Organising COVID Smart events

Event organisers should implement COVID Smart measures to minimise COVID-19 risks.

While it is no longer a requirement that event organisers develop a COVID Safety plan, they are encouraged to develop a plan to reduce COVID-19 risks and protect their patrons and staff from transmission.

This guidance document outlines considerations for COVID Smart events, and provides a template that event organisers can use to assist them in developing a COVID Safety Plan.

Core considerations for COVID Smart events:

1. Management of attendees and key event activities
2. Physical distancing
3. Hygiene measures
4. Cleaning and ventilation
5. COVID Smart messaging
6. Manage illness on site and screening
7. Staff and event contractors and/or vendors

Event Details

Event Name:

Event Location:

Number of attendees:

Date/s of Event:

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1. Management of attendees and key event activities

Event organisers should consider their own policy for managing event attendees before and during the event. They should consider how event activities that could be considered 'high risk' due to inability to physically distance and the use of shared equipment, would be managed and the risk mitigation measures that can be put in place.

Consider your policy on cancellations to allow customers to cancel due to COVID-19 factors.

Considerations:

» What will happen if people are sick or impacted by COVID-19, and cannot attend? Consider whether you will refund the purchase price of tickets due to COVID-19 factors?

» Consider the flow of pedestrian traffic and how to minimise the effect of potential choke points.

» Consider how to manage activities which do not permit appropriate physical distancing and put in place additional measures to reduce transmission risk.

» Consider activities which may result in high touch point areas (for example, amusement rides). Consider putting in place additional cleaning of high touch points and providing extra hand sanitiser for patron use during activities.

2. Physical distancing

Encourage physical distancing of 1.5 metres by marking areas where attendees may queue or congregate.

Have strategies in place to manage any large gatherings that may occur within the event site, such as at the entrance/exit points, amenities or around stall holders. If possible, consider setting up separate exit and entry points and separate order and collection points to minimise congestion.

Considerations:

» What is the layout of your event? What consideration has been made to encourage physical distancing? Where will you place floor markers and signage as well as other controls to promote physical distancing requirements?

» How will your event staff encourage people to observe physical distancing of 1.5 metres?

» How will you manage areas of potential congestion, for example ingress and egress, food/ beverage outlets, and toilet facilities?

» Will you stagger entry and exit?

3. Hygiene Measures

Provide alcohol-based hand sanitiser at key points around your event site, including at the entrance. Encourage staff and attendees to utilise hand sanitiser regularly. Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

While mask wearing requirements have eased, event organisers may wish to consider their own policy for both employees and attendees, particularly, for example, in indoor settings where it may be difficult to maintain appropriate physical distancing.

Considerations:

» At what locations around the event site will you have hygiene stations?

» Who will be responsible for ensuring hand sanitisers are available and refilled when required and checking bathrooms are well stocked?

» Do you have sufficient, independent hand washing facilities?

» How will you remind patrons, staff and volunteers of the need to practice good hand hygiene and respiratory etiquette? Posters and resources are available for download from the ACT Government business site.

» Have you considered the need for mask wearing policies for staff and/or attendees?

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4. Cleaning and ventilation

Events should implement a cleaning plan. Consideration should be given to the frequency of cleaning and sanitising of high touchpoint surfaces (food and beverage facilities, EFT machines, door handles, tablets, chairs, bathrooms, etc). Cleaning tips and the type of sanitisers for workplaces can be found on the Safe Work Australia website.

In indoor areas, encourage natural ventilation by keeping windows and doors open wherever possible.

Considerations:

» What measures are in place for regular venue cleaning and disinfecting, particularly for high touch areas, including doors, chairs, bathrooms and toilets, handrails and food and drink facilities before, during and after the event?

» Do you require designated staff for frequent cleaning? Is there a contracted cleaning company or will this be undertaken by existing staff?

» How will you ensure cleanliness and hygiene standards are maintained?

5. COVID Smart messaging

Event organisers should proactively communicate COVID Smart messaging to attendees, workers and contractors that is in line with the current ACT Health advice.

If events are pre-registered or ticketed, consider communicating with attendees prior to the event the COVID Safety measures that will be in place. Encourage attendees to stay at home if they are unwell.

Place signs at entry points instructing attendees and staff not to enter the event site if they are unwell (see tools and resources on the ACT Government business site).

Anyone experiencing symptoms of COVID-19 should be encouraged to not attend and seek testing. Further information on testing in the ACT is available on the ACT COVID-19 website.

Considerations:

» How will you proactively communicate public health messaging with attendees prior to, and during the event to inform them of their safety obligations and expected covid smart behaviours during the event?

» Who is responsible for issuing communications to stakeholders and patrons?

» Consider how you will encourage staff not to attend work if they are unwell?

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6. Manage illness on site and screening

Consider how staff and patrons will be managed if they present with symptoms of COVID-19 and ensure that all staff understand processes in place to manage attendees who present with illness.

Considerations:

» What is your plan to manage attendees who present with illness?

» Do staff know what to do if an event participant or staff member presents to them with symptoms?

» How will you encourage measures that reduce risk of transmission such as wearing of masks, physical distancing and hand hygiene?

» What advice will you provide to attendees requested to leave the event immediately if any symptoms of illness develop?

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7. Staff and event contractors/vendors

Ensure event staff, contractors, and vendors are properly trained and have access to information relating to the COVID Safety measures in place at your event.

Considerations:

» Has the event's COVID Safety plan been shared with all relevant stakeholders?

» Are your staff and event contractors appropriately trained and across the event's COVID Safety plan?

» What checks do you have in place to make sure the event vendors and contractors follow COVID Smart practices?

» Will you request that vendors and contractors supply their COVID Safety plans to you?

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Managing COVID-19 in the Workplace or During an Event

Organisers may also wish to plan for how they will manage COVID-19 during an event and include this information in their COVID Safety Plan. It is recommended that business' consider their own policy for workers around disclosing their COVID-19 status if they attended the workplace during their infectious period and around return to work policies.

The ACT Government has developed guidance material to support workplaces and businesses to understand how best to manage COVID-19 in their business or workplace. Further information and resources can be found on the [ACT Government business site](#).

Key Contacts

» Access Canberra Event and Business Coordination Team ACEvents@act.gov.au

Resources

» ACT Government's COVID-19 website [covid19.act.gov.au](#)

» Safe Work Australia [safeworkAustralia.gov.au](#)

» ACT Government Business Hub [act.gov.au/business](#)

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If English is not your first language and you need the Translating and Interpreting Service (TIS), please call **13 14 50**.

For further accessibility information, visit: [health.act.gov.au/accessibility](#)

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