



# **COVID-SAFE EVENT CHECKLIST**

GUIDANCE FOR PREPARING A  
COVID-SAFE EVENT

Ref: 142801

## COVID SAFE EVENT CHECKLIST

### Purpose

As restrictions ease at different levels and pace across Australia, it is positive to see more events being organised and taking place in our communities

To help organisers and promoters plan ahead and be equipped with the right tools to develop a COVID safe environment at your next event, QPRC Events Team have created a checklist to get you started.

This document should be used by event organisers in preparing a COVID-Safe Event. It helps to identify the public health risks and mitigation strategies that event organisers need to consider and incorporate into all event planning activities, in order to minimise the public health risks and transmission of coronavirus (COVID-19).

It's important that this checklist does not act as a substitution for official government resources and guidelines. QPRC strongly recommends you regularly check the NSW Health websites for the latest event guidelines and restrictions.

### COVID-Safe Event Checklist

Health and Safety	Yes	No
Arranged personal protective equipment (PPE) for the workforce, volunteers and contractors.		
Up-to-date on the latest event advice and restrictions provided by NSW Health.		
Arranged regular cleaning and sanitising stations throughout the venue for workforce and attendees.		
Included the latest information relating to public health advice in pre-event communications.		
Checked signage requirements and confirm if signage is supplied by the venue or to be arranged by the event organiser.		
Completed workforce training highlighting the COVID-Safe plan.		

Venues	Yes	No
Considered density ratios and revised seating plans leading to limited capacity.		
Developed queueing arrangements – external and internal.		
Reconfigured restrooms for physical distancing.		
Ensured social distancing restrictions are maintained when arranging transportation for attendees.		
Gained access to deep clean and maintenance schedules at the venue including ensuring statutory inspections are still up-to-date.		

Financial and Management	Yes	No
Venue use agreements – revisions made to ensure the venue is compliant with state and national recommendations relating to COVID-19.		
Revision of ticket refund policy/terms and conditions.		
Extended or renewed sponsorship and licensing contracts if change of event date is required.		

## COVID SAFE EVENT CHECKLIST

Catering	Yes	No
Pre-packaged automated concessions vs. self-serve.		
Safety requirements shared with caterers in advance of the event.		
Hygiene safety – increased standards/revised policies and procedures in place.		
Workforce training policy on standards, monitoring and compliance.		

Technology	Yes	No
Ticketless access – e-tickets and paper tickets.		
Considered accepting card only payment over cash payments.		
Screening technology required at the entry for attendees.		

Travel	Yes	No
Checked if any attendees are travelling from known regions/states or “hot spots” with outbreaks.		
Communicated to attendees if they are coming from a known outbreak region requesting quarantine before the event.		

Medical	Yes	No
Pre-screening requirements in place including temperature monitoring for staff and attendees.		
Enhanced access to medical teams.		
Isolation capabilities established.		
Protocols for suspected and confirmed persons with symptoms organised.		
Developed pre-event health declarations upon entry.		
Contact information on-hand for local public health authorities.		

Supply Chain	Yes	No
Confirmed availability contractors.		
Planned for delays – contact vendor or suppliers to determine if orders and bookings need to be made earlier than normal due to updated COVID-19 delivery time frames.		
Requested a copy or details of the vendor or supplier business continuity plans for workforce shortages and delivery/overlay impacts.		

## COVID SAFE EVENT CHECKLIST

Security	Yes	No
Ensured emergency evacuation plans are still fit for purpose.		
Stewarding availability if the event needs to move attendees from one area of a venue to another.		
Access control support organised – the refusal of entry due to medical screening.		
Virus tracing set up to help track who is in the venue.		

### COVID-Safe Event Controls

Event organisers are expected to adapt and introduce these safety measures into their own event planning process to ensure the safety of the public and attendees. The above applicable controls must be implemented by event organisers across their operations and must be included in COVID-Safe Event Plans.

COVID-Safe Event Plans must reflect the changing dynamics of the event and the overall coronavirus (COVID-19) response in NSW. As such, governance arrangements are of high importance for every event. Event organisers must develop COVID-Safe Event Plans that are regularly reviewed prior to, and throughout the event.

If a control is not applicable or impractical to implement, the COVID-Safe Event Plan must include an explanation why.