eventbrite

COVID-19 Safety Checklist for Events

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Use this safety checklist to capture and confirm what safety and security measures you have considered and selected at your 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.

The following are general recommendations to help guide you. Event creators should also get up-to-date information about how COVID-19 is affecting your area, recommendations and restrictions from local authorities and public health officials, and WHO. You should review this information regularly in the lead up to your event. When in doubt, contact local officials for additional guidance.

Directions:

1. Implement all the basic steps outlined below.

2. Reference the completed risk assessment for the specific safety steps to implement before, during and after your event based on your event's unique characteristics.

3. Use this as a day-of guide to confirm what safety and security measures you have considered and selected are in place at your event.

4. Share and run through this with your staff before the event and ensure that they are clear on their roles and responsibilities.

Event details

Event Name: Event Date(s):

Event Location: Expected number of attendees:

Key Personnel

Role	Name	Phone
Manager on Duty		
Safety Lead		
Medical Lead		

Safety Checklist

Basic steps all event creators should take during the COVID-19 outbreak:

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Safety Steps	Yes	No	N/A	Notes
Seek advice from and collaborate with local authorities and public health officials for current COVID-19 restrictions and recommendations.				
Provide resources that detail the signs and symptoms of COVID-19 to help educate potential event-goers and staff on whether they should attend or stay home.				
Require staff and event-goers to stay home if they have any COVID-19 symptoms, including fever, cough or gastro-intestinal issues. Additionally, require attendees to not attend the event if they have been diagnosed with COVID-19, or had direct contact with an individual diagnosed with or suspected to have COVID-19 in the past 14 days. Consider implementing permissive refund policies to encourage event goers to comply with these rules.				

Safety Steps	Yes	No	N/A	Notes

Provide access to hand-washing stations with soap and water or hand sanitiser containing at least 60% alcohol if the former is unavailable.

Provide instructions on proper handwashing at handwashing stations (at least 20 seconds in accordance with Government/ WHO guidelines).

Create an event-specific medical response plan, designating responsible persons, nearby emergency services, and determining how to isolate and transport staff or attendees experiencing a medical emergency. Develop plans for quickly and safely evacuating an event.

Determine event capacity based on the geometry and physical characteristics of your venue. This should include factors like ventilation[1], presence of UV or HEPA air filters in the building or venue, and physical distance/density of attendees.

Modify attendee/staff density to enforce all safety protocols, including two-metre physical distancing (or adjusting the physical distance per local authorities and public health officials) requirements in all venue spaces where attendees congregate — including lavatories, queuing areas, and during ingress and egress procedures. This may include temporary modifications to your space (e.g. closing adjacent sink stations, metering bathroom usage, queuing to enter and exit the venue, and modifying seating and standing arrangements).

1. https://www.cdc.gov/infectioncontrol/guidelines/environmental/background/air.html#c3

Safety Steps	Yes	No	N/A	Notes

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

Require all attendees and staff to wear Government/WHO-recommended face coverings during the event.

Assign staff to cleaning tasks performed before, during and after the event. Clean and disinfect commonly touched surfaces like tables, doorknobs, light switches, countertops, handles, toilets, taps, sinks, etc. before the event using Government and/or WHO cleaning and disinfecting guidelines.
For events with multiple shifts, showtimes or events, clean and disinfect common spaces between each group of people. Be sure to provide enough time between groups to allow for cleaning and disinfection of commonly touched surfaces.

Measures to implement before your event:

Safety Steps	Yes	No	N/A	Notes
Clean surfaces with soap and water before using an approved household disinfectant. Clean and disinfect commonly touched surfaces like tables, doorknobs, light switches, countertops, handles, toilets, taps, sinks, or items distributed to attendees before the event using Government and/or WHO cleaning and disinfecting guidelines.				
Provide event-goers with resources that detail the signs and symptoms of COVID-19 to help educate potential event-goers on whether they should attend or stay home.				
Require staff and event-goers to stay home if they have experienced COVID-19 symptoms in the past 14 days, have been diagnosed with COVID-19 in the past 14-days, or have had contact with a known or suspected COVID-19 case.				
Consider flexible refund policies and communicate these policies to attendees.				
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 centre should someone become ill.				

Safety Steps	Yes	No	N/A	Notes
Staff or supply a first-aid station for minor injuries or sick attendees.				
Plan for a location to isolate event-goers and/or staff who demonstrate signs or symptoms of COVID-19.				
Plan to minimise person-to-person contact for event organisers and staff during the planning process.				
Maintain updated contact information for staff and venue operators to communicate information about COVID-19 updates.				
Create signage outlining face coverings and/or other personal protective equipment rules, physical distancing requirements, and other COVID-19 specific procedures; ensure any messaging surrounding COVID-19 recognises and addresses cultural, language and/or disability barriers.				
Establish video/audio participation options for sick and/or high-risk individuals.				
Create a plan for contacting event-goers after the event, should it become necessary to notify them of exposure to COVID-19.				

Measures to implement during your event:

Safety Steps	Yes	No	N/A	Notes
Use a contactless method for exchanging or verifying items like tickets or identification, and for accepting payments at the event.				
Provide access to hand-washing stations with soap and water or hand sanitiser containing at least 60% alcohol if the former is unavailable. Require attendees to use hand sanitiser or wash hands upon entry and exit of your venue, exit of bathrooms, after disposing of waste, and after consuming food.				
Provide instructions on proper handwashing at handwashing stations (at least 20 seconds in accordance with Government/ WHO guidance).				
Remind event-goers not to touch their eyes, nose or mouth.				
Event-goers should cover their nose and mouth with an approved face cover[2] when around others. Unless stated otherwise by local regulations, exceptions are for children under two, persons with breathing issues, or someone who is unconscious/incapacitated or unable to remove their face cover independently.				
Per physical distancing guidelines, event-goers should stay at least two metres from one another (or adjusting per up-to-date guidance from local authorities and public health officials) even if they are wearing face coverings.				

2. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

Safety Steps	Yes	No	N/A	Notes

Provide culturally appropriate messages and materials to prohibit certain actions like handshakes or high-fives that are common at many events but could facilitate the spread of COVID-19.

When not wearing a recommended face cover, event-goers should cough or sneeze into a tissue or their elbow, not touch their face, and should then wash their hands.

To the extent possible, screen event-goers for COVID-19 symptoms. Require individuals with visible COVID-19 symptoms, such as a cough, to leave the event immediately, review reporting requirements, and re-assess risk of continuing the event.

If serving food, consider pre-packaged single-serve options. Follow WHO and/or the local government recommendations for COVID-19 food safety. Consider pre-packaged and pre-distributed options.

If an event-goer displays symptoms, separate the event-goer from others until they can go home, contact local health officials, communicate potential exposure to staff and event-goers, and clean and disinfect the event space.

Designate and denote a location to isolate event-goers and/or staff who demonstrate signs or symptoms of COVID-19 — and staff members who will respond to ill attendee concerns.

Measures to implement after your event:

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Safety Steps	Yes	No	N/A	Notes
If an event-goer displayed symptoms at the event, communicate potential exposure to the venue owner (if applicable), public health officials, staff, and event-goers, and clean and disinfect the event space.				
Clean surfaces with soap and water before using an approved household disinfectant. Clean and disinfect commonly touched surfaces like tables, doorknobs, light switches, countertops, handles, toilets, taps, sinks, etc. after the event using Government and/or WHO cleaning and disinfecting guidelines.				
Clean and disinfect surfaces and spaces between events, including between events that may have multiple shifts, acts, or showings.				