



# UCD STUDENT CENTRE IONAD MAC LÉINN

## COVID-19 Event Management Guidelines

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### Capacity

- Event capacity will be limited by the **Social Distancing requirements** in each space.
  - Please ensure you book a space with **appropriate capacity** for your event.
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### Time Limit

- A time limit of **2hrs** will be enforced on each booking in line with current hospitality industry rules.
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### Contact Tracing

- The Student Centre must **maintain a guest-list** for all events, a name and phone number are required.
  - This information will only be **used for contact tracing** purposed and will be destroyed after 2 weeks.
  - Event organisers should ideally facilitate this with **online registration**.
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### Inform

- **Clear guidance** should be provided to attendees of events.
  - Exact **location** of the event, exact **start time** and any **personal equipment** required.
  - **Covid 19 Indoor Gathering Guidance should be followed.**
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### Sanitise & Stay home

- Guests should be advised to stay at home if they are displaying any **Covid 19 symptoms**, Wash hands and use available sanitation equipment.