



# Organisation

## CHECKLIST FOR ORGANISERS

- During organisation everyone complies with the health rules in force
- During organisation everyone involved in work pays particular attention to proper personal hygiene
- No staff is known to be affected by a communicable disease and all staff members completed and signed a declaration reflecting the state of their health to this effect
- Equipment and furniture used at the event venue and for the event were disinfected as prescribed
- Health declarations were collected from subcontractors and suppliers
- Health safety regulations were collected from subcontractors
- A health safety protocol was drawn up for the event, which all staff working at the event are familiar with and have understood and accepted
- A crisis communication plan was drawn up for the event, which all staff working at the event are familiar with and have understood and accepted



# Organisation

## CHECKLIST FOR ORGANISERS

A pandemic manager was appointed for the event, whose contact details are available to all participants and staff working at the event

Safety measures for the event were notified to guests before the event

An official contact list was compiled before the event

The safety of data generated during the event is ensured in compliance with the GDPR regulation

If possible, materials and documentation relating to organisation are created in digital format

Staff were advised to avoid potential infection areas (mass events, public transport) before the event

Unnecessary risks should be avoided during organisation: if possible, meetings in person should involve fewer persons and be held in a larger space, or online, if possible

The documentation of the event is clear and retraceable



# Execution

## CHECKLIST FOR ORGANISERS

- The safety protocol that was previously drawn up is enforced at the event
- Contactless solutions are available for guests at the event (taking possibilities into account)
- Materials prepared for guests (e.g. convention pack) are delivered online, if possible, or pre-packaged and sanitised
- All guests submitted a health declaration
- The pandemic manager can be reached during the entire duration of the event
- Safety measures for the event are also communicated at the event itself, giving extra emphasis to compliance with them
- All staff members are familiar with the protocol to follow and the role of the pandemic manager
- Common and commonly used areas are disinfected multiple times during the event



# Execution

## CHECKLIST FOR ORGANISERS

The organiser ensures every opportunity for maintaining the recommended social distancing at the event

A sufficient amount of items are provided for maintaining personal hygiene (sanitiser, hand wipes, masks, etc.)

The ventilation of enclosed spaces with appropriate duration and frequency is ensured

The safety protocols of subcontractors are monitored and enforced

Staff involved in execution reduced contact with each other and with guests to the necessary minimum

All staff members are equipped with personal protective equipment

Continuous two-way communication is ensured (organisers/guests)

Capacities and guest contacts have been reduced in line with the characteristics of the venue

A query log is available (e.g. for contact tracing)



# After the event

## CHECKLIST FOR ORGANISERS

The organisers and the pandemic manager can be reached after the event, as well

Data generated during the event are kept for the necessary period, and then erased in compliance with the GDPR regulation

A notification protocol exists for the event of the subsequent discovery that a person presumed to be infectious (whether guest or staff) attended the event

Findings are collected and archived