

## Checklist for good infection control at events

Measure	Notes
<b>Organiser's overall responsibility</b>	
Become familiar with the applicable guidelines for the event according to COVID-19 regulations and applicable municipal guidelines.	
Carry out a risk assessment for the event	
Ensure that employees are familiar with infection control advice	
Inform participants/ performers/ audience about infection control measures before the event. Consider having information in several languages.	
Make information about infection control measures available via posters or other information material.	
Ensure there is a plan for handling, isolating and following up suspected cases	
Ensure that there is an overview of attendees to aid the municipality in subsequent contact tracing.	
Ensure there are sufficient employees to make sure infection control measures are met.	
<b>Hygiene measures</b>	
Ensure there is sufficient soap and paper towels available at handwashing facilities and toilets	
Ensure that there are sufficient handwashing/ hand disinfection points available to the participants / performers / audience	
Hang up posters about handwashing routines and cough etiquette.	
<b>Cleaning</b>	
Make a cleaning plan that describes frequency and routines.	
Ensure enhanced cleaning of sanitary facilities and frequent contact points	
<b>Limit contact between people</b>	
Ensure that the size of the venue allows distance requirements to be met throughout the event.	
Split participants into smaller groups if possible.	
Measures to avoid congestion in areas such as entrances, toilets, restaurants and bars	
Consider floor markings to ensure distance is kept in areas where congestion may occur.	
Consider arrival/departure in designated groups	
Inform about limiting the use of public transport to and from the event, where possible	
Limit the number of companions to those who are necessary	

