



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"> Ensuring that all attendees are asked if they are experiencing any COVID-19 symptoms, have recently travelled overseas, visited Victoria in the 14 days prior to the event, visited a location in NSW at a time and date that requires them to self-isolate (see https://www.nsw.gov.au/covid-19/latest-news-and-updates), 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"> Do not attend if you have recently travelled overseas, visited Victoria in the 14 days prior to the event, visited a location in NSW at a time and date that requires you to self-isolate (see https://www.nsw.gov.au/covid-19/latest-news-and-updates); 	<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"/>



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• Any photos should be taken observing the 1.5m social distancing rule;	<input type="checkbox"/>
• Spectators are limited to two parent/carers per skater for minors or one chaperone per skater for adult competitors where practical;	<input type="checkbox"/>
• Spectators must remain seated at all times unless visiting the café or bathroom;	<input type="checkbox"/>
• Spectators must ensure that they abide by all social distancing requirements and any directions from the COVID safe marshal and remain 1.5m from anyone who is not from their household;	<input type="checkbox"/>
• Anyone not abiding by the COVID safe plan will be asked to leave the premises immediately;	<input type="checkbox"/>
• Attendees are to leave immediately following the presentation or conclusion of their event and not remain on premise to watch other events;	<input type="checkbox"/>
• Attendees should not carpool with people from different households;	<input type="checkbox"/>
• A temperature check will be taken prior to entry to the venue;	<input type="checkbox"/>
• Apply hand sanitiser before entering the venue and again as required;	<input type="checkbox"/>
• Use good hand hygiene i.e. wash with soap and water for at least 20 seconds and dry hands correctly;	<input type="checkbox"/>
• 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"/>
• Do not share equipment, bring your own tissues, water bottle, snacks etc.;	<input type="checkbox"/>
• Keep your personal belongings separate by 1.5m;	<input type="checkbox"/>
• Arrangements for entry / exit or drop-off / pickup as appropriate; and	<input type="checkbox"/>
• A map of the venue with information on entry/exit to the ice, restricted areas for coaches and skaters only etc.; and	<input type="checkbox"/>
• Consider downloading the COVID-19 Safe app.	<input type="checkbox"/>