

COVID-19 Risk Assessment for Events

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This exercise will help you identify inherent risks and other factors that may affect your event and understand mitigation options aimed to reduce COVID-19 transmission risk at your event.

Creators have a responsibility for the wellbeing of their staff and attendees at their event. It's important to recognise the threat COVID-19 poses and determine the level of risk of transmission at your event. To make a risk-based decision to host, postpone, or modify a future event, event creators should complete a risk assessment to consider risk factors, safety steps, and residual risk. You should update this assessment with new information and guidance regularly as your event approaches. While the risk of transmission can't be eliminated, only managed, this process helps event creators make informed decisions about risk acceptance for their event.

Notice: This Playbook and accompanying materials are provided for general information only and is not medical, legal, or professional advice. You are solely responsible for assessing and implementing the appropriate safety and security measures to be taken at your event(s) (including whether practices other than those discussed may be appropriate), and for assuring compliance with all applicable laws, regulations, and orders. Each of Eventbrite and Chertoff Group, LLC expressly disclaims liability for any loss or damage that results from any application of, or reliance upon, anything in this document by you, your agents, or your guests. Please consult your legal counsel, insurance advisor, and other professionals for tailored advice on your legal obligations and how to mitigate risk at your events.

Eventbrite has prepared these materials with information that it believes is current as of the date listed. Guidelines and information about the virus continues to change regularly. You should review the most up to date resources and applicable local laws, regulations and orders on a regular basis leading up to your event, which should take precedence over any of the general information presented in this guide. Eventbrite disclaims any duty to update this guide.

Before you begin, know these four terms and what they mean:

Risk Factors: Risk factors are inherent and specific aspects of your event that may increase transmission risk for attendees. They may include things like the number of people attending, whether those attending are in a high-risk group, location, purpose of the event, indoor vs. outdoor nature of the event, and other event attributes.

Safety Steps: Safety steps are industry- and government-recognised options for mitigating the identified risks at your event. These can range from implementing a process or policy to require face coverings and hygiene for event attendees and staff to reducing event capacity.

Residual Risk: Residual risk is the risk remaining after you have implemented mitigation steps. Some risks can be managed and reduced; others cannot. For this assessment exercise, consider assigning "High," "Medium," "Low," or "Not Applicable" values for each of the risk factors identified below.

- A **High** residual risk score means that you determine a risk factor would greatly increase the risk of transmission at your event and there are little to no mitigation measures to reduce its inherent risk to your event.
- A **Medium** residual risk score means that you determine a risk factor would increase the risk of transmission at your event but that mitigation measures can reduce its inherent risk to your event.
- A **Low** residual risk score means that you determine the risk factor will not increase, or only incrementally increase, the risk of transmission at your event OR mitigation steps effectively reduce the risk factor into this threshold.

Risk Acceptance: Risk acceptance is the decision to accept residual risks after mitigation steps are in place. Event creators who complete the risk assessment with one or more "High" and/or two or more "Medium" residual risks should consider whether to postpone or delay an event, or materially change its format (for example, pivoting to a virtual event). Even if an event does not meet this criteria, event creators may consider postponing, delaying, or changing their event format, depending on the circumstances.

Directions:

1. Get up-to-date information about how COVID-19 is affecting your area, in addition to recommendations and restrictions from local authorities and public health officials. These should take precedence over the suggestions below.
2. Review each risk factor that could be present at your event.
3. Check off which safety steps can be implemented to mitigate each risk factor and measure what residual risk remains after implementing possible safety steps.
4. Based on the level of residual risk determined, consider what level of risk you are willing to accept and make an informed decision to host, postpone, or modify your event.

The following assumes no mandatory prohibitions impact your event or gathering and that you implement all basic safety steps outlined. For additional considerations, especially for large events, safety experts recommend the WHO's risk assessment and online learning course.

**Risk Factors
(Inherent Risk)**

**Safety Steps
(Tick Boxes for possible measures)**

**Residual Risk
(Assign a value)**

Local health officials declare active COVID-19 “community transmission” in the target market/locale and/or event goers will attend the event from areas or locales with widespread community transmission.

Adjust event capacity and modify the event space to enforce physical distancing rules, including placing tape on floors in queuing areas at intervals, to reduce or eliminate event-goers and staff coming within two metres of one another, or adjusting the physical distance per local authorities and public health officials.

Depending on the event, consider “shifts” of attendees, or timing windows based on age, to reduce attendee density and allow for cleaning between “shifts.”

Assigning medical personnel (if present) to visually evaluate attendees as they enter the venue and ask patrons experiencing symptoms (e.g. coughing) to undergo additional screening. To address various layers of risk, the goal would be to conduct a baseline physical assessment for event-goers exhibiting symptoms, which could include visual cues, temperature scanning or other basic evaluations.

Consider implementing a refund policy for individuals that are unable to attend the event because they display symptoms or providing those attendees with another way of viewing the event (such as a livestream).

A large number of event goers (greater than 50 people) may attend the event.

Depending on the event, consider “shifts” of attendees, or timing windows based on age, to reduce attendee-density and allow for cleaning between “shifts.”

Adjust event capacity and modify the event space to enforce physical distancing rules, including placing tape on floors in queuing areas at intervals, to reduce or eliminate event-goers and staff coming within two metres of one another, or adjusting the physical distance per local authorities and public health officials.

1. Spread of an illness for which the source of infection is unknown ([CDC 2/26/20 Press Release](#))

**Risk Factors
(Inherent Risk)**

**Safety Steps
(Tick Boxes for possible measures)**

**Residual Risk
(Assign a value)**

The event format is indoors, and/or high-density scenarios are contemplated.

Require Government/WHO-recommended face coverings to be worn by all attendees and event staff.

Limit the number of attendees and duration of the event.

The event is likely to attract individuals in higher-risk categories (those over 65, or immunocompromised attendees).

Depending on the event, consider "shifts" of attendees, or timing windows based on age, to reduce attendee-density and allow for cleaning between "shifts." Higher-risk groups should generally be the first age group to attend.

Modify the event space to enforce physical distancing rules, including placing tape on floors in queuing areas at intervals, to reduce or eliminate event-goers and staff coming within two metres of one another, or adjusting the physical distance per local authorities and public health officials .

Require Government/WHO-recommended face coverings to be worn at all times by all attendees and event staff.

The COVID-19 outbreak has degraded other essential first-responder services in the locale (i.e. medical response, fire and law Enforcement).

Create a plan to respond to medical or other predictable natural and man-made threats and hazards (e.g., security incident, fire, weather emergency).

Identify the closest hospital or health center should someone become ill.

Staff or supply a first aid station for minor injuries or sick attendees.

**Risk Factors
(Inherent Risk)**

**Safety Steps
(Tick Boxes for possible measures)**

**Residual Risk
(Assign a value)**

Event-goers are unlikely or unwilling to bring and wear face coverings or other personal protective equipment.

Consider purchasing and providing Government-recommended face coverings for all attendees.

Require that attendees self-certify that they will comply with the event's safety policies and procedures including wearing face coverings and that violation of policies will cause removal from the event. Assign event staff to enforce these rules.

Message all attendees before arrival, advising them that face coverings and/or other personal protective equipment will be required for entry.

Post signage at event entrances indicating that face coverings and/or other personal protective equipment must be worn as a condition to enter the facility.

Designate one or more staff members to enforce physical distancing and face covering requirements throughout the event.

The event will require exchange of items or provisions (e.g. ticket, identification, payment, class supplies).

Use a contactless method for exchanging or verifying items.

Disinfect and pre-position items at event-goer stations.

The event will serve food or beverages to attendees, increasing their contact with staff and one another.

Eliminate food and beverage service.

If food and beverage service cannot be eliminated, consider pre-packaged, single-serve options. Consider avoiding all communal buffet-style meals.

Given difficulties around consuming beverages and food while wearing face coverings, consider added physical distancing to allow for temporary removal of face coverings in designated areas only.