



COVID-19 events safety planning checklist

- Please note this checklist is not a replacement for following the WA Government COVID Event Guidelines issued by the Environmental Health Directorate at the Department of Health. Rather it should be used as a guide for event organisers and local council Environmental Health Officers to effectively build their event COVID-19 safety plan.
- Do not submit events to WA Public Health if they do not meet current Crowd/Density requirements.
- If COVID Safety plans are required to be submitted to Department of Health, where possible please submit as a word document. This will ensure a timely review.
- If you believe a portion of this checklist or the WA Government COVID Event Guidelines does not relate to your event, please provide a comment in your COVID-19 safety plan.
- Please ensure all COVID-19 Safety events plan are submitted at least 3 weeks before the event is due to take place to allow an appropriate review of all submitted documentation.

1. Hand Hygiene	Is managed as per the WA Government COVID Event Guidelines provided by the Environmental Health Directorate. Please provide evidence for all sub-headings below:	<input type="radio"/> Yes <input type="radio"/> No
	Provide 60%-80% Alcohol-based hand rub and physically secure at point of use (please provide evidence for all sub-headings below):	<input type="radio"/> Yes <input type="radio"/> No
	At all entries and exits (including each separate activity or function area).	<input type="radio"/> Yes <input type="radio"/> No
	At all high touch points and equipment.	<input type="radio"/> Yes <input type="radio"/> No
	Ensure adequate supply of hand hygiene products to supply all patrons and events staff.	<input type="radio"/> Yes <input type="radio"/> No
	Soap and running water and paper towels or hand driers available in all toilets for handwashing.	<input type="radio"/> Yes <input type="radio"/> No
2. Physical Distancing	Is managed as per the WA Government COVID Event Guidelines provided by the Environmental Health Directorate. Please provide evidence for all sub-headings below:	<input type="radio"/> Yes <input type="radio"/> No
	A plan and ability to maintain adequate physical social distancing within all seated areas, amusement rides, sanitary	<input type="radio"/> Yes <input type="radio"/> No

	stations, toilets, food and water distribution areas. This includes staff congregation areas.	
	Risk mitigation strategies targeting key activities likely to lead to increased close physical proximity should be addressed.	<input type="radio"/> Yes <input type="radio"/> No
	Ensure indoor areas/venues have adequate ventilation and allow crowds to also adhere to physical distancing (consider signage as a reminder).	<input type="radio"/> Yes <input type="radio"/> No
	Plan in place to manage flow of crowds of patrons including 'one way' paths for areas that have restricted space and high traffic flow of patrons.	<input type="radio"/> Yes <input type="radio"/> No
	Perspex counter (sneeze) guards are considered where staff are positioned at static points and are regularly interacting with patrons.	<input type="radio"/> Yes <input type="radio"/> No
	Appoint COVID safety marshals to monitor physical distancing as per the WA Government COVID Event Guidelines.	<input type="radio"/> Yes <input type="radio"/> No
3. Public transport	Is managed as per the WA Government COVID Event Guidelines provided by the Environmental Health Directorate. Please provide evidence for all sub-headings below:	<input type="radio"/> Yes <input type="radio"/> No
	A plan is in place to increased frequency of public transport or chartered vehicles related to the event to prevent unnecessary crowds/queues.	<input type="radio"/> Yes <input type="radio"/> No
	A plan is in place to stagger the arrival and departure of patrons to allow crowd dispersal.	<input type="radio"/> Yes <input type="radio"/> No
4. Cleaning and Disinfection	Is managed as per the WA Government COVID Event Guidelines provided by the Environmental Health Directorate. Please provide evidence for all sub-headings below:	<input type="radio"/> Yes <input type="radio"/> No
	A key contact person is named as responsible for monitoring cleaning and ensuring cleaning standards are met.	<input type="radio"/> Yes <input type="radio"/> No
	Increased cleaning frequency of high touch areas.	<input type="radio"/> Yes <input type="radio"/> No
	Develop a specific cleaning regime for shared equipment.	<input type="radio"/> Yes <input type="radio"/> No
	Ensure adequate amount of accessible cleaning stock available.	<input type="radio"/> Yes <input type="radio"/> No
	Keep a cleaning log to ensure the cleaning regime is being strictly adhered to.	<input type="radio"/> Yes <input type="radio"/> No
	All cleaning products being used are TGA approved.	<input type="radio"/> Yes <input type="radio"/> No
	All cleaning staff have had COVID-19 specific training prior to the event.	<input type="radio"/> Yes <input type="radio"/> No
	Separated staff toileting facilities from the general public with same stipulation of cleaning and hand hygiene requirements.	<input type="radio"/> Yes <input type="radio"/> No
5. Staff management & training	Is managed as per the WA Government COVID Event Guidelines provided by the Environmental Health Directorate. Please provide evidence for all sub-headings below:	<input type="radio"/> Yes <input type="radio"/> No
	All events staff, volunteers, security, first aiders, entertainers, contractors in attendance and others have attended an	<input type="radio"/> Yes <input type="radio"/> No

	approved COVID-19 education session prior to the event taking place. Evidence of this is to be kept on file by event organisers.	
	Maintain a register for all staff including contractors (ensure maintained by contractor company).	<input type="radio"/> Yes <input type="radio"/> No
	Appoint COVID safety marshals as per the WA Government COVID Event Guidelines.	<input type="radio"/> Yes <input type="radio"/> No
6. Management of unwell staff/ volunteers or patrons	Is managed as per the WA Government COVID Event Guidelines provided by the Environmental Health Directorate. Please provide evidence for all sub-headings below:	<input type="radio"/> Yes <input type="radio"/> No
	A plan is in place for safe removal of symptomatic individuals or individuals of potential COVID-19 contacts or quarantining individuals from the event (including staff access to PPE, appropriate on-site medical resources, designated area to isolate unwell patron if necessary, plan in place to move potentially unwell patron through the events space safely).	<input type="radio"/> Yes <input type="radio"/> No
	A plan is in place to ensure patrons and staff/volunteers do not attend event if unwell.	<input type="radio"/> Yes <input type="radio"/> No
7. Communications	Is managed as per the WA Government COVID Event Guidelines provided by the Environmental Health Directorate. Please provide evidence for all sub-headings below:	<input type="radio"/> Yes <input type="radio"/> No
	A communication plan is to be in place to ensure patrons and staff/volunteers are aware prior to event that they will not be admitted if unwell.	<input type="radio"/> Yes <input type="radio"/> No
	Signage appropriate to patron and staff/volunteer demographics is to be utilised to remind people of requirements for physical distancing, hand hygiene and respiratory etiquette.	<input type="radio"/> Yes <input type="radio"/> No
	A communication plan is in place to communicate during the event to patrons and staff/volunteers of any relevant COVID information- i.e. closure of event, transport options.	<input type="radio"/> Yes <input type="radio"/> No
8. Contact Tracing	Is managed as per the WA Government COVID Event Guidelines provided by the Environmental Health Directorate. Please provide evidence for all sub-headings below:	<input type="radio"/> Yes <input type="radio"/> No
	Registry of all patrons maintained and kept on record, with contact details, to ensure individuals can be contacted if a person attending the event tests positive for COVID-19.	<input type="radio"/> Yes <input type="radio"/> No
	If able, allocate seating arrangements to allow the most effective, simple and efficient identification of close contacts if required.	<input type="radio"/> Yes <input type="radio"/> No
	Maintain a register with contact details for all staff and volunteers to facilitate contact tracing if required.	<input type="radio"/> Yes <input type="radio"/> No

9. Waste management	A plan is in place to segregate and dispose of waste safely without risk of contamination to the public (including safety PPE for staff). Attach evidence.	<input type="radio"/> Yes <input type="radio"/> No
10. Emergency Procedures	There is a plan in place regarding procedure of evacuation of event if required. Attach evidence.	<input type="radio"/> Yes <input type="radio"/> No
	Emergency Muster Points have enough space to allow patrons and staff maintain adequate physical distancing. Consideration should be given to space at Muster Points nearest the areas likely to have the most crowds- i.e. near stages etc. Attach evidence.	<input type="radio"/> Yes <input type="radio"/> No
11. Contractors	All contractors utilised have their own approved COVID-19 safety plans and procedures in place, whilst also adhering to all site and event COVID safety planning. Attach evidence.	<input type="radio"/> Yes <input type="radio"/> No

Last updated 16 September 2020

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