



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 steps below are general recommendations to help guide you. You should also get up-to-date information about how COVID-19 is affecting your region, in addition to recommendations and restrictions from local authorities and public health officials in your state or territory (depending on your event's location). Review this information regularly in the time leading 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	Cell
Manager on Duty		
Safety Lead		
Medical Lead		

Safety Checklist

Basic steps you should take *during* the COVID-19 outbreak:



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 attendees 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 sudden loss of taste or smell and/or a fever. Offer a flexible refund policy to encourage attendees to comply with these rules. Encourage them to review the latest health department guidance on when to quarantine .				

Safety Steps**Yes****No****N/A****Notes**

Provide access to handwashing stations with soap and water. If you're unable to provide hand washing stations, provide a hand sanitiser containing at least 60% alcohol.

Provide instructions on proper handwashing at handwashing stations that direct attendees to wash their hands for at least 20 seconds in accordance with public health guidelines.

Create an event-specific medical response plan that designates responsible persons and nearby emergency services. Determine how to isolate and transport staff or attendees experiencing a medical emergency. Develop an event safety plan for quickly evacuating if necessary.

Determine event capacity based on the size and floorplan of your venue. Pay attention to factors like ventilation, the presence of UV or HEPA air filters in the building or venue, and how many attendees can be accommodated while properly adhering to physical distancing guidelines.

Modify attendee or staff density to enforce all safety protocols, including 1.5-metre social distancing guidelines in all venue spaces where attendees congregate. This could include bathrooms, areas where there are lines, and the entrance and exit. Consider temporary modifications to your space to help guests easily distance, like closing adjacent sink stations, metering bathroom usage, creating marked-off lines for entering and exiting the venue, and modifying seating and standing arrangements.

Designate one or more staff members to enforce social distancing guidelines and any face mask requirements throughout the event.

Safety Steps**Yes****No****N/A****Notes**

Assign staff cleaning tasks to be performed before, during, and after the event. Clean and disinfect commonly touched surfaces like tables, doorknobs, light switches, countertops, handles, toilets, faucets, and sinks before the event.

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 you should implement *before* your event:



Safety Steps

Yes

No

N/A

Notes

Clean surfaces with soap and water before using an approved household or hospital-grade disinfectant. Clean and disinfect commonly touched surfaces like tables, doorknobs, light switches, countertops, handles, toilets, faucets, sinks, or items distributed to attendees before the event – follow public health cleaning and disinfecting guidelines.

Provide attendees with resources that detail the signs and symptoms of COVID-19 to help educate them on whether they should attend or stay home.

Consider flexible refund policies and clearly communicate them to your attendees.

Create an event safety plan to respond to medical emergencies or predictable natural and man-made threats and hazards like security incidents, fires, or weather emergencies.

Identify the closest hospital or health centre in case of an emergency.

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

Safety Steps**Yes****No****N/A****Notes**

Plan to have a location to isolate attendees or staff who show symptoms of COVID-19.

Plan to minimise person-to-person contact for event organisers and staff during the planning process.

Maintain up-to-date contact information for staff and venue operators to communicate changing information about COVID-19.

Create signage outlining the need for face coverings, physical distancing guidelines, and other COVID-19 specific procedures. Ensure that any messaging surrounding COVID-19 recognises and addresses cultural, language, and disability barriers.

Establish virtual participation options for sick or high-risk individuals.

Make sure everyone checks in at your event and supplies contact information in accordance with local [public health guidelines](#) so that contact tracing can be undertaken in the event of an outbreak

Measures you should implement *during* your event:



Safety Steps	Yes	No	N/A	Notes
<p>Provide access to handwashing 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 entering and exiting your venue, exiting bathrooms, after disposing of waste, and after consuming food.</p>				
<p>Provide instructions on proper handwashing at handwashing stations. In accordance with public health guidance, hands should be washed for at least 20 seconds.</p>				
<p>Remind attendees not to touch their eyes, nose, or mouth.</p>				
<p>Ask attendees to cover their nose and mouth with a face mask if this is required by local public health authorities.</p>				
<p>Per social distancing guidelines, attendees should stay at least 1.5 metres from one another, even if they are wearing face masks.</p>				
<p>Provide culturally appropriate messages and materials to prevent certain common actions like handshakes or high-fives that could facilitate the spread of COVID-19.</p>				

Safety Steps**Yes****No****N/A****Notes**

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

If serving food, consider pre-packaged single-serve options. Depending on your event's location, follow recommendations from local public health authorities for COVID-19 food safety.

If an attendee displays symptoms, separate them from others until they can go home. Contact local health officials who will implement a contact tracing and COVID-19 testing program.

Designate a location to isolate attendees or staff who demonstrate signs or symptoms of COVID-19.

Assign a staff member the responsibility of responding to concerns about ill attendees.

Measures you should implement *after* your event



Safety Steps	Yes	No	N/A	Notes
If an attendee displayed symptoms at the event or reports a COVID-19 diagnosis after the event, communicate potential exposure to public health officials who will implement a contact tracing and COVID-19 testing program.				
Clean surfaces with soap and water before using an approved household or hospital-grade disinfectant. Clean and disinfect commonly touched surfaces like tables, doorknobs, light switches, countertops, handles, toilets, faucets, sinks, etc. after the event using public health cleaning and disinfecting guidelines.				
Clean and disinfect surfaces and spaces between events, including between events that may span days or have multiple acts or showings.				