



Event Planning Guide

COVID-19 has affected how events and activities can be run. This document is a **guide** in to assist you with potential control measures & strategies that will assist you in your COVID-19 Management plan.

Things to consider for your event:

- Characteristics of the events location (size, type, indoor/ outdoor, crowd density etc)
- Number & key characteristics of the expected participants in the event (age, health status, international/ local travel to event)
- The expected interactions among participants during the event (closeness of contact etc)
- Duration of event

This year your event may need to make some drastic changes to be able to run. If you have ever thought of changing different components to your event- this could be a great opportunity to implement them!

Example Control Measures

Pre-Event Planning	COVID-19 Safe Plan vs COVID-19 management plan Depending on your event will depend on which document you will need to complete and submit to Health SA
	COVID-19 Plan (Including updating Risk Management Plan) Develop a communication strategy and a community engagement plan for the event aimed at keeping public informed about the health situation, key developments & any advice they should take
	Site Plan Keeping in mind the 1.5m rule will apply- you may have longer lines for food vendors so ensure there is sufficient space, so attendees are not blocking walkways or lined up into other spaces <i>ie. Consider giving food vendors twice the space to allow for longer lines</i> <i>ie. Increase food vendors/ allow multiple sites</i> <i>ie. Increase Coffee vans</i>
	Liaise with all relevant stake holders Establish collaboration and coordination mechanisms among all stake holders & partners involved in the event
	Establish a clear line of command and control, and enabling efficient situation analysis and decision making
	Develop a cleaning schedule for increased routine cleaning and disinfection (using approved disinfectants (70% alcohol) Adequately stocked with supplies for handwashing & hand sanitizers, paper towel
	Consider ways to significantly reduce number of attendees- limited, staggered arrival times etc

	Host the event outdoors rather than indoors
	Consider hosting your event that has greater capacity/ or has fencing to allow ticketing
	Contact Tracing By having a ticketed event (can still be free) to ensure you know how many & can have a maximum capacity <i>ie. This can assist with further up-to-date communication direct to the attendee</i> <i>ie. Different platforms are available- Eventbrite etc</i>
	Consider extra PPE you may need to safely maintain infection control
Pre-attendance	Communicate to event goers: -to stay home if unwell -advise people with a higher risk of developing COVID-19 to stay at home -download the COVID-19 app before attending
	Ensure the availability of handwashing facilities with soap & water
	Organize signage to remind people to observe social distancing and hand hygiene <i>Post signs in visible locations (ie at entrances/ restrooms) that promote social distancing, stop the spread, Download the Covid-19 SAFE App, proper hand hygiene</i>
	Communicate with your stall holders/ venues what your COVID-19 plan is. <i>ie. Cashless event, avoid self serve (ie sauce bottle), clean & disinfect frequently touched surfaces between use, avoid share platters, use disposable food service items</i>
At Event	Have your COVID plan available for the public and for authorized officer in the event of a site inspection.
	Ensure regular and thorough cleaning and disinfection <i>(hand rails/ door handles/ bbq areas/ toilets/ play grounds / tables & chairs/ kitchen areas etc)</i>
	Regulate the flow and density of people entering and departing the event
	Hand sanitizers available at entry points/ food areas/ near toilets
	Gloves for volunteers who need to remove rubbish
	Promote 'tap and go preferred' (no cash)
	Areas to have flow of pedestrian traffic as 'one way'
	Volunteers/ Staff to monitor social distancing, remind those who are gathering to social distance
Ensure staff/ volunteers have frequent handwashing	

	Immediately separate staff and attendees with COVID-19 Symptoms (fever, cough, shortness of breath) at the event. Individuals who are sick should go home or to a health care facility. Notify health officials
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RESOURCES:

COVID-19 Plan for Events

- Emergency Management (Public Activities No.3) (COVID-19) Direction 2020
- FAQ- Public Activities Direction No.3
- Contact Tracing Record Attendance at Public activities template

<https://www.covid-19.sa.gov.au/emergency-declarations/public-activities>

All events will need to complete either a COVID Safe plan or a COVID Management Plan through SA Health:

COVID Safe Plan:

<https://www.covid-19.sa.gov.au/restrictions-and-responsibilities/activities-and-gatherings>

COVID Management Plan:

https://www.covid-19.sa.gov.au/_data/assets/pdf_file/0003/233931/COVID-Management-Plan-Template.pdf

SA COVID-19 Information line- 1800 253 787

-Offers local information and advice on general COVID-19 information for SA (9am-5pm everyday)

-If you have queries whilst completing your COVID Management plan contact- 8226 7100 or
public.health@sa.gov.au

COVID-Safe resources that assist you in the promotion of your event-

<https://www.australia.gov.au/covidsafe-resources>

All this information was collated from:

Centres for Disease Control and Prevention

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

Australian Government Department of Health

World Health Organisation