

COVID-19 Risk Assessment

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

As an event creator you have a responsibility for the wellbeing of your staff and your attendees. It's important to recognise the threat COVID-19 poses and determine the level of risk of transmission at your event.

Event creators should take proactive steps to reduce the spread of COVID-19, which primarily occurs by person-to-person contact and airborne transmission. The CDC issued revised guidance in April 2021 that estimates the risk of COVID-19 transmission through surface contact to be generally less than 1 in 10,000. Still, encouraging event-goers to exercise proper hand hygiene and disinfecting high touch areas may reduce the risk of COVID-19 surface transmission even further.

To make a risk-based decision to host, postpone, or modify a future event, you should complete a **risk assessment** to consider **risk factors**, **safety steps**, and **residual risk**, and 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 you to make informed decisions about risk acceptance for 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.

Before you begin, it's important to understand the following terms:

Risk factors: These are the inherent and specific aspects of your event that may increase transmission risk for attendees. These could include things like the number of people attending or how many attendees are in a high-risk group, such as unvaccinated individuals 65 or older or unvaccinated individuals with pre-existing medical conditions. Other attributes could also be considered risk factors, like your event location, the purpose of the event, or whether your event is held indoors or outdoors.

Safety steps: These are industry- and government-recognised options for mitigating the identified risks at your event. They can include implementing policies such as requiring face coverings or QR code registration using the [NZ COVID Tracer app](#). You may also choose to have hygiene requirements for event attendees and staff or reduce the capacity of your event.

Residual risk: This is the risk that remains after you've implemented mitigation steps. Some event risks can be managed and reduced, but some can't. For this assessment exercise, consider assigning "High," "Medium," "Low," or "Not Applicable".

- A **High** residual risk score means that there are risk factors that greatly increase the risk of transmission at your event, but that there is little to nothing you can do to reduce the inherent risk at your event.
- A **Medium** residual risk score means that there are risk factors that increase the risk of transmission at your event, but there are mitigation measures you can take to reduce the inherent risk at your event.
- A **Low** residual risk score means that you have determined that any risk factors should not increase the risk of transmission at your event (or that they should only increase the risk incrementally) OR that there are mitigation steps that can effectively reduce the risk factor to this threshold.

Risk acceptance: The decision to accept the residual risks after mitigation steps are in place is called risk acceptance. If you complete the risk assessment with one or more "High" and/or two or more "Medium" residual risks, consider whether you should postpone, delay, or change your event format (for example, pivoting to a virtual event). Even if an event does not meet these criteria, you might still consider postponing, delaying, or changing your event format, depending on the circumstances.

Vaccine info: New Zealand only offers two-dose vaccines – full effectiveness comes after the second dose. All vaccines are robustly assessed to ensure they meet international standards and local requirements for quality and safety by New Zealand's medicines safety authority, [Medsafe](#). The New Zealand Government has approved COVID-19 vaccines which offer substantial protection against infection, hospitalisation, and death from the COVID-19 virus. Widespread vaccine adoption is expected to be critical to reducing the community prevalence of COVID-19, which will eventually enable larger public gatherings to take place with lower risk to event-goers. For more information, visit the [Ministry of Health website](#).

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.

Before you get started: It's your responsibility to get up-to-date information about how COVID-19 is affecting your district. It's important to follow local recommendations and restrictions and to proactively collaborate with local authorities and public health officials. The information you receive from local authorities should always take precedence over the suggestions below. This guide assumes that no mandatory prohibitions impact your event and that you are implementing all basic safety steps as outlined by authorities.

**Risk Factors
(Inherent Risk)**

**Possible Safety Steps
(Check-Boxes for possible measures)**

**Residual Risk
(H, M, L, N/A)**

Local health officials declare active COVID-19 “community transmission” in the area where your event will take place, or attendees at the event may be coming from areas with widespread community transmission or where new COVID-19 variants are spreading quickly.

Adjust event capacity and modify the space at the venue to enforce physical distancing guidelines. If Alert Level 2 or Alert Level 3 is in place, put tape on the floors to indicate where attendees should line up to maintain a two-metre distance between all attendees and staff. Check the current Alert Level here.

Depending on the event, consider admitting attendees in “shifts” or timing windows based on age in order to reduce attendee density. Periodically disinfect high-touch areas over the course of the event.

Have medical personnel visually evaluate attendees as they enter the venue and ask patrons experiencing symptoms like coughing or loss of smell to undergo additional screening. Conduct a baseline physical assessment for attendees exhibiting symptoms, which could include visual cues, temperature scanning, or other basic evaluation to address various layers of risk.

Require attendees to self-certify, before the event or upon entry, that they do not have any COVID-19 symptoms, have not recently received a positive COVID-19 test, and have not knowingly been exposed to an individual who has recently tested positive for COVID-19.

Consider offering a refund policy for individuals who are unable to attend the event because they display symptoms or providing those attendees with another way of viewing the event, such as a live stream.

A large number of attendees (more than 50 people) may attend the event.

Depending on the event, consider admitting attendees in “shifts” or timing windows based on age in order to reduce attendee density. Periodically disinfect high-touch areas over the course of the event.

Adjust event capacity and modify the space at the venue to enforce physical distancing guidelines. If Alert Level 2 or Alert Level 3 is in place, put tape on the floors to indicate where attendees should line up to maintain a two-metre distance between all attendees and staff. Check the current Alert Level here.

**Risk Factors
(Inherent Risk)**

**Safety Steps
(Check-Boxes for possible measures)**

**Residual Risk
(H, M, L, N/A)**

The event format is indoors, high-density, or both.

Require all attendees and event staff to wear government/WHO-recommended face coverings. The New Zealand Government continues to recommend [public health guidelines](#) after vaccination.

Limit the number of attendees and the duration of the event.

The event is likely to attract attendees in higher-risk categories (people who are over 65 or immunocompromised).

Depending on the event, consider admitting attendees in "shifts" or timing windows based on age in order to reduce attendee density. Periodically disinfect high-touch areas over the course of the event.

Adjust event capacity and modify the space at the venue to enforce physical distancing guidelines. If [Alert Level 2](#) or [Alert Level 3](#) is in place, put tape on the floors to indicate where attendees should line up to maintain a two-metre distance between all attendees and staff. [Check the current Alert Level here.](#)

Require all attendees and event staff to wear government/WHO-recommended face coverings. The New Zealand Government continues to recommend [public health guidelines](#) after vaccination.

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

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.

**Risk Factors
(Inherent Risk)**

Attendees are unlikely or unwilling to bring and wear face coverings.

**Safety Steps
(Check-Boxes for possible measures)**

Consider purchasing and providing WHO/ government-recommended face coverings for all attendees.

Consider requiring attendees to self-certify that they will follow the event's safety policies and procedures, including wearing face coverings, and inform them that violation of policies can result in removal from the event. Educate attendees on the [current New Zealand Government guidance on face coverings](#). Assign event staff or security to enforce these rules.

Message all attendees before arrival, informing them of the event's safety policies and procedures, including wearing face coverings.

Post signage at event entrances indicating that face coverings must be worn as a condition for entering the facility.

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

**Residual Risk
(Assign a value)**

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

Given the difficulties around consuming beverages and food while wearing face coverings, consider added physical distancing to allow for temporary removal of face coverings in designated well-ventilated areas only. Post signage that requires attendees to wear their mask over their nose and mouth when they are not actively eating or drinking.

For additional considerations, especially for large events, safety experts recommend the [WHO's risk assessment and online learning course](#).