

Table 1 – Risk factors and measures		
Risk factor	Assessment	Risk-reducing measure
Transmission of COVID-19 in the municipality	With local transmission, there is a high risk of transmission at events.	<ul style="list-style-type: none"> • Cancel/ postpone • Webinar or similar if possible
International participation	International participation increases the risk of infection. People who have been in areas with widespread transmission for the past 14 days should be in home quarantine.	<ul style="list-style-type: none"> • Ensure good information • People with symptoms of respiratory tract infections should not attend the event
Participants who are critical workers	Particular caution should be applied for courses, seminars and other events involving healthcare workers or other critical workers.	<ul style="list-style-type: none"> • Ensure good information • Webinar or Skype meeting • Hygiene measures
Risk groups	Elderly people and people with chronic conditions are at higher risk of a severe course of COVID-19	<ul style="list-style-type: none"> • Ensure good information • Hygiene measures
Indoor or outdoor event	There is a greater risk of infection in indoor events than outdoors	<ul style="list-style-type: none"> • Increased focus on hygiene and other measures to reduce transmission
Number of participants / performers / audience	Many participants / performers / audience and close contact increase the risk of infection. Ensure that the requirements for distance between people of at least 1 metre are met	<ul style="list-style-type: none"> • Limit the number • Reduce close contact, e.g., by reducing the audience size, regulating audience areas, increasing the number of toilets
Open event	There will be uncertainty about the number of participants, presence of people from outbreak areas, risk groups etc. Open events are not allowed yet.	<ul style="list-style-type: none"> • Estimate the number of participants and get an overview • Limit the number of participants if possible
Food serving / alcohol serving	Places that serve food are often associated with close contact. Serving alcohol can reduce the effect of infection control measures	<ul style="list-style-type: none"> • Hygiene measures • Increase capacity of the number of serving places and seating or, if necessary, remove all or part of the catering
Transport	Transport to and from events is often associated with infection risk due to close contact	Increase transport capacity Ensure thorough cleaning on transport
Duration of the event	Prolonged events may increase the likelihood of transmission	Consider shortening the event