COVID SAFE EVENT CHECKLIST

FOR EVENTS WITH LESS THAN 2,000 ATTENDEES

A safe return to events in the ACT

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Event organisers are responsible for hosting a COVID Safe Event. It is a requirement that all event organisers in the ACT have in place a **COVID Safety Plan** which identifies and seeks to minimise the risks posed by COVID-19.

A COVID Safety Plan must be in writing and available to be produced on request by compliance and enforcement officers.

This COVID Safe Event Checklist is intended to provide supporting guidance to event organisers and is not intended to be a complete or comprehensive guide to the coordination and delivery of events in the ACT.

By completing this Checklist, smaller scale events (with less than 2,000 attendees, excluding staff) will be satisfying the requirements under the Public Health Direction for a COVID Safety Plan.

Please also refer to the COVID Safe Event Guidance, which provides details on how to notify ACT Health of your event or to seek an exemption.

For more information and link to the Online Form please visit the ACT COVID-19 website - www.covid19.act.gov.au/restrictions/covid-safe-events

COVID Safe Event Planning Checklist

Event organisers are responsible for considering how they can implement each section of the Checklist and what measures they need to put in place to ensure that patrons and staff are protected from the risk of COVID-19 transmission. Please complete the boxes under each heading, wherever relevant.

The Core Considerations for COVID Safety at events:

1. Adherence to Public Health Directions

2. Facilitate Contact Tracing

3. Density and capacity limits

4. Management of attendees

5. Physical distancing

6. Hygiene Measures

7. Cleaning and disinfecting procedures

8. COVID safe messaging

9. Manage illness on site

10. COVID Marshals and COVID Safety Officers

11. Staff and Event Contractors/Vendors

12. Management of key activities

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Event Details

Event Name:

Event Location:

Number of attendees:

Date of Event:

Please provide a detailed overview of your event:

1. Adherence to Public Health Directions

The Public Health (Restricted Activities) Emergency Direction 2021 outlines the requirements for events to occur and the Direction is updated from time to time. Please ensure you are aware of the requirements under the Public Health Direction.

Considerations:

- Does your event meet the requirements under the Direction? Are you meeting the required density and capacity limits? If not, do you need to seek an exemption?

- How will you make sure staff, contractors and vendors are aware of requirements?

- How will you manage the requirements of mask wearing (if applicable)?

How will you manage the requirements of mask wearing for indoor events?

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2. Facilitate Contact Tracing

Visit the <u>Check In CBR Business Hub</u> if you have not already registered for Check in CBR for your event.

It is mandatory for all events to register for and use the Check In CBR QR code. It is also mandatory for patrons aged 16 years or older to check-in when entering an event for any length of time and event organisers must use their best endeavours to ensure that patrons do so.

Please ensure you have adequate signage displaying your Check in CBR QR Code. At a minimum, this should be placed at the entrance to your event.

Considerations:

- What measures are in place to ensure anyone aged 16 years or older has checked in using Check in CBR upon entry to the event? These measures should cover all persons in attendance – patrons, staff and contractors etc.

- Do you have a plan for people who cannot check in (e.g. do your staff know how to use the business profile function)?

- Where will the QR Code signage be displayed?

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3. Density and capacity limits

The total number of people permitted at an event will be outlined in the Public Health Direction. You should implement controls to limit the number of people inside the event precinct at any one time so that the density limits are not exceeded. This is subject to change so please ensure you check the Direction carefully

Only usable space should be used when calculating numbers. Usable space means the space that people can freely move around in, but does not include:

· stages and similar areas

· restrooms, changerooms and similar areas

· areas occupied by fixtures, fittings, and displays

· staff only areas and areas that are closed off or not being used.

For events which are designed to have general entry over a period of time, or which have sessions, the total number of people attending an event in one day should be combined to calculate the number of attendees. For example, an event of 250 attendees per session over four sessions will be considered as an event of 1,000 attendees.

Considerations:

· What is your capacity limit?

· How will you ensure the capacity limit is not exceeded?

· How will you monitor crowd density within an area?

· Do you need to seek an exemption?

4. Management of attendees

All organised Events of less than 1,000 people must use Check in CBR. Events of more than 1,000 people must be ticketed or pre-registered, and Check in CBR also used.

All attendees (excluding workers) must have a ticket to attend an event. This includes attendees aged 16 years and under.

Considerations:

- How will you ticket or seek pre-registration for your event?

- What will happen if people are sick and cannot attend (see further advice below)?

- Will your event be seated or will attendees be free to move around? Does this comply with Public Health Directions?

- Is there a defined and controlled boundary for the event?

- Have you considered where participants are likely to travel from and put in place measures to manage participants travelling from other jurisdictions which may be subject to travel restrictions?

- Should you shorten the length of your event to reduce risk?

- Provide details of the demographics of the patrons expected to attend the event.

5. Physical distancing

Encourage physical distancing of 1.5 metres by marking areas where attendees may queue or may congregate.

Have strategies in place to manage any gatherings that may occur within the event site, such as at the entrance/exit points, amenities or around stall holders. If possible, set up separate exit and entry points and separate order and collection points to minimise contact.

Considerations:

· What is the layout of your event? Where will you place floor markers and signage as well as other controls to promote physical distancing requirements?

· How will your event staff encourage people to observe physical distancing of 1.5m?

· How will you manage areas of potential congestion, for example ingress and egress, food/beverage outlets, and toilet facilities?

· Will you stagger entry and exit?

· Can you space out any stalls throughout the event, if relevant (rather than having stalls side by side) to encourage physical distancing?

· Provide details of any activities that may lead to close physical contact (e.g. dancing, moshing) and consider how these will be managed.

6. Hygiene Measures

Provide alcohol-based hand sanitiser at key points around your event site, including at the entrance. Encourage both staff and attendees to utilise hand sanitiser regularly. Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Considerations:

- At what locations around the event site will you have hygiene stations?
- Who will be responsible for ensuring hand sanitisers are available and refilled when required and checking bathrooms are well stocked?

7. Cleaning and disinfecting procedures

Conduct frequent sanitising of all surfaces (particularly frequently handled surfaces such as food and beverage facilities, EFT machines, door handles, tablets, chairs, bathrooms, etc). Cleaning tips for workplaces can be found at Safe Work Australia.

In indoor areas, encourage natural ventilation by keeping windows and doors open wherever possible.

Considerations:

- What measures are in place for regular venue cleaning and disinfecting, particularly for high touch areas, including doors, chairs, bathrooms and toilets, handrails and food and drink facilities before, during and after the event?
- Do you require designated staff for frequent cleaning? Are staff trained in infection control?
- How will you remind patrons, staff and volunteers of the need to practice good hand hygiene and respiratory etiquette?
- Describe your cleaning and disinfection regime of common contact surfaces, 'high touch' items and shared amenities.
- How will you ensure cleanliness and hygiene standards are maintained?

8. COVID safe messaging

Place signs at entry points to instruct attendees and staff not to enter the event site if they are unwell (see Resources for business at the <u>Business Hub</u> for downloadable posters).

Anyone experiencing symptoms of COVID-19 should be encouraged to seek testing.

Advise staff and attendees to check the
ACT Government COVID-19 website for current advice on locations attended by people confirmed to have COVID-19. Anyone who attended these locations at the specified date and time should not attend the event.

Consider implementing processes for symptom screening on entry or just before the day of the event.

Consider your policy on cancellations to allow customers to cancel due to COVID-19 factors – such as being unwell or waiting for COVID-19 test results.

· How will you proactively communicate public health messaging with attendees prior to, and during the event to inform them of their safety obligations?

· Who is responsible for issuing communications to stakeholders and patrons?

· Consider whether you will refund the purchase price of tickets due to COVID-19 factors?

· Consider how you will encourage staff not to attend work if they are unwell?

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9. Manage Illness on site

The main symptoms of COVID-19 are:

· **fever**

· **cough**

· **sore throat**

· **shortness of breath**

· **runny or blocked nose**

· **loss of smell or taste.**

Less common symptoms are muscle pain, joint pain, diarrhoea, nausea, headache, vomiting, loss of appetite, fatigue. Symptoms can develop between two to 14 days after you are exposed to the virus. **More information about symptoms and when to get tested can be found at the ACT Government's Stay safe and healthy page.**

Considerations:

· What is your plan to manage staff or guests who present with illness?

· Do staff know what to do if an event participant or staff member presents to them with symptoms?

· How will I maximise measures that prevent transmission such as wearing of masks, physical distancing and hand hygiene?

· What advice will I provide to attendees to leave the event immediately if any symptoms of illness develop?

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10. COVID Marshals and COVID Safety Officers

For events over 500, it is a strongly recommended that there is one staff member on site that exclusively performs the role of a COVID Marshal during your event. COVID Marshals should not be confused with Security Officers, nor should Security Officers take on the role of a COVID Marshal.

COVID Marshals are people who are assigned to assist in the management and implementation of the risk mitigation measures in place for your event, that are designed to reduce transmission risk. A COVID Marshal can be a volunteer or a staff member and must be easily recognised (eg lanyard, badge, coloured shirt, hat, hi-vis vest). They should be fully trained on the contents of your event's COVID Safety Plan.

However, even for smaller events, it is important to identify someone in your team to be in charge of COVID safety matters. In addition, you must have enough COVID Safety Officers to effectively manage the amount of people at your event. You may wish to apply a ratio, such as one COVID Safety Officer per 250 attendees.

Considerations:

- Provide details of how you will implement COVID Marshals and COVID Safety officers at your event.

- What roles and responsibilities will be assigned to these staff members? You should have clear duty statements or task lists for each role.

- How will the COVID Marshal and COVID Safety Officers be identified? (eg. through appropriate clothing/vests)

11. Staff and Event Contractors/Vendors

Ensure event staff, contractors, and vendors are properly trained and have access to information relating to physical distancing, wearing of masks and cleaning.

Considerations:

- Has the event's COVID Safety Plan been shared with all relevant stakeholders?

- Are your staff appropriately trained and across the event's COVID Safety Plan? Do you need staff to undertake infection control training?

- What checks do you have in place to make sure the event vendors and contractors follow COVID safe practices?

- Will you make vendors and contractors, if relevant, supply their COVID Safety plans to you? Do they have measures in place to manage such things as contactless payments, physical distancing in queues?

12. Management of key activities

Consider the activities you plan to have at your event and any risk mitigation measures you can take.

Considerations:

- Do you need extra staff to monitor activities? Do you need extra hand sanitiser, queue markers etc?

- Avoid any activities which do not permit appropriate physical distancing, or put in place additional measures to reduce transmission risk.

- Amusement rides can result in high frequency of touch points. Therefore, ensure that appropriate cleaning of equipment takes place before and after use.

Refer to the COVID Safe Event Guidance for details on how to submit an Exemption Application.