



COVID-Safe Event Checklist

As restrictions ease at differing levels and pace across Australia, it is positive to see more events being organised and taking place in our communities.

Whether you are planning a wedding, corporate function, local sports event, or other small to medium-sized event, there are various health, safety and risk considerations and actions needed to ensure a COVID safe environment for both workers and attendees.

To help organisers and promoters plan ahead and be equipped with the right tools to develop a COVID safe environment at the next event, Marsh has created a high-level checklist to get you started.

It's important to note that this checklist does not act as a substitution for official government resources and guidelines.

Marsh strongly recommends you regularly check state and territory government websites for the latest event guidelines and restrictions.

Health and Safety

Arranged personal protective equipment (PPE) for the workforce, volunteers and contractors.

Up-to-date on the latest event advice and restrictions provided by state or territory officials.

Arranged regular cleaning and sanitising stations throughout the venue for workforce and attendees.

Included the latest information relating to public health advice in pre-event communications.

Checked signage requirements and confirm if signage is supplied by the venue or to be arranged by the event organiser.

Completed workforce training highlighting the COVID safe plan.

Venues

Considered density ratios and revised seating plans leading to limited capacity.

Developed queuing arrangements – external and internal.

Reconfigured restrooms for physical distancing.

Ensured social distancing restrictions are maintained when arranging transportation for attendees.

Gained access to deep clean and maintenance schedules at the venue including ensuring statutory inspections are still up-to-date.

Financial and Management

Venue use agreements – revisions made to ensure the venue is compliant with state and national recommendations relating to COVID-19.

Revision of ticket refund policy/terms and conditions.

Extended or renewed sponsorship and licensing contracts if change of event date is required.

Catering

Pre-packaged automated concessions vs. self-serve.

Safety requirements shared with caterers in advance of the event.

Hygiene safety – increased standards/revised policies and procedures in place.

Workforce training policy on standards, monitoring and compliance.

Technology

Ticketless access – e-tickets vs. paper tickets.

Considered accepting card only payment vs. cash payments.

Screening technology required at the entry for attendees.

Travel

Checked if any attendees are travelling from known regions/countries or “hot spots” with outbreaks.

Communicated to attendees if they are coming from a known outbreak region requesting quarantine before the event.

Medical

Pre-screening requirements in place including temperature monitoring for staff and attendees.

Enhanced access to medical teams.

Isolation capabilities established.

Protocols for suspected and confirmed persons with symptoms organised.

Developed pre-event health declarations upon entry.

Contact information on-hand for local public health authorities.

Supply chains

Confirmed availability of venue vendors, suppliers and contractors.

Planned for delays – contact vendor or suppliers to determine if orders and bookings need to be made earlier than normal due to updated COVID-19 delivery time frames.

Requested a copy or details of the vendor or supplier business continuity plans for workforce shortages and delivery/overlay impacts.

Security

Ensured emergency evacuation plans are still fit for purpose.

Stewarding availability if the event needs to move attendees from one area of a venue to another.

Access control support organised – the refusal of entry due to medical screening.

Virus tracing set up to help track who is in the venue.

For more information pertaining to entertainment & event risk, call 1300 655 931 or email the Marsh team at entertainment.au@marsh.com

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