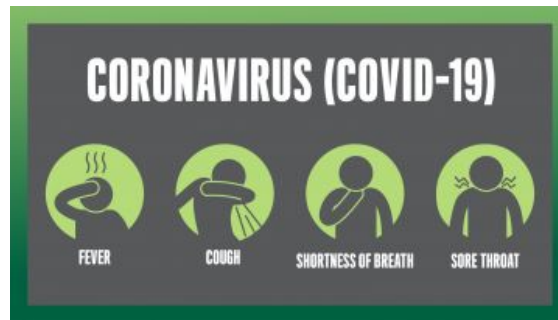


MANAGING EVENTS DURING THE COVID-19 (CORONAVIRUS) PANDEMIC

1. Know the symptoms:



Source: [AHPCC](#), March 2020

Through knowing the [signs and symptoms](#), event organisers are able to identify someone who could be carrying COVID-19 so they can minimise contact with other guests and remove the infected individual from the premises to isolation.

2. Reducing the risk of spreading COVID-19

[Simple steps guests can take to protect themselves and other:](#)

- Clean your hands often: wash hands for 20 seconds regularly with antibacterial soap
- Avoid close contact: instead of shaking hands or hugging, guests are advised to use non-contact forms of greetings such as a wave
- Stay home if you are sick: if guests are sick they stay home until fully recovered
- Cover coughs and sneezes: cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow, afterwards ensure tissue is thrown away and hands get sanitized or washed. To ensure the highest risk prevention events should be provided tissues and hand sanitiser for guests.
- Clean and disinfect: frequently clean and disinfect surfaces daily - tables, doorknobs, light switches, countertops, handles, desks, toilets, faucets and sinks should be disinfected. [Follow the WHO advice here.](#)

3. Effective communication

- Communicate regularly and effectively with your attendees to ensure they are kept up to date with the correct information regarding the event
- Ensure you have all the guest attendees contact details so you are able to efficiently update them, and inform them they need to self-isolate if an attendee becomes ill
- If an attendee or staff member becomes ill, follow the WHO's [self-isolation guide](#)
- Consider the target audience for the event. Older people or those with underlying health issues are particularly vulnerable to COVID-19

4. Monitor the situation

- Stay informed - follow advice given by your healthcare provider, local and national public health authority. Avoid panic and hysteria from social media; national and local authorities will have the most up to date information on whether COVID-19 is spreading in your area and are best placed to advise on what people in your area should be doing to protect themselves

5. Consider the format of your event

- Social distancing can help reduce the spread of coronavirus. Consider the layout and format of your event; where possible, maintain at least 4m radius between attendees
- Follow the Australian Department of Health's [official guidelines for hotel guests](#)
- Limit indoor public gatherings to less than 100 people, and outdoor to less than 500. Organisers should undertake risk assessments using [advice from local and national public health authorities](#) and implement the precautionary measures detailed. The decision to hold, restrict, modify, postpone or cancel your event should be based on a thorough assessment of the risk

6. Dispel the myths

- Refer to the WHO's [advice on myth busters](#) to ensure you are correctly informed
- Educate and inform your team on the correct recommended response to the virus

This is general advice, if you need help developing a specific Safe Work Method Statement (SWMS) for your event, please contact the Flare team, as we are always here to help in any way.

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