

## Guidance for organisers and attendees of events and gatherings

This guidance is for people who work in a setting related to events/gatherings or are looking to plan an event in the near future with COVID-19 mitigations in place. For reference, a gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event.

### **How to plan a COVID-19 aware event**

Event organisers should make initial preparations before planning an event to promote healthy behaviours, environments, and operations that reduce the spread of COVID-19 in line with current Public Health guidance and advice.

### **Actions to take into consideration when planning an event:**

Ensure staff and attendees/audience know that they must <b>stay at home if unwell</b> with COVID-19 symptoms or if they have been told to self-isolate	Provide adequate <b>ventilation</b> when indoors, or in enclosed spaces such as marquees (or similar)	Increased cleaning frequency	Provide <b>hand hygiene</b> facilities
Face coverings are expected in indoor spaces. Event organisers should therefore promote the use of <b>face coverings</b> in event venues	Enable people to purchase tickets in advance	Encouraging attendees to respect each other's <b>space</b>	Consider how to deal with temporary episodes of high density

More detailed guidance here can be found here: <https://covid19.gov.im/businesses/guidance-for-organisers-of-events-and-gatherings/>

### **Lateral Flow Testing for events/gatherings**

Free lateral flow tests continue to be provided. Not everyone displays COVID-19 symptoms and transmission of the virus occurs through those unaware they have the virus. Regular testing twice per week (daily for close contacts of a case) will greatly help people to be alert to their infection and take action to help stop it spreading in a timely manner.

Testing before attending large events as well as before visiting vulnerable people is encouraged. Anyone with a positive lateral flow test and anyone with symptoms of COVID-19 should arrange their PCR test online or via 111 and isolate whilst awaiting their results to protect others from the virus. Twice weekly lateral flow testing following attendance at an event will alert people to their infection and allow them to take action to help stop it spreading in a timely manner and should therefore be encouraged.

## Further key considerations within event planning and risk management

**Indoor events:** Indoor events present a significantly higher risk of transmission than similar events taking place in outdoor spaces. Poor ventilation in indoor spaces increases the risk of transmission further. Consideration should be taken to look at larger venues if the event has to occur indoors. Large open rooms with either open windows or adequate ventilation system in places should be the preference.

**Outdoor events (including those with indoor areas):** Although outdoor events typically present fewer risks than indoor events, there may still be some indoor spaces within outdoor venues where risks are likely to be higher.

**Congested areas:** Some areas are more prone to potential congestion and crowding, including concession stands, bars, toilets, turnstiles, lifts, corridors, walkways, entry/exit points and ticket collection points.

**Crowd density:** As crowds at an event become denser (particularly in relation to venue size and capacity), it becomes more difficult for people to be physically distant from each other, and close contact inevitably increases.

**Large numbers of attendees:** Events where large numbers of people attend do not necessarily constitute a greater risk than smaller events, (particularly if the event is outside or attendees are dispersed over a large area). However, end-to-end transmission risks can be increased through large numbers of people travelling to and from venues and visiting nearby premises such as pubs, bars and restaurants.

**Events involving energetic activity:** Observations indicate that unstructured and energetic activity with a high crowd density may lead to higher airborne transmission risks.

## Risk assessment - [Guidance on completing a risk assessment](#)

Event organisers and hosts are strongly encouraged to carry out regular risk assessments and take precautionary measures to create a safe environment for their staff and event attendees. Risk assessments can be used to identify and to mitigate against any COVID-19 related risks.

As well as conducting risk assessments event organisers should engage with local authorities and other relevant bodies early in their event planning process, to ensure the event can take place as safely as possible. For more information in regards to the bodies that should be notified primarily within the Event Safety Advisory Group please see [event safety](#).

## Communication with attendees

Put in place a communications plan to ensure relevant information on COVID-19 measures is communicated to attendees before and during the event. Use pre-event communications to inform attendees of important information and key messaging. Promote [positive messages](#) to raise awareness of the risks and to help your staff and attendees/audience make informed choices around these risks.

Being **SAFE** – don't attend an event if you are unwell and have symptoms of COVID-19

Being **SMART** – Know before you go by taking an **LFD** test before socialising

Being **KIND** – and respecting others personal space and personal choices