

COVID SAFE EVENT CHECK LIST

Below are some guidelines and check lists to assist you when organizing and planning your event. These are generic guidelines and we always recommend you regularly check with the State legislative requirements throughout the planning journey.

BEFORE THE EVENT

- ✓ Check the state legislative requirements
- ✓ Obtain any approvals required to host your event from the appropriate authorities. (If applicable, each state has different requirements for approvals and restrictions)
- ✓ Allocate key staff who will manage, review and implement the check list
- ✓ Ensure venue staff and suppliers are adequately trained to manage COVID -19 requirements.
- ✓ Discuss the venue's COVID-19 Management plan to ensure it meets legislative requirements
- ✓ Create a COVID-19 Event Communications plan to provide key health messaging to delegates and stakeholders.
- ✓ Discuss how you will escalate to relevant health authorities
- ✓ Send information to attendees that includes
 - Key Health Messages
 - Management Onsite – how to check in/protocols
 - Remind attendees to not attend should they feel unwell
 - Security measures
 - Crowd Control
- ✓ Create an attendee FAQ and promote on relevant channels
 - Include refund policies. Attendees shouldn't be charged for not attending if unwell.
 - Include the venue COVID-19 Management plan
 - Include messaging around health measures
 - As the host, you have the right to refuse entry should an attendee appear unwell
- ✓ Ensure you have appropriate signage for your event, including, social distance posters/stickers/hand hygiene etc. Most Government sites have excellent templates/posters.
- ✓ Discuss with your venue how you will facilitate contact tracing. Note records must adhere to the Privacy Act. Information must be available immediately to health officials if requested.
- ✓ Send reminder communication to attendees regarding health messages.

DURING THE EVENT

- ✓ Ensure there is adequate hand sanitizing stations located throughout the venue.
- ✓ Ensure you have a designated isolation area during your event
- ✓ Ensure signs are placed throughout the venue relating to the key health messages.
- ✓ Monitor physical distancing
- ✓ Consider scheduling smaller, more frequent breaks during your program to limit the number of attendees in smaller areas. (i.e toilets etc)
- ✓ Ensure one way flow of traffic
- ✓ Limit the use of cash transactions
- ✓ Limit the use of physical transactions (satchels, lanyards, name badges)
- ✓ At entry points that have event staff or security personnel, ask screening questions of attendees such as:
 - In the last 14 days have you travelled from overseas or a COVID-19 hotspot?
 - Have you been in close contact with a person who is positive for COVID-19?
 - Are you an active COVID-19 case?
 - Are you currently, or have you recently experienced cough, fever, sore throat, fatigue, loss of smell or taste, vomiting, diarrhoea or shortness of breath?
- ✓ If your attendee answered yes to any of the above questions, work with the venue to;
 - Provide the attendee with appropriate PPE
 - Refuse entry
 - Isolate and refer to the relevant health authorities.

Below are some useful links to assist.

<https://www.nsw.gov.au/covid-19/covid-safe/functions-and-conferences>

<https://www.coronavirus.vic.gov.au/covidsafe-plan-events>

<https://www.covid19.qld.gov.au/government-actions/covid-safe-events>

<https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-events>

https://www.business.tas.gov.au/coronavirus_information/event_framework

<https://www.covid-19.sa.gov.au/restrictions-and-responsibilities/activities-and-gatherings>

<https://coronavirus.nt.gov.au/business-and-work/business/guidelines-for-events-and-gatherings>

<https://www.covid19.act.gov.au/what-you-can-do>

<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/public-health-orders.aspx#gathering>

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