

# APPENDIX 1

## EVENT-ORGANISER COVID-19 RESPONSE-PLAN CHECKLIST

	Person responsible	Date to be completed	Completed (tick)
<b>PLANNING AND PREPARATION</b>			
Familiarisation with: <ul style="list-style-type: none"> <li>The government's <i>COVID-19 Resilience and Recovery 2021: The Path Ahead</i></li> <li>The Department of Enterprise, Trade and Employment's <i>Work Safely Protocol</i></li> <li>The Department of Health's <i>COVID-19 (Coronavirus): Stay Safe Guidelines</i></li> <li>All relevant and recent COVID-19 advice from the HSE, HSA, HIQA, ECDC and HPSC</li> </ul>			
Appoint COVID-19 Compliance Team <ul style="list-style-type: none"> <li>Lead Worker Representative</li> <li>Lead Coordinator</li> <li>Compliance Officers</li> </ul> <b>Section 5.2</b>			
Carry out COVID-19 risk assessments <b>Section 4</b>			
Develop infection-prevention control measures <b>Sections 6–18</b>			
COVID-19 Response Plan has been developed and communicated with workers, including relevant HR policies and procedures <b>Section 13</b>			
Develop plan for responding to suspected cases and suspected outbreak of COVID-19 in the workplace and at the event <b>Section 17</b>			
Update existing occupational health-and-safety risk assessments and safety statement <b>Section 3</b>			
Update existing operational plans (EMP, Medical Plan, Stewarding Plan, Emergency Response Plans) <b>Section 3</b>			

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<b>PLANNING AND PREPARATION</b>			
<p>Create and maintain a communication plan for all relevant stakeholders, including:</p> <ul style="list-style-type: none"> <li>• Workers</li> <li>• Contractors and suppliers</li> <li>• Attendees</li> <li>• Statutory bodies</li> <li>• Artist and performers</li> </ul> <p><b>Section 13</b></p>			
<p>Implement your COVID-19 infection-prevention control measures, including:</p> <ul style="list-style-type: none"> <li>• Ventilation</li> <li>• Hand hygiene: information on hand-washing procedures and provision of facilities/resources</li> <li>• Respiratory hygiene: face-covering policy</li> <li>• Physical distancing for workers and attendees: <ul style="list-style-type: none"> <li>○ During ingress</li> <li>○ During egress</li> <li>○ During circulation and viewing</li> <li>○ While using services and facilities</li> <li>○ While carrying out duties and functions</li> <li>○ Consider the use of barriers, screens, PPE</li> </ul> </li> <li>• Entry conditions and access control in places, including ticketing system</li> <li>• Calculate COVID-19 attendee capacity for each area within the venue</li> <li>• Mechanisms for screening of workers and attendees in place</li> <li>• Suppliers and contractors management systems in place</li> <li>• Enhanced cleaning regime established and implemented</li> <li>• Installation of signage, physical-distancing floor markers and upright signage, directional signage</li> <li>• Consider Zone Ex management requirements</li> </ul> <p><b>Sections 6–18</b></p>			
<p>System in place for recording contact details for contact-tracing purposes</p> <p><b>Sections 6–7</b></p>			
<p>Isolation rooms identified and how many depending on the size of the venue</p> <p><b>Section 17</b></p>			

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<b>WORKER ARRANGEMENTS</b>			
All workers to complete 'Return-to-work Form' before commencing/recommencing work <b>Section 6</b>			
All workers to complete COVID-19 training before commencing/recommencing work <b>Section 6</b>			

	Person responsible	Date to be completed	Completed (tick)
<b>DAY OF EVENT</b>			
Access control systems in place <ul style="list-style-type: none"> <li>• Ticketing plan               <ul style="list-style-type: none"> <li>○ Communications plan</li> <li>○ Contact-tracing system</li> </ul> </li> <li>• Queue management systems in place</li> <li>• Signage installed <b>Section 13</b></li> <li>• Stewarding briefed and in place</li> <li>• Face-covering policy in place <b>Section 8</b></li> </ul>			
Physical-distancing measures in place for workers and attendees: <ul style="list-style-type: none"> <li>○ During ingress</li> <li>○ During egress</li> <li>○ During circulation and viewing</li> <li>○ While using services and facilities</li> <li>○ While carrying out duties and functions</li> <li>○ Consider the use of barriers, screens, PPE</li> </ul> <b>Section 9</b>			
Installation of signage for physical-distancing floor markers and upright signage: <ul style="list-style-type: none"> <li>○ Physical distancing, including floor markings</li> <li>○ Hand hygiene</li> <li>○ Respiratory etiquette and mask policy</li> <li>○ Way-finding and directional signage</li> <li>○ Do's and Don'ts</li> </ul> <b>Section 13</b>			
Enhanced cleaning measures in place			

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<ul style="list-style-type: none"> <li>• High-touch surfaces</li> <li>• Extra cleaning staff</li> <li>• Additional bins</li> <li>• Increased frequency</li> <li>• Suspected case and contaminated-waste plan</li> <li>• Shared equipment</li> </ul> <p><b>Section 12</b></p>			
<p>Heating ventilation and air conditioning</p> <p>Increased ventilation</p> <ul style="list-style-type: none"> <li>• Manual</li> <li>• Mechanical</li> </ul> <p><b>Section 10</b></p>			
<p>Consideration of specific groups, including:</p> <ul style="list-style-type: none"> <li>• Children</li> <li>• People with disabilities</li> <li>• Vulnerable and high-risk groups</li> </ul>			
<p>Artists'/performers' considerations:</p> <ul style="list-style-type: none"> <li>• Artists/performers COVID-19 Response Plan</li> <li>• Activity risk-assessment carried out</li> </ul> <p><b>Section 11</b></p>			
<p>Zone Ex management plan in place</p> <ul style="list-style-type: none"> <li>• Transport to and from the event</li> <li>• Local businesses and residents liaison</li> <li>• Signage installed on approach routes</li> </ul> <p><b>Section 16</b></p>			

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<b>POST EVENT</b>			
Conduct post-event debrief and review			
Update and revise plan as appropriate			
Share findings with stakeholders as appropriate			