

Event Organizer Check List: Events During COVID-19

During the COVID-19 pandemic, events pose a unique risk of potential spread of COVID-19.

Planning an event? Let this checklist be your guide to ensuring all necessary precautions are in place, and that you are prepared for your role in Contact Tracing, should a case of COVID-19 be confirmed in someone who has attended your event.

Properly Prepare for your Event

- Review the [Alberta Health Guidance](#) and event restrictions. If your event fits these guidelines, proceed with next steps.
- Ensure your event location is appropriately cleaned in advance of your event.
 - Follow the [COVID-19 Public Health Recommendations for Environmental Cleaning of Public Facilities](#).
- Ensure that physical distancing of two metres/six feet is reinforced by posting signage signs and markers posted to remind people of these requirements.
 - Remember: where not distancing is not possible, ensure masking requirements are made clear and are in place.
- Also consider printing these resources and posting them at your event location:
 - [How to Hand Wash](#) (poster)
 - [How to use Alcohol-based Hand Rub](#) (poster)
- Print or download [this template](#), and collect attendee contact information before the event occurs. It's important to gather names and email addresses so that you may contact all of your event participants should a case of COVID-19 be confirmed in an attendee at your event.

Communicate with your Guests

- Inform your guests / attendees of the safety measures you will have in place, so that they know what to expect and also how to contribute to preventing the spread of illness.
- Inform participants why you are collecting their contact information (use template here), and assure them that if the need for notification arises, you will “blind copy” all recipients to protect privacy.
- Advise your guests to stay home if they are sick or [have any symptoms](#).
- [Wear a mask](#) and ask your guests to do the same to help limit the risk of spread to others.
- Suggest to all guests that they download and use the [mobile contact tracing app](#).
- Take care of hand hygiene:
 - Provide guests with list of appropriate hand sanitizer products: [List of Hand Sanitizers Authorized by Health Canada](#) (also available in [French](#))

At the Event

- Have a check-in station or set-up at the event and ask your guests to sign in when they arrive so that you capture a complete list of all individuals who attend the event.
- Reinforce all required and recommended safety measures and guidelines throughout duration of your event.