

### 1. Preparing for a Social/Meeting

- a) **Event organisers to meet virtually to discuss event.**
- b) **Vulnerable individual organisers will require an individual risk assessment and specific control measures.**

### 2. Access to/egress from event space

The particular challenge of social events is that participants may arrive and leave at different times.

- a) **2m social distancing to be maintained at all times, including queuing to enter a building or room so far as is reasonably practicable**
- b) **All attendees to follow any one-way systems in place**
- c) **All attendees to leave the event space as soon the event has finished in an orderly way, maintaining 2 metre distancing so far as reasonably practicable.**

### 3. Meeting in a room, outdoors or in a managed venue (e.g. pub)

- a) **Maintain 2m distance at all times**
- b) **If seats are marked for occupation, only use these spaces**
- c) **Do not move furniture or change the room layout**
- d) **Open all available windows**
- e) **If meeting in a managed venue, follow track and trace and other rules in place**

### 4. General Hygiene

- a) Organisers to remind all attendees to regularly wash their hands, including before and after the event.
- b) When indoors and not in a managed venue, all attendees should wear face coverings
- c) Cleaning of hard surfaces such as desks and chairs will need to be carried out by users of the space at the beginning and end of each event.

#### *5. Running the event*

- a) Ensure events start promptly and finish on time
- b) Record attendance at the event using student ID numbers, to support the University with track and trace
- c) Ensure only students with a valid booking are in attendance
- d) Do not admit more than a maximum of 6 bookers to your event
- e) Ensure your event provides no more than 120 minutes exposure for any group of individuals.

#### *6. Event equipment*

- a) Event organisers should ensure that any shared equipment or materials are sanitised before and after each use.
- b) Equipment should not be shared. If it is shared, then appropriate sanitisation should take place.

#### *7. Activities which increase volume*

- a) Increased event volume can increase aerosol transmission. Event organisers should discourage group singing, chanting and shouting.
- b) Organisers should ensure any background music does not make conversation difficult so as to require attendees to raise their voices.
- c) Organisers should make use of microphones for speaking if available

#### *8. Food and drink*

- a) If food or drink is to be provided, this must be provided and served only by an approved University or WarwickSU supplier
- b) Surfaces used for food should be cleaned before and after use
- c) If alcohol is to be consumed, this will greatly increase the risk of the event as social distancing measures will be harder to enforce. You will need to consider specific control measures in a risk assessment if drinking alcohol.

## Appendix – General Guidelines

In essence, the general principles will require the Union continue to apply the Public Health England (PHE) guidelines which are:

<b>Social distancing</b>	<p>Staff/students and visitors must follow the guidance on <a href="#">staying alert and safe (social distancing)</a> and <a href="#">Staying Safe outside your home</a> guidance, <a href="#">this applies whenever</a> events have to be delivered face to face.</p> <p>All staff and students must also follow the principles of social distancing while travelling to and from the University and while at the University.</p>
<b>If someone falls ill</b>	<p>If someone develops a high temperature or a persistent cough, they should:</p> <ul style="list-style-type: none"><li>• Return home or to their place of residence immediately</li><li>• Avoid touching anything</li><li>• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li><li>• Arrange a Covid-19 test as per the <a href="#">Covid-19 testing guidance</a>.</li></ul> <p>See also the University FAQ on '<a href="#">What should I do if I think I have got coronavirus?</a>'</p> <p>They must then follow the guidance on <a href="#">self-isolation</a> (see below) and not return on to campus until their period of self-isolation has been completed or test has been proven negative and they are free of a fever.</p>
<b>Self-isolation</b>	<p>Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) must not come in to work/the University, but must follow the guidance on <a href="#">self-isolation</a>. Staying at home for 14 days will greatly reduce the overall amount of infection that people in your household could pass on to others in the community.</p> <p>The University is developing guidance associated with 'Test and Trace' and national guidance will need to be followed.</p>
<b>Persons defined on medical grounds as extremely vulnerable</b>	<p>The government has made some changes to its guidance for people who were deemed 'clinically extremely vulnerable' and who were 'shielding' because the transmission of COVID-19 in the community has gone down. From 1 August, shielding will be paused unless the transmission of COVID-19 in the community starts to rise significantly. Those in this category may still be at risk of severe illness if they catch coronavirus, so staff would be expected to speak with their line manager, so that this can be incorporated into the risk assessment process. Students should discuss with their personal tutor, so that this can similarly be recorded. Wherever possible, staff that fall in this category should be advised to stay at home as much as possible and to take the same precautions as others when they go out, i.e. wash hands regularly, avoiding touching the face and keeping 2 metres away from people outside of their household or 'bubble' wherever possible. From 1 August, staff can go to work, as long as the workplace is COVID-secure – see also guidance on <a href="#">shielding and protecting extremely vulnerable people</a>.</p>