COVID-19

> Checklist for Events
a helpful guide to ensure you are covering all the guidelines at your event
Updated: 7/11/2020

Event Duties

Event Organiser	**Pre-event**:
	☐ Receive AB approval for Event.
	☐ Arrange advertisement of event on ecclesial WhatsApp and Newsletter.
	☐ Request attendees register via the Chmeeting app.
	☐ Double check current restrictions and ensure they are adhered to.
	☐ Nominate 1-2 Covid Marshalls and advise them of numbers attending and registration process.
	☐ Familiarise yourself with the COVID Safety Plan and Attendance Guidelines (https://www.riverwoodce.com.au/covid19-safety-plan)
	Post-event:
	☐ Liaise with Covid Marshalls to ensure all aspects of the safety plan were adhered to.
Covid Marshall	**Pre-event:**
	☐ Obtain attendee numbers from Event Organiser.
	☐ Double check current restrictions and Covid-19 Safety Plan and ensure correct signage is displayed at the hall.
	☐ Set up chairs and tables to ensure 4 square metre rule is being followed.
	☐ Check stocks in bathrooms and kitchen of paper towels, anti-bacterial soap and hand sanitiser. Check we have spare disposable masks available.
	☐ Familiarise yourself with the COVID Safety Plan and Attendance Guidelines (https://www.riverwoodce.com.au/covid19-safety-plan)
	During Event:
	☐ Check attendees off registration roll on the Chmeetings app or other event registration. Ensure any non-registered attendees check in via the QR scan.
	☐ Request attendees sanitise and are temperature checked upon entry.
	☐ Ensure attendees are adhering to the 1.5m physical distancing guidelines and are not mingling at the entrance to the hall.
	NB: Youth at youth only events are okay to mingle with each other, but adults must remain 1.5m distance from youth and other adults.
	☐ Clean frequently used indoor hard surface areas with detergent or disinfectant. Clean frequently touched areas and surfaces as per the **Riverwood Christadelphian Covid-19 cleaning procedure**.
	Post-event:
	☐ Ensure bathrooms and kitchen areas have been cleaned as per the **Riverwood Christadelphian Covid-19 cleaning procedure.**
	☐ Liaise with Event Organiser to ensure all aspects of the safety plan were adhered to.