# **Event sector checklist**

As Covid-19 mitigation measures have moved now from regulations to guidance, the list below provides examples of areas event organisers and others delivering an event should consider in terms of good practice to continue to reduce transmission, and should be used to support your event [risk assessment](https://www.healthyworkinglives.scot/workplace-guidance/covid-19-and-business/covid-19-workplace-risk-assessments/Pages/reviewing-assessments-and-updating-them-if-necessary.aspx) in terms of Covid-19 considerations. Depending on the nature of your event, it may be useful to break this down into planning phase, build phase, open period and the break phase.

This is not a regulatory assessment. When managing the risk of transmission in your workplace and public areas at an event, no single measure assures that transmission will be stopped. The more measures you take to reduce transmission, the safer your event will be. However these measures will also need to be proportionate to your business model, type and scale of event.

## **Good practice mitigations**

[ ]  Do you have protocol in place if there is a [suspected case(s) of COVID](https://www.gov.scot/publications/coronavirus-covid-19-general-guidance-for-safer-workplaces/pages/test-and-protect-and-self-isolation/)?

[ ]  Have you considered asking staff or attendees at your event to wear [face coverings](https://www.gov.scot/publications/coronavirus-covid-19-general-guidance-for-safer-workplaces/pages/face-coverings/)? Are there signs instructing customers/visitors on face covering requirements if so?

[ ]  Are face coverings available for your workforce?

[ ]  Where face coverings are used, have you considered impacts on different groups? For example, people who are deaf and may lip read, and how they will be able to communicate to the workforce.

[ ] Have you considered what contact details you would be able to provide if asked by public health officials? Businesses are no longer required to collect and share visitor information. Businesses should, however, continue to cooperate with public health teams if asked and to share any contact details they may have i.e. booking schedules with customer names and contacts where appropriate.

[ ]  Are you, as an organiser, committed to ensuring the whole workforce will follow [the available guidance](https://www.gov.scot/publications/coronavirus-covid-19-general-guidance-for-safer-workplaces/)? Training and induction may be required.

[ ]  Have you looked to optimise [ventilation in your setting](https://www.gov.scot/publications/coronavirus-covid-19-ventilation-guidance/pages/non-domestic-or-commercial-settings/)? Opening windows and doors and avoiding the use of ventilation systems which only recycle used air are some ways you may consider.

[ ]  Have you increased hygiene measures especially in high traffic areas?

You may wish to consider increasing the frequency of cleaning of toilets and touchpoints and providing more opportunities for attendees to wash hands/sanitise.

[ ]  For outdoor events in particular, have requirements in relation to portable

toilets and improved handwashing facilities been considered?

Have additional measures to reduce potential transmission amongst attendees during the event been considered and implemented where appropriate? For example:

[ ]  Is it possible to stagger arrival and departure times?

[ ]  Has consideration been given to the arrival of teams, artists etc on arrival and departure?

[ ]  Have you considered adding partitions in your venue or one way systems to limit the close contact of different groups?

[ ]  Is transport to / from the event being provided and if so is this frequent enough?

[ ]  Have you discussed plans with the public transport providers, where appropriate?

[ ]  Are there enough bathrooms and food and water points to allow the possibility of physical distancing?

To reduce contact between members of your workforce have you considered:

☐ staggering break times to reduce pressure on break/eating areas

☐ using outside areas for breaks and meetings, where possible and appropriate

☐ reconfiguring seating and tables to maximise space

☐ reviewing use of locker rooms, changing areas and other facility areas to reduce concurrent usage

☐ minimising congested areas in your premises such as narrow corridors, staircases, doorways and storage areas by introducing one way systems.

[ ]  Have you considered emergency, evacuation and accident response processes to ensure effective arrangements are in place?

☐ Have you engaged with your relevant local authority to seek advice and clarify best practice if you feel it is necessary?

# **Communications plan**

In addition to the above a venue owner or landowner, and local community may require reassurance about steps that have been taken to ensure that an event is taking steps to reduce the risk of transmission.

As such, a communications plan for all attendees and the local community reinforcing key principles for staging the event will be important. Event organisers need to give clear and consistent messaging of what is expected and take reasonable measures to facilitate this. Organisers may also want to consider the positive communication of mitigation measures to help support confidence.

Attendees should "know before they go" what measures will be in place and what will be required of them.

Multiple channels are likely to be required to communicate and reinforce key messages and updates, with visual material proving beneficial in demonstrating changes that have or are being made especially where language barriers may limit the effectiveness of written information.

Further detail around communications are included in the following list of considerations. It would be helpful to have a named person with lead responsibility for considering these issues.

## **General communications**

[ ]  Has a communication strategy, including COVID-19, been developed?

[ ]  Have designated person(s) been identified to lead media activities and manage all external communications?

[ ]  Has the event taken reasonable steps to ensure that people with disabilities are informed about any Covid-19 mitigating procedures, and are able to access facilities?

i.e. handwashing or hand sanitiser facilities at wheelchair height, verbal direction for those unable to see floor markings or signage etc.?

[ ]  Have you signed up to getting the most up to date marketing assets and toolkits on Covid from the Scottish Government? To sign up to the relevant distribution lists you can contact Scottish Government marketing.

[ ]  Is up to date public health advice available before and during the event to all attendees, workforce and personnel of all relevant stakeholders?

[ ]  Is advice through events communication channels clear regarding self-isolation?

[ ]  Has the latest guidance on [international travel and quarantine](https://www.gov.scot/publications/coronavirus-covid-19-international-travel-quarantine/) been shared with attendees from outwith Scotland?

[ ]  Is there advice on [self-monitoring for symptoms](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection) and signs for attendees?

## **Online and social media**

[ ]  Has up to date public health advice been uploaded on to all relevant website(s)?

[ ]  Have all relevant social media channels incorporated appropriate Covid-19 messaging?

[ ]  Do all ticket purchasing sites link to health and safety rules?

[ ]  Are emails and push notifications being sent to attendees reminding them of health rules, particularly on any mitigating measures implemented, and expectations at regular intervals from the date of purchase through to day of the event?

[ ]  If the event has a mobile app, have health rules and expectations been added to content?

## **On the day of your event**

[ ]  Has / will all signage leading to and at the event site been installed which is visually attractive and located where attendees are likely to be standing still or moving slowly?

[ ]  Have you considered distancing markers external to the event site?

# [ ]  Have you considered encouraging people to maintain at least 1 metre physical distancing where possible and supporting the [distance aware](https://www.gov.scot/publications/coronavirus-covid-19-distance-aware-scheme/) scheme?

[ ]  Does any signage communicate key health and safety points, such as the importance of hand and respiratory hygiene and physical distancing (where possible)? Organisers should ensure there are no unintended impacts on people with disabilities or caring responsibilities. Messages should be clear and easy to understand.

[ ]  Is signage prominently displayed at points of entry reminding those who are displaying symptoms to immediately withdraw from the event and return to their home to self-isolate and contact NHS Scotland if necessary?

## **Workforce**

[ ]  Has the workforce, where appropriate, been educated to engage with attendees at ingress / waiting lines to put a friendly face on health and safety rules, and encourage compliance by exhibiting good behaviour?

[ ]  Is advice on how to access health care if necessary, including how to do so without creating a risk to healthcare workers and others, easily available?