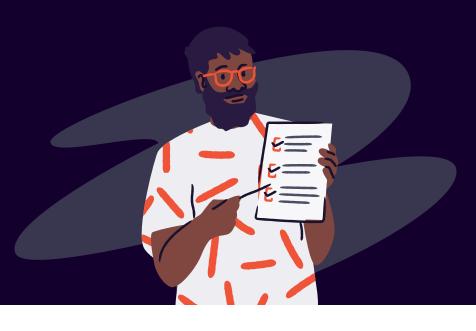# eventbrite

COVID-19 Safety Checklist for Events

Date Published: July 14, 2021

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 are 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 continue 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, recommendations and restrictions from local authorities and public health officials, WHO and/or the HSE (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 of 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 the 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. Consider inquiring about the presence of new COVID-19 variants circulating in the community and what is known about them.				
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 a new cough, sudden loss of taste or smell and/or fever. Additionally, require event-goers to refrain from coming if they have been recently diagnosed with COVID-19, have recently had direct contact with an individual diagnosed with or suspected to have COVID-19, or are displaying symptoms commonly associated with COVID-19. Offer a flexible refund policy to encourage attendees to comply with these rules. Encourage them to review the latest HSE guidance on when to self-isolate.				

Safety Steps	Yes	No	N/A	Notes

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

Provide instructions on proper hand washing at hand washing stations that direct attendees to wash their hands for at least 20 seconds in accordance with HSE/WHO 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 floor plan 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 social distancing guidelines.

Modify attendee or staff density to enforce all safety protocols, including two-metre social distancing guidelines in all venue spaces where attendees congregate. This could include toilet facilities, 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, staggering toilet 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 face covering requirements throughout the event.

Safety Steps	Yes	No	N/A	Notes
Require all attendees and staff to wear HSE/WHO-recommended face coverings during the event.				
Assign staff cleaning tasks to be performed before, during, and after the event. Clean and disinfect commonly touched surfaces like tables, doorknobs, light switches, worktops, handles, toilets, taps, and sinks before the event using HSE 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 you should 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, worktops, handles, toilets, taps, sinks, or items distributed to attendees before the event using HSE and/or WHO 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.				
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 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 in case of an emergency.				

Safety Steps	Yes	No	N/A	Notes
Staff and/or supply a first aid station for minor injuries or ill attendees.				
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, social 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 ill or high-risk individuals.				
Create a plan for contacting attendees after the event in case you need to notify them of exposure to COVID-19.				

Measures you should implement *during* your event:

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. Require attendees to use hand sanitiser or wash hands upon entering and exiting your venue, exiting toilets, after disposing of waste, and after consuming food.				
Provide instructions on proper hand washing at hand washing stations. In accordance with HSE/WHO guidance, hands should be washed for at least 20 seconds.				
Remind attendees not to touch their eyes, nose, or mouth.				
Ask attendees to cover their nose and mouth with an approved face covering when around others. Unless stated otherwise by local regulations, exceptions are for children under 13, people with breathing issues or special needs, or someone who is unconscious, incapacitated, or unable to remove their face cover independently.				
Per social distancing guidelines, attendees should stay at least two metres from one another, even if they are wearing face coverings.				
Provide culturally appropriate messages and materials to prevent certain common actions like handshakes or high-fives that could facilitate the spread of COVID-19.				

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.

Screen attendees for COVID-19 symptoms where possible. Require individuals who report COVID-19 symptoms during the pre-entry symptom check to leave the event and seek medical advice. You should then review reporting requirements and re-assess the risk of continuing the event.

If serving food, consider pre-packaged single-serve options. Depending on your event's location, follow recommendations from WHO or FSAI for COVID-19 food safety.

If an attendee displays symptoms, separate them 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 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 the venue owner (if applicable), public health officials, staff, and all other attendees, 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, worktops, handles, toilets, taps, sinks, etc. after the event using HSE 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.				