



COMMONWEALTH OF DOMINICA

## Ministry of National Security and Home Affairs

**Annex II (Revised Nov 12, 2020)**

### **EVENT CHECKLIST**

**TO BE USED BY EVENT ORGANIZER AS A GUIDE FOR EVENT IMPLEMENTATION**

**TO BE USED BY THE SITE INSPECTION TEAM FOR FINAL APPROVAL PROCESS**

Event name:	
Contact person name:	Contact phone number/email address:
Event location:	Checklist completion date: (MM/DD/YYYY)
Event commencement date and time: (MM/DD/YYYY)	Event completion date and time: (MM/DD/YYYY)
Anticipated attendance details: (e.g. anticipated attendance numbers, number of event staff, etc.):	
Brief description of the types of activities occurring at the event (e.g. concert, market stalls, food etc.):	

## **What you need to do to safely operate your event**

### **1. CONTROL ARRANGEMENTS**

#### **a. Before the event**

- Obtain any necessary approvals to operate from the Ministry of Health
- Identify and appoint a key staff member, responsible for implementing and reviewing the details in the COVID Safe Events Checklist.
- Keep up to date with additional guidance by monitoring the health guidelines from the Ministry of Health
- Ensure that businesses operating at the event comply with their respective COVID safety protocols (e.g. beverage sponsors)
- Ensure staff attending the event are adequately trained to manage the COVID-19 requirements as per guidelines from the Ministry of Health
- Adopt procedures to manage psychosocial risks (including patron aggression)
- Ensure inspection from authorized personnel of the Ministry of Health

#### **b. During the event**

- Temperature cheques and sanitization of hands should be engaged for all entrants
- Monitor implemented COVID guidelines during the event at regular intervals (e.g., at the beginning of the event, hourly, prior to and at the conclusion of main acts / performances, prior to expected increases in attendee movement)
- Ensure you have a copy of this signed checklist which must be produced if requested by a relevant enforcement officer. A copy may be provided electronically
- Trained event staff must wear identification that indicate they are trained to deal with COVID guidelines
- Employees/attendees concerns to include but not limited to identifying specific probable COVID symptoms or signs can engage Security personnel or call the COVID hotline

## **2. COMMUNICATE EXPECTATIONS TO EVENT STAFF AND ATTENDEES**

### **a. Before the event**

- For ticketed events,
  - ensure refund policies are well defined in social media and on the event website.
  - Ticket holders should not be penalized for not attending if there is confirmed information that they may have contacted that virus on under quarantine due to contact with another COVID patient
- Include messaging prominently displayed on event website/SM handles and at the back of the ticket, that people must not attend the event if they have COVID-19 symptoms.
- Ensure key health messages are shared via social media and are displayed on the event website, if available:
  - Stay at home if unwell or have a cough, fever, sore throat, fatigue, or shortness of breath.
  - How to seek assistance if becoming unwell during the event (locate security, event officials or first aid)
  - Maintaining physical distancing requirements is the individual's responsibility
- Communicate security requirements via social media and event website to prevent crowding at entry points
- Place signs at entry points to instruct attendees not to enter the venue if they are unwell that is, if they feel they may have COVID-19 symptoms, have been overseas in the last 14 days, or have been in close contact with a confirmed case.
- Prominently display hygiene placards (e.g. hand washing and sanitizing practices).

### **b. During the event**

- Use loudspeakers or PSAs disseminate information about the public health measures implemented at the event
- Ensure signs about enhanced public health measures are maintained and visible

### **3. MAINTAIN PHYSICAL DISTANCING**

#### **a. Before the event**

- Determine the total number of people allowed on site at any given time, as per the physical distancing requirements of **36 sq ft per person**
- Establish a system to monitor the numbers of people entering and exiting the event site, to ensure the site capacity as approved is not exceeded.
- Develop and implement practices to manage the number of people inside discrete areas of the event (e.g., toilet facilities, retail spaces, food service areas) at any given time (e.g. using signage).
- Place floor markings, wall markings or signs to identify 6 feet distance between persons queuing at all relevant locations (e.g., at all entries, ticket booth (if available), toilets, food areas, etc...)
- Use physical barriers in high foot traffic areas to separate crowds
- Ensure one-way flow of foot traffic is established where applicable
- Use separate entries and exits within discrete areas of the event site
- Limit the use of cash transactions by selling tickets through online vendors, promote events where people bring in their own food and/or drinks, promote use of POS machines
- Where practical, direct delivery drivers or other contractors visiting the event to do so prior to the event and to minimize physical interaction with others. Vendors should have all equipment in before event start

#### **b. During the event**

- Monitor physical distancing as per Ministry of Health guidelines in each discrete area
- Monitor queuing arrangements to maintain physical distancing

### **4. SCREENING**

#### **a. Before the event**

- Implement symptom screening for event planning team at intervals, be screened upon shift commencement.
- Establish areas where attendees show probable symptoms or signs of COVID-19, during the event can be isolated from other attendees

#### **b. During the event**

- At entry points that have event staff or security personnel, ask screening questions of attendees such as:
  - In the last 14 days have you travelled from overseas or a COVID-19 hotspot?
  - Have you been in close contact with a person who is positive for COVID-19?

- Are you an active COVID-19 case?
- Are you currently, or have you recently?
- Experienced cough, fever, sore throat, fatigue, or shortness of breath?

If yes to any of the above:

- Isolate the attendee in the nearest designated isolation space.
  - Provide the affected person with appropriate personal protective equipment.
  - Refuse entry to the event and refer the person to first aid, medical or in-event health services if available.
- Screening questions can be undertaken concurrently with other entry activities, e.g., during ticket purchasing or security check upon entrance.

## **5. CONTACT TRACING FACILITATION**

### **a. Before the event**

- A record of all on-site event planning staff to include name, phone number, email address, home address, organization affiliation, areas of work (e.g., security at front gate, cleaner in retail space), time of entry to the event site, time of leaving the event site.
- For ticketed events only, records for at least one person per group must be kept that include: name of attendee, contact phone number, email address, home address

### **b. During the event**

- Records should be kept in a private location and should be kept for up to 30 days after the event for contact tracing purposes.
- Records of contact information for staff and attendees provided upon request by the Ministry of Health

## **6. REGULAR AND THOROUGH CLEANING**

### **a. Before the event**

- Ensure staff has the appropriate personal protective equipment (masks, sanitizers, etc.)
- Establish frequent cleaning protocols for areas of high foot traffic (e.g., bathrooms, food, and beverage areas).

- b.** Ensure that there are enough supplies of cleaning products (e.g. detergent, sanitizer, bleach, etc) to last the duration of the entire event.

**c. During the event**

- Toilets - ensure that frequently touched areas and surfaces are cleaned regularly with detergent or disinfectant (including shared surfaces such as taps, basins, benches, hand drying equipment/paper towel dispensers, doors/door handles, locks on toilets, etc.).
- General cleaning –implement practices to ensure that the venue is frequently cleaned, with a particular focus on high contact areas, such as equipment, dining tables, counter tops and sinks are regularly cleaned
- Increased frequency will be required during expected high usage times (e.g. intermission times in an event when more people use toilets and food and beverage areas)
- Gloves should be used at heavily contaminated areas, such as cleaning of toilet facilities and should be considered single use and disposed of appropriately.
- Cleaning and disinfection after suspected or confirmed COVID-19 infection

**7. HAND SANITIZING AND HAND WASHING FACILITIES**

**a. Before the event**

- Establish hand washing / sanitizing stations and practices for staff and attendees as they enter and exit the event site and discrete areas within the site
- Hand washing / sanitizing stations must include clean running water, liquid soap, and paper towel. If hand washing facilities are not available, an appropriate alcohol-based hand rub should be made available.
- Provide sanitizer stations outside of toilet facilities and throughout the event. Ensure that stations are adequately stocked and cleaned. Alcohol-based hand sanitizer containing at least 60% ethanol, or 70% iso-propanol are recommended.
- Hand washing facilities are required for food businesses.

**b. During the event**

- Ensure hand sanitizer and hand washing facilities are maintained throughout the event site for staff and attendees.
- Encourage staff to practice good personal and hand hygiene, in accordance with standards set Ministry of Health, Wellness and New Health Investments.

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**FOR INTERNAL USE ONLY**

**You have successfully met the requirements to enable implementation of your event. Please ensure that your team remains compliant with all safety requirements throughout materialization of the event. Failure to do so will result in immediate shut down.**

**(Approval Stamp)**