



COVID-19 Event Checklist

Event Details	
Club / organiser name:	
Event:	
Date:	
Location:	
Safety Coordinator:	

Complete this checklist and provide to NSWISA via email (admin@nswisa.com) at least two days prior to the event.

Appoint a COVID-19 Safety Coordinator responsible for: <ul style="list-style-type: none"> Reviewing / updating COVID-19 Event Safety Plan, advise if there are any concerns and ensure a copy is available on the premises for inspection by an authorised officer as required; 	<input type="checkbox"/>
<ul style="list-style-type: none"> Confirm with venues that they have a COVID-19 safety plan in place and it is available on the premises for inspection by an authorised officer; 	<input type="checkbox"/>
<ul style="list-style-type: none"> Collecting details of all attendees; 	<input type="checkbox"/>
<ul style="list-style-type: none"> Asking all attendees if they are experiencing any COVID-19 symptoms, have recently travelled overseas, visited Victoria in the 14 days prior to the event, attended any of the reported case locations listed on the NSW Health website, come into contact with anyone who is a confirmed case of COVID-19, anyone failing is not permitted to enter; 	<input type="checkbox"/>
<ul style="list-style-type: none"> Asking anyone exhibiting symptoms, or they reasonably suspect could have or has been exposed to COVID-19 to leave immediately and isolate while they arrange for a test to be completed; and 	<input type="checkbox"/>
<ul style="list-style-type: none"> Monitor attendees to ensure that safe distancing and hygiene practices are in place and being followed. 	<input type="checkbox"/>
Prepare a COVID-19 Safety Kit for the event including: <ul style="list-style-type: none"> The completed COVID-19 Safety Plan; 	<input type="checkbox"/>
<ul style="list-style-type: none"> Hand sanitiser, PPE including gloves, masks; 	<input type="checkbox"/>
<ul style="list-style-type: none"> Cleaning products to wipe down gates/barriers etc.; 	<input type="checkbox"/>
<ul style="list-style-type: none"> Appropriate resources to capture name and mobile number or email address for all attendees (must be stored securely for 28 days); 	<input type="checkbox"/>
<ul style="list-style-type: none"> Appropriate signage to be used at the venue (see COVID-19 Event Safety Plan for examples); 	<input type="checkbox"/>
<ul style="list-style-type: none"> Tape (for marking floors etc. to maintain safe distancing). 	<input type="checkbox"/>
Contact all attendees via email, social media and / or website and advise them: <ul style="list-style-type: none"> Do not attend if you have been diagnosed or tested for COVID-19, or have been in close contact with someone who has or is showing any symptoms; 	<input type="checkbox"/>
<ul style="list-style-type: none"> Practice social distancing, no hugging or hand shaking and maintain 1.5m distance (unless you are from the same household); 	<input type="checkbox"/>
<ul style="list-style-type: none"> Spectators are limited to one parent/carer per skater under 18 years; 	<input type="checkbox"/>
<ul style="list-style-type: none"> Apply hand sanitiser before entering the venue and again as required; 	<input type="checkbox"/>
<ul style="list-style-type: none"> Use good hand hygiene i.e. wash with soap and water for at least 20 seconds and dry hands correctly; 	<input type="checkbox"/>



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<ul style="list-style-type: none">• Cover coughs and sneezes with an elbow or a tissue, avoid touching the face, eyes, nose and mouth and dispose of tissues hygienically;	<input type="checkbox"/>
<ul style="list-style-type: none">• Do not share equipment, bring your own tissues, water bottle, snacks etc.;	<input type="checkbox"/>
<ul style="list-style-type: none">• Keep your personal belongings separate by 1.5m;	<input type="checkbox"/>
<ul style="list-style-type: none">• Arrangements for entry / exit or drop-off / pickup as appropriate; and	<input type="checkbox"/>
<ul style="list-style-type: none">• Consider downloading the COVID-19 Safe app.	<input type="checkbox"/>