

Main Guidance Document

Guidelines for the Safe Presentation of Festivals & Live Events

GUIDELINES FOR SAFE PRESENTATION OF FESTIVALS AND LIVE EVENTS: COVID-19

The Arts Council and Fáilte Ireland

Note

This is a dynamic document, which means that, as government restrictions and public-health guidelines evolve, this document will evolve to reflect new government advice and changes to protocols as they emerge. All sectoral guidelines have been developed in line with the government's [Work Safely Protocol](#) and the [COVID-19 Resilience and Recovery 2021: The Path Ahead](#), and is based on the latest public-health advice available from the Department of Health and the Health Service Executive. Links to latest guidelines are included throughout this document.

Disclaimer

The information contained within these guidelines can change from time to time; it must not by itself be relied upon in determining obligations or other decisions. Users of this document must independently verify any information on which they wish to rely. It is expected that all business owners and management will have familiarised themselves with the [Work Safely Protocol](#) prior to reopening and will have implemented all relevant requirements.

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GLOSSARY

- **Aerosol transmission:** person-to-person transmission of pathogens through the air by means of inhalation of infectious particles.
- **Ambient crowd:** refers to the crowd that may gather in the environs of the event venue as a result of event activities. These individuals are not ticket-holders or event attendees.
- **Antigen test:** a rapid antigen test, or rapid test, is a rapid diagnostic test suitable for point-of-care testing that directly detects the presence or absence of an antigen.
- **Attendees:** people other than workers that are on-site during an event and which may include, but is not limited to, spectators, audiences (including ticket-holders), sponsors and the general public, and who are required to follow health-and-safety procedures as a condition of entry and attendance.
- **Competent person:** according to the Safety, Health and Welfare at Work Act 2005, a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.
- **Controlled environment:** an environment where the number of people and the ways that they interact can be actively managed. The owners or organisers can control the number of people coming in and out, and there is space to physically distance. Controlled environments are those where the number of people present and the ways that they interact can be controlled, where there is a recognised organiser, where people are seated or have a designated area and generally remain in that same seat/area for the event, where physical distancing and hand hygiene can be monitored and contact tracing can be facilitated – e.g. festivals, meetings, conferences, exhibitions, public-spectacle events, community events and theatre performances.
<https://www.gov.ie/ga/foilsuichan/resilience-and-recovery-plan-for-living-with-covid-19-your-questions-answered/>
- **COVID-19 PCR test:** a test used to diagnosis people who may be infected with SARS-CoV-2, which is the coronavirus that causes COVID-19.
- **COVID-19 Response Plan:** details the policies and practices necessary for the employer to meet the government’s guidance and to prevent the spread of COVID-19 in the workplace.
- **Employer:** a person, company or organisation that employs people. This can be the event organiser and contractors and suppliers.
- **Event:** organised gatherings or activities of limited duration that bring people together for the primary purpose of participating in a community, cultural, commemorative, recreational, art or entertainment experience. This includes festivals.
Note: gatherings related to sports/physical activity should refer to the relevant guidelines developed by the relevant statutory bodies
- **Event Management Plan:** a written document outlining the event organiser’s proposals for managing all aspects of the event.
- **Event Organiser:** as part of the requirements of a controlled environment, festival and event management will have to nominate a named event organiser as defined in the Health Act 2020 (Preservation and Protection and other Emergency Measures in the Public Interest):
“in relation to an event in a place other than a dwelling, any person who –
I. engages in the publicising, arranging, organising or managing of the event, or
II. receives some or all of the proceeds (if any), from the event”
- **Festival:** a collection of more than one event taking place in one location or multiple locations.
- **Fomite (fomes):** any inanimate object that, when contaminated with or exposed to infectious agents, can transfer disease to a new host.

- **IPCM:** infection-prevention-and-control measures.
- **Outbreak of COVID-19:** when two or more cases of the disease are linked by time, place or person.
- **Outdoor Venue:** defined in the Public Health (Tobacco) (Amendment) Act 2004 as:
 - a place or premises, or a part of a place or premises, that is wholly uncovered by any roof, whether fixed or movable
 - an outdoor part of a place or premises covered by a fixed or movable roof, provided that not more than 50 per cent of the perimeter of that part is surrounded by one or more walls or similar structures (inclusive of windows, doors, gates or other means of access to or egress from that part)
- **Pod:** see section 6.5.
- **Public Space/Realm:** generally refers to all areas to which the public has access (e.g. roads, streets, lanes, parks, squares, bridges and open spaces). This includes the publicly available space between buildings, along with the spaces and the buildings or other structures that enclose them.
- **Undesignated seating/viewing areas:** an event where viewing areas and seating are not officially appointed or specified to attendees.
- **Venue:** locations at which festival and event organisers deliver events. These could be indoors or outdoors under the direct control of the event organisers or a separate management structure and team.
- **Venue Management:** the organisation directly responsible for the management of venues where activities may take place; this includes responsibility for health and safety, licensing, legal compliance, etc. Distinction should be made between the management of the venue, the owner of the venue, or the management of the production that takes place in a venue. Duties of venue management will differ depending on the specific circumstances and corporate structure.
- **Workers:** anyone working on an event, whether that be direct employees, freelance suppliers, artists, performers, suppliers, contractors, agency workers, specialist workers (such as riggers), seasonal workers, volunteers, catering and cleaning staff, and staff on zero-hours contracts.
- **Workplace:** location(s) at which festival and event organisers will plan, prepare and deliver events, recognising these could be different fixed and temporary locations at each stage of delivery, and that these could be indoors or outdoors.
- **Zone Ex:** Zone Ex, the external zone, sometimes referred to as the 'last mile', is in the public domain and should be considered to encompass the main pedestrian and vehicle routes leading to the venue from public car parks, local train stations, bus stops, etc. It is the area outside the controlled environment.

CHAPTER 1

OVERVIEW

1 INTRODUCTION

1.1 WHAT IS COVID-19?

Coronavirus (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems, such as cardiovascular disease, diabetes, chronic respiratory disease and cancer, are more likely to develop serious illness.

How does it spread?

The most common way you can get COVID-19 is by coming into close contact with someone who has the virus.

It can also spread through airborne transmission by way of tiny particles known as aerosols, and through infected surfaces when someone who has the virus sneezes or coughs droplets onto surfaces around them.

Common symptoms of COVID-19 include:

- A fever (high temperature – i.e. 38 degrees Celsius or above).
- A new cough – this can be any kind of cough, not just dry.
- Shortness of breath or breathing difficulties.
- Loss or change to your sense of smell or taste – this means you've noticed you can't smell or taste anything, or things smell or taste differently than usual.

1.2 ARTS COUNCIL AND FÁILTE IRELAND RESPONSE

The Arts Council and Fáilte Ireland have come together in partnership to develop guidelines in line with the government's [COVID-19 Resilience and Recovery 2021-The Path Ahead](#) to help festival and event organisers minimise the risk of the transmission of COVID-19 at festivals and individual events, to rebuild confidence and trust among attendees, and to determine the actions to take by carrying out an appropriate COVID-19 risk assessment, just as one would for other health-and-safety hazards.

These guidelines have been created in line with the government's [COVID-19 Resilience and Recovery 2021-The Path Ahead](#) and are underpinned by advice made available from the Health and Safety Authority (HSA), Health Service Executive (HSE), World Health Organisation (WHO) and other relevant bodies. We have also drawn upon best practice in consultation with the festival and events sector.

Event organisers must also follow the Department of Enterprise, Trade and Employment's [Work Safely Protocol](#). This national protocol is the result of a collaborative effort by the HSA, the HSE and the Department of Health. It is designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace when the economy begins to open up following the temporary closure of most businesses during the worst phase of the current pandemic. Event organisers must familiarise themselves with the latest guidelines from the following sources:

- [Health Service Executive](#)
- [Health and Safety Authority](#)
- [World Health Organisation](#)
- [Government of Ireland](#)

A COVID-19 Response Plan should be treated as supplementary to existing operational plans of festival and event organisers. It is not intended as a replacement for pre-COVID-19 operational plans, event management and/or festival safety and operational planning. It is recognised that for festival organisations a large number of individual events will be offered to the public, each requiring its own risk assessment and planning in addition to that of the overall festival safety plan. The [Dublin City Council Event Guidance Booklet](#) is a useful resource for event planning.

1.3 USING THE GUIDANCE

The scope of this guidance focuses on the **presentation of festivals and events to the public** rather than on the stages of creation leading up to an event (e.g. rehearsals or making of work). Separate guidance is offered in relation to these working conditions; more information can be found in **Section 11: Show Specific Considerations**.

The guidance is designed to support festivals and event organisers in the preparation and execution of safety when putting on festivals and events during the pandemic. It does not cover content, programming or funding of a festival or event.

The festival-and-events sector is diverse, and is managed by a range of professional, community and voluntary organisations. They range in scale and content, and vary from one-off single events to more complex multifaceted programmes (such as festivals) taking place both indoors and outdoors.

In this spirit the guidance offered is scalable and can apply to a range of operational models. However, as each event is different, it is for individual event organisers to work with their relevant stakeholders to determine how best to apply this guidance in particular circumstances. Not all elements contained in this guidance will be relevant for each event, so it is important to tailor the information to individual needs.

This guidance is divided into four chapters (see contents page), which include useful terms, key definitions and links to more information for further reading. It also includes appendices with templates and worked examples.

- **Chapter 1** Overview: Introduction and Living with COVID-19 Framework
- **Chapter 2** Preparation for Your Event
- **Chapter 3** Suspected-Case and Outbreak Response Planning
- **Chapter 4** First Aid and Emergency Response Measures
- **Appendices:**
 - Templates
 - Worked Examples
 - Resources

2 NATIONAL FRAMEWORK FOR LIVING WITH COVID-19

The government's [COVID-19 Resilience and Recovery 2021-The Path Ahead](#) framework for restrictive measures is a risk-management strategy enacted in February 2021. Following on from *Resilience and Recovery 2020–2021: Plan for Living with COVID-19*, it is designed to allow individuals, families, businesses and services better understand, anticipate and prepare for the measures the government may introduce to stop escalation of the transmission of the disease.

It is framed to account for periods where there is low incidence of the disease, with isolated clusters and low community transmission, through to situations where there is high or rapidly increasing incidence, widespread community transmission and the pandemic is escalating rapidly in Ireland and globally. It recognises the need for society and business to be allowed to continue as normally as possible. Finally, the framework is designed so that either national or county-level restrictions can be applied.

This guidance refers to restrictions on organised indoor and outdoor festivals and events as detailed in the framework.

FRAMEWORK FOR RESTRICTIVE MEASURES IN RESPONSE TO COVID-19					
ITEM	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Organised indoor events (controlled environments with a named event organiser, owner or manager)	Up to 100 attendees	Up to 50 attendees in pods/groups of up to 6 if appropriate, with arrangements to ensure no intermingling of groups			
	Up to 200 attendees permitted for larger venues where strict 2-metre seated physical distancing and one-way controls for entry and exit can be implemented	Up to 100 attendees permitted for larger venues where strict 2-metre seated physical distancing and one-way controls for entry and exit can be implemented	No organised indoor gatherings should take place	No organised indoor gatherings should take place	No organised indoor gatherings should take place
	For very large, purpose-built event				

FRAMEWORK FOR RESTRICTIVE MEASURES IN RESPONSE TO COVID-19					
ITEM	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
	facilities (e.g. stadia, auditoriums, conference/event centres), specific guidance will be developed with the relevant sectors to take account of size and different conditions for larger events				
Organised outdoor events (controlled environments with a named event organiser, owner or manager)	Up to 200 attendees for majority of venues	Up to 100 attendees for majority of venues			
	Up to 500 attendees for outdoor stadia or other fixed outdoor venues with a minimum accredited capacity of 5,000 (with robust protective measures as set out in this guidance)	Up to 200 attendees for outdoor stadia or other fixed outdoor venues with a minimum accredited capacity of 5,000 (with robust protective measures as set out in this guidance)	Gatherings of up to 15 attendees	Gatherings of up to 15 attendees	No organised outdoor gatherings should take place
	For very large, purpose-built event facilities (e.g. stadia, auditoriums, conference/event centres), specific guidance will be developed with the relevant sectors to take account of size and different conditions for larger events				
Indoor museums, galleries & other cultural attractions where people are non-stationary and physical distancing can be maintained	Open with protective measures (e.g. a maximum capacity to allow 2-metre distancing, one-way traffic within the venue); max. numbers linked to capacity, taking account of public-health advice		All venues closed Libraries will be available for e-services and call and collect	All venues closed; online services available	

CHAPTER 2

PREPARATION FOR YOUR EVENT



3 COVID-19 RESPONSE PLANNING

Event organisers must develop and prepare a written COVID-19 Response Plan. The COVID-19 Response Plan will help to clarify what is required to overcome the threat of COVID-19 and give workers and attendees confidence that they are in a safe environment.

It details the policies and procedures necessary for the event organiser to comply with government guidance and public-health advice and to prevent the spread of COVID-19 in the workplace. The COVID-19 Response Plan should feed into the organisation's existing health-and-safety documentation.

In developing their COVID-19 Response Plan, the first step the management team of the festival or event must take is to familiarise themselves with the latest guidelines. Information from these sources will assist in developing their COVID-19 Response Plan for implementation before, during and after their event. As part of the COVID-19 Response Plan, event organisers should:

- **Complete a COVID-19 risk assessment:** to identify what operational changes need to be made in the organisation to prevent the spread of COVID-19. This should include an occupational health-and-safety risk assessment and event-specific risk assessment. See **Section 4** for further guidance on COVID-19 risk assessment.
- **Appoint a COVID-19 Compliance Team:** event organisers should appoint a suitably trained or experienced individual (or individuals) to develop and manage their COVID-19 Response Plan and ensure compliance with all elements of the plan. The person(s) undertaking the role must receive the necessary training and have a structured framework to follow within the organisation to be effective in preventing the spread of the virus.
- **Develop and implement IPCM:** based on the risk assessments, control measures can be put in place that are considered reasonably practicable to reduce the risk of transmission completely or to a tolerable or acceptable level. The management and implementation of control measures will determine if the event can be considered a 'controlled environment' as defined in [COVID-19 Resilience and Recovery 2021-The Path Ahead](#). IPCMs outlined in the *Work Safely Protocol* include:
 1. Ventilation
 2. Hand hygiene
 3. Respiratory hygiene
 4. Physical distancing
 5. Pre-return-to-work measures
 6. Cleaning
 7. Customer-facing roles
- **Develop a response plan for a suspected COVID-19 case:** event organisers must develop a COVID-19 Response Plan detailing their response to a suspected COVID-19 case for workers and attendees.
- **Develop a communication plan:** to inform workers and attendees of what is changing, what is needed of them, and how they are expected to act and behave. A robust communication plan is essential for achieving compliance by workers and attendees. All available means of communication should be used before, during and after an event, including ticketing platforms, social media and

websites, as well as signage, public-address systems and electronic displays in and around the venue.

- **Review and update the festival and event organiser's health-and-safety documentation:** to define and note what is changing as a result of COVID-19 prevention measures. A number of activities will require review, including workflows, operations, etc.
- **Review and update the festival-and-event operational procedures (SOP/EMP):** standard operating procedures should be reviewed and updated, where necessary, to include COVID-19 mitigating measures. The Event Management Plan should be augmented to include the COVID-19 risk assessment, updates to the roles and responsibilities of personnel, and any relevant COVID-19 control measures to be put in place. Documents such as medical and stewarding plans should also be updated. The [Dublin City Council Event Guidance Booklet](#) is a useful resource for event planning.
- **Monitor and review:** the plan must be reviewed regularly and amended as new regulations, guidelines and procedures come into force. This may happen throughout the planning stages right up to the event date. It is therefore important to have contingency plans in place in case there are unexpected changes. Experience and feedback will inform how appropriate and effective the plan is.

It is important to appoint a COVID-19 Compliance Team member to monitor compliance with COVID-19 measures at the event. Any incidence of attendees presenting with symptoms or seen by the medical team should be documented. Any lessons learned will be useful for subsequent events.

The COVID-19 Response plan must reassure workers and attendees that safeguarding their health and safety is of the utmost importance. It must also ensure that event operations continue to run in an efficient and safe manner.

A collaborative approach to the implementation of the plan is essential to achieve success and compliance.

Event organisers should ensure those responsible for health and safety have the skills, training and knowledge to understand the risks associated with COVID-19. Where companies and their workforce do not have access to these skills in-house, they should explore external support options to put in place appropriate mitigation measures.



4 CONSIDERING THE RISK OF ORGANISING AN EVENT

4.1 Risk of Transmission

Risk assessments must be conducted as part of safety planning for all festivals and events. The risk assessments for each festival and event now need to take account the risk of transmission of COVID-19. Event organisers must identify hazards that present a risk of the spread of infection between persons, taking into consideration both workers and attendees. A risk assessment must be carried out for every separate event within the festival programme.

Factors to consider when carrying out the risk assessment for COVID-19 transmission include:

- The length of an activity.
- The numbers involved in an activity.
- Whether direct contact is part of an activity.
- Whether close proximity is part of an activity.
- Contact-group characteristics (e.g. family group, same households, pods).
- The environment in which an activity occurs (e.g. outdoors versus indoors).
- Event or work takes place in poorly ventilated spaces
- Any audience involvement considering sing along or call and response type audience engagement

Event organisers should also consider transmission routes:

- Airborne
- Surface contact
- Personal physical contact (e.g. handshakes)

The key principles for preventing the spread of COVID-19 involve:

- Limiting potential contact with the virus so it cannot pass from one person to another.
- Containment of the virus to reduce the number of persons it can be transmitted to.
- Contact tracing for early intervention.

Based on the risk assessment, measures can be put in place that are considered reasonably practicable for mitigating or eliminating the hazards. The objective is to reduce risk completely or to a tolerable or acceptable level. This document sets out control measures that should be considered to help mitigate or eliminate the risk of spreading COVID-19 in the workplace and at the event.

Areas to consider for indoor and outdoor venues include:

- Gallery and exhibition areas
- Auditorium/theatre
- Dressing rooms
- Stages and performance areas
- Backstage
- Studios
- Workshops receiving members of the public
- Offices
- Welfare/kitchens and catering
- Rehearsal area
- Foyers, front of house and outside the venue
- Bars, cafés, concessions
- Toilets
- Lifts, staircases
- Toilets, showers, hand-washing facilities (both temporary and permanent)
- Portacabins

Key factors for consideration

When deciding whether to host an event, organisers might consider the following key factors when carrying out their risk assessment. This is not an exhaustive list.

- **Events taking place indoors or outdoors**

Generally, there is a lower risk of transmission when outdoors compared to when indoors. This is likely to have an impact on which mitigation measures are appropriate. Where a festival/event has the potential to attract large numbers of people, including passers-by or other members of the general public, festival/event organisers are responsible for implementing measures to limit the number of people in the area in accordance with the framework restrictions and physical-distancing requirements.

- **If an event can take place behind closed doors, online, streamed or broadcast-only basis**

This will limit the number of people present, lowering the risk of transmission, and may make it easier to ensure physical distancing. Putting appropriate measures in place to protect the workforce will still be important.

- **Outdoor seated live events**

It is advised that attendees have allocated seats for the duration of the event – either physical seats or marked areas on the ground which attendees must sit within. Examples include plays, comedy shows, opera and other live music with allocated outdoor seated areas. Event organisers must ensure that seating allows for physical distancing to be practised. Attendees must be able to enter and exit the event at fixed points only so that numbers can be controlled and contact details collected. Event organisers should ensure that attendees do not congregate in certain areas (such as toilets, entry/exit or refreshment points) which could make physical distancing difficult. Event organisers should, where possible, distance temporary services such as toilets (portaloos), hand-sanitising/washing stations so as to encourage physical distancing in queues. Capacity should be calculated based on ensuring current public-health advice with respect to physical distancing (2 metres) up to the maximum number of attendees allowed, as per government restrictions, at any one time.

- **Outdoor designated-standing live events**

Events that involve attendees standing in a more limited space than open spaces, with a clear focal point (or points). This could include standing around a stage or viewpoint. Event organisers must

ensure that standing areas allow for physical distancing to be practised. It is advised that attendees have allocated standing areas for the duration of the event – either marked areas on the ground that attendees must stay within or barrier systems. Examples would include music concerts. Attendees must be able to enter and exit the event at fixed points only so that numbers can be controlled and contact details collected. Event organisers should also remain aware of the potential risk of people/passers-by gathering on the perimeter of an outdoor event to try to watch it (ambient crowd) and to consider how this will be addressed.

- **Undesignated standing live events**

Events that involve attendees standing or moving through an event venue without a clear focal point (or points). This could include where attendees move between different areas – e.g. different stalls, exhibits, attractions or activities. Attendees must be able to enter and exit the event at fixed points only so that numbers can be controlled and contact details collected. Undesignated seating or standing events are subject to greater restrictions with respect to maximum capacities. See the government's [COVID-19 Resilience and Recovery 2021-The Path Ahead](#) framework for further details.

- **Crowd density**

Event organisers should ensure that the capacity of attendees has been calculated to allow physical distancing at all times. This will be affected by the layout of the venue. For some events more space may be needed for queuing, internally and externally. Pinch points – such as entry, exit, stairs, escalators, toilets and refreshment/concession areas – should all be considered to ensure distancing can be maintained. For some venues this may mean closing roads or pavements, which will require permission from the local authority. The time taken to enter the venue should be considered and built into a communication plan. See **Section 9** for further details on physical distancing and capacity analysis.

- **Travel: local, national and international**

Events that involve workers or attendees travelling nationally and internationally are likely to carry a higher risk of transmission than events where workers and attendees are from the local area. Travelling short distances by walking, cycling or driving is likely to be lower risk than traveling by public transport.

- **Location**

Having a large number of people travel to a rural or island location for an event may place a strain on local public services, including the HSE, in the event of a COVID-19 outbreak. Event organisers should consider local community impact when planning their event.

- **Stakeholders**

Event organisers should consult with local authorities, local health-protection teams and other local public services as appropriate when planning events. Event organisers may wish to involve local communities to ensure they have an understanding of safety measures that will be in place for the event.

- **Characteristics of attendees**

Certain groups are at higher risk from COVID-19, and event organisers should consider whether their likely audience is a group at higher risk from COVID-19 and if additional measures are required. See the HSE's [People at Higher Risk from COVID-19](#).

A crowd risk assessment should also be undertaken to consider the likely behaviour of the audience with regard to successful Covid19 engagement, this may include:

- audience demographic - Young/old, male/female, disability, vulnerable groups, families etc.
- event history
- event type - out doors/indoors, seated/standing, music type, event format, location (including transportation)
- performer/artist, profile and risk assessment - High energy/low energy, audience response (dancing/crowd migration etc.)
- Alcohol / drugs / antisocial activity

Under age events will require additional consideration with respect to parent and guardian drop off and collection of attendees.

- **Duration of event**

Longer – e.g. multi-day events with overnight stays – are likely to be higher risk than single-day events of a short duration.

- **Contingencies and business continuity**

Event organisers should ensure they have mechanisms in place to respond to worker and performer absence as a result of COVID-19. Contingencies should also include responses to last-minute changes to government restrictions due to changes in public-health circumstances.

Business continuity should clearly deal with redundancy of key personnel, especially due to COVID-19 infection or close-contact requirements for isolation, thereby removing a team member at a critical time. Event organisers should consider deputy roles for key positions.

- **Ventilation**

COVID-19 is a respiratory virus that is caught from breathing. In the open air the virus is diluted and dispersed; however, inside, aerosols – the particles small enough to remain in the air – can linger, spread and build up to dangerous levels. Ventilation is key to prevention because the risk of breathing in COVID-19 is twenty times higher indoors. Air quality in buildings can be measured, managed and monitored, so improving ventilation reduces or eliminates these risks. See **Section 10** for further guidance on ventilation.

- **Camping events and festivals**

Overnight camping festivals present a higher risk of transmission than shorter single-day events. Event organisers should consider the ability to limit the spread of infection in an overnight camping scenario and the ability to maintain the event site as a controlled environment.

With consideration for the above, the COVID-19 risk assessment for your event will determine the appropriate **IPCM** for your workplace and at the event from initial concept through to delivery and clean up. The location, size and type of event will determine which measures are implemented.

The following sections detail common IPCMs that should be considered. These include but are not limited to:

- Health screening

- Training and communications
- Personal and respiratory hygiene
- Physical distancing
- Contractor and supplier management
- Cleaning to prevent contamination
- Suspected-case response plans

5 EVENT ORGANISERS AS EMPLOYERS

5.1 Organisational Response

It is important to note that festivals and events are working environments regardless of whether they are staffed by volunteers or paid workers. It is therefore important for festival/event organisers to ensure they follow the [Work Safely Protocol](#) that has been developed under the aegis of the Safety Health and Welfare Act 2005. This protocol was first published in May 2020 and updated in November 2020. The HSA is the compliance body and has full powers as set out in this legislation in relation to the implementation of the *Work Safely Protocol*.

Under the [Safety Health and Welfare at Work Act 2005](#) (part 2, section 8) employers are required to:

- Provide and maintain a safe workplace, machinery and equipment including personal protective equipment (PPE).
- Manage work to ensure the safety, health and welfare of workers.
- Assess risks and put a safety statement in place.
- Provide and maintain facilities for workers, such as clean toilets and washing facilities.
- Provide appropriate training and information.

This includes protecting against any risk associated with COVID-19 in the workplace.

Event organisers have primary responsibility for staging a COVID-19 safe event. It is the event organiser's responsibility to ensure that the key principles and event specific public health strategies identified in guidelines are implemented and monitored. The event's **COVID-19 Response Plan** will detail how specific measures contained within the guidelines will be managed.

Employers should also provide information on how to receive illness benefits or other Government COVID-19 supports. Full list of employer and employee obligations are outlined in the [Work Safely Protocol](#).

5.2 Organisational Structure and Management Team

5.2.1 Festival Key Personnel

There are many tasks to be undertaken and services to be provided for an event. The identification, training and management of specific groups to undertake these tasks is the responsibility of the event organiser. There are a number of key personnel who have an active role in the planning, management and organisation of an event. In addition to their general duties, these individuals may be required to take on added responsibilities with respect to the implementation of COVID-19 mitigating measures. The size of the event and organisation will determine whether COVID-19 duties can be integrated into current roles and responsibilities or if additional personnel are required to take on these duties.

These include:

1. Lead Worker Representative

Each workplace should appoint at least one **Lead Worker Representative (LWR)**, who is charged with ensuring that COVID-19 measures are strictly adhered to in their workplace. The person(s) undertaking the role must receive the necessary training and have a structured framework to follow within the organisation to be effective in preventing the spread of the virus. Further information and a short online course on the role of LWR can be found on the HSA website: [HSA LWR Training](#).

Employers should have regular and meaningful engagement with their worker representative(s), workers and/or their recognised trade union or other representative (including health-and-safety committee where it exists) about the measures being put in place to address the occupational exposure to COVID-19 in the workplace.

The number of COVID-19 worker representatives appointed should, ideally, be proportionate to the number of workers in the workplace and this person(s) should be clearly identifiable in the workplace. Employers and worker representatives will work together to ensure that all the actions in this protocol are fully adhered to in order to ensure the suppression of COVID-19 in the workplace.

The LWR for the event should work in conjunction with all personnel to ensure strict compliance on event days. All control measures implemented must be monitored on a continuing basis. The LWR should monitor ongoing HSE and National Public Health Emergency Team (NPHE) advice, and update all procedures accordingly.

2. COVID-19 Compliance Team

Event organisers should appoint a COVID-19 Compliance Team for their event. It is suggested that the COVID-19 Compliance Team is made up of individuals who have status and influence to implement and monitor compliance on-site. The COVID-19 Compliance Team may consist of individuals from:

- The Event Control Team
- The Production Team
- The Site Management Team
- The Stewarding and Security Team
- Sponsorship and Marketing Team
- Volunteer Management

The COVID-19 Compliance Team shall be responsible for the planning, implementation and monitoring of the COVID-19 Response Plan.

3. COVID-19 Lead Coordinator

Event organisers should appoint a COVID-19 Lead Coordinator who will be responsible for the planning and coordinating of COVID-19 activities. They must ensure compliance with all elements of the plan. They should be suitably trained and experienced to carry out their duties. The COVID-19 Lead Coordinator will head the COVID-19 Compliance Team on behalf of the event organiser.

The Lead Coordinator should appoint Compliance Officers to monitor public compliance at the event. The number of Compliance Officers should be proportionate to the number of attendees and the orientation of the venue.

4. COVID-19 Compliance Officers

Each department and/or area of the event space should have nominated COVID-19 Compliance Officers. They should monitor attendee areas throughout an event to ensure compliance with IPCs. They should also advise and assist attendees and workers in implementing control measures. The person(s) undertaking these roles must receive the necessary training and have a structured framework to follow within the organisation to be effective in preventing the spread of the virus.

They should be able to address any public concerns with respect to COVID-19.

Each organisation working on-site should also name a COVID-19 Compliance Officer for their team.

5.2.2 Venue Responsibilities

Event organisers should liaise with venue management to agree roles and responsibilities with respect to the management of COVID-19 at the venue. It is imperative that event organisers and their COVID-19 Compliance Team have a clear understanding of the venue's COVID-19 Response Plans.

There must be a common understanding and mutual agreement in advance of measures that will be put in place for the duration of the event and the implications that this will have on the venue, event workers and/or operational procedures. Synergy must be achieved between the venue and event organiser's plans to ensure that there are no conflicting procedures, etc.

SECTION SUMMARY

- *Appoint your team*
- *Liaise with the venue*

6 WORKERS' HEALTH

6.1 Health Declaration and Screening

In advance of commencing or returning to work, event workers are required to complete a health declaration by way of a '[Return to Work Form](#)' to confirm to the best of their knowledge that they:

- Do not have symptoms of COVID-19.
- Are not self-isolating or restricting their movements.
- Are not waiting on results of a COVID-19 test.
- Have not recently returned from travel abroad.

Workers must complete and return the form no more than three days before they intend to commence work.

All declarations are private and should be treated with the utmost confidentiality. Records shall be kept in line with data-protection regulations.

Workers are not required to complete a new Return to Work Form each day; however, there is an ongoing requirement for workers to immediately report any symptoms or possible COVID-19 exposure to their COVID-19 Compliance Officer, response team or other designated individual. COVID-19 symptoms are outlined by the HSE [HERE](#).

See **Section 7** for guidance on attendee health.

Following a risk assessment, some venues and/or events may also require temperature checks for all workers coming on-site. Workers should be made aware of any health checks before arrival. Workers may not be permitted on-site if they are experiencing high temperatures. Appropriate procedures should be in place to respond to high-temperature reading. It should be noted that handheld thermometers can be unreliable, especially in outdoor settings.

6.2 Training

On returning to or starting work every worker must undergo a COVID-19 training programme. The training should include current advice and guidance on public health. The training should also include changes that have been implemented in the workplace, including operational and physical changes.

The HSA has published [HSA Online Training](#) for workers with regard to COVID-19. They have also issued an employee's checklist to inform workers of their individual responsibilities in helping to stop the spread of the virus. This checklist can be given to workers as part of their induction training. A full list of resources can be found [HERE](#).

Fáilte Ireland IPC training

Fáilte Ireland offers IPC training for the tourism and hospitality sectors. Event organisers can sign up for training, which can be shared with workers.

Event organisers should email accommodationdevelopment@failteireland.ie to avail of Fáilte Ireland training, and clearly outline the following information:

- Festival/event name.
- Contact name of the lead COVID-19 coordinator.
- Website or presence and the email address.

6.3 Contact Tracing

Contact tracing is the process of identifying all people that a COVID-19 patient has come in contact with in the last two weeks. To assist with contact tracing, event organisers should:

- Ensure that minimum contact details are collected and retained as required for all workers.
- Request agreement to the use of this data from workers at time of collection, as required by government directives.
- Ensure that minimum contact details are collected and retained as required for all performers, artists and entourage, including any guests in attendance that have been granted access to the event, such as those with event accreditation.
- Workers should be encouraged to download and use the [COVID-19 Tracker App](#).

The Data Protection Commission has provided advice on processing data for contact tracing. Contact Tracing Logs should be held for twenty-eight days, after which time they can be discarded securely in line with data-protection regulations. See [HERE](#) for further information.

See **Section 7** for screening and contact tracing for attendees.

6.4 Personal Hygiene and Respiratory Etiquette

See **Section 8** for further details on personal hygiene and respiratory etiquette.

6.5 Work from Home

Where possible, working from home should be encouraged, especially to those who fall into the higher-risk groups. The government's [COVID-19 Resilience and Recovery 2021-The Path Ahead](#) framework outlines how work should continue to be carried out at home/remotely where practicable, and how attendance at work should only be for essential reasons. The responsibility for health and safety at work under the Safety, Health and Welfare at Work Act 2005 rests with the employer regardless of whether or not a worker works from home/remotely. Guidance on working from home for employers and employees see link below.

[Guidance on Working from Home for Employers and Employees](#)

Working from home and e-meetings should be utilised as far as is reasonably practicable during the planning and development stages of the festival and event.

6.6 Shared Vehicles

Use of multi-occupancy or shared vehicles should be avoided as far possible. Where multi-occupancy or shared vehicles are used, workers should:

- Maintain physical distancing through suitable seating arrangements.
- Keep the journey as short as possible.
- Wear face coverings.
- Only travel with members of their own pods.
- Keep vehicle windows open.
- Practise good hygiene before and after using the vehicle. Event organisers should provide hand sanitiser where necessary.

Where it is not possible for workers to physically distance in a vehicle, consider additional measures – e.g.

- Using physical screening, so long as this does not compromise safety – e.g. by reducing visibility.
- Sitting side-by-side, not face-to-face.
- Using a fixed pairing system if people need to work in close proximity

Vehicle heating and ventilation systems should not be set to recirculate air. In cars, partially opening two windows on opposite sides greatly improves ventilation.

Event organisers must ensure vehicles are cleaned regularly, particularly between their use by different users. Commonly touched areas in vehicles include:

- Handles (inside and out).
- Steering wheel and starter button.
- Centre touchscreen and stereo.
- Handbrake and gearstick.
- Keys and key fob.
- Indicators and wiper stalks.
- Windows, mirrors and mirror switches, seat adjusters and any other controls.

6.7 Shift and Pod Work

Event organisers may develop plans to change shift patterns to both protect workers and optimise the operation of an event. They should include contingency measures to address:

- Increased rates of absenteeism.
- Implementation of the measures necessary to reduce the spread of COVID-19.
- Changing work patterns, etc.

Pod work may also be considered to limit contacts throughout the day. Restricting close contacts to a limited number of persons in a pod will help contain any possible infection and allow for quicker contact tracing and testing. Consequently, personnel can only belong to one pod and cannot move between pods. Pod creation may depend on time, area or contact grouping. Pods require personnel to be divided into dedicated work zones – whether that be artist liaison, front of house, on stage, accreditation and ticketing, etc. – so that departments do not mix. Identify any roles that typically operate both front of house and back of house and minimise these where possible.

See the [Work Safely Protocol](#) for more details on pod working.

6.8 At-risk Workers

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. For some people (including workers), the risks are higher. There are two levels of higher risk – very high risk (extremely vulnerable) and high risk.

There is different public-health advice for each of these groups, and event organisers should follow and adopt this advice.

If a worker in the very-high-risk or high-risk categories cannot work from home and must be in the workplace, event organisers must make sure that they are supported to maintain a physical distance of 2 metres from others in the workplace. However, employers should enable such workers to work from home where possible. Of course, given the nature of festivals and events, this may not be possible, and organisers should discuss this with workers.

A fitness for work medical risk assessment may need to be completed with the worker and an Occupational Health practitioner (where available) and/or the worker's family doctor.

6.9 Volunteers

Many events are organised and staffed by volunteers and volunteer organisations. Event organisers must have appropriate management arrangements in place to ensure the health and safety of all workers, including volunteers, during all stages of the event. The same duty of care as is applied to paid workers should be applied to volunteers working for or at the event.

Volunteer Ireland offers useful resource for volunteers on its website [HERE](#).

6.10 Assessing Ventilation

Determining ventilation of enclosed workplace settings should be considered as part of the workplace risk assessment. The priority for the risk assessment is to identify areas of the workplace that are usually occupied and are poorly ventilated. These are also the areas that should be prioritised for improvement to reduce the risk of aerosol transmission of the virus. A poorly ventilated area may include:

- Areas where people work and where there is no mechanical ventilation or natural ventilation such as open windows, doors or vents etc.
- Areas that use mechanical ventilation if the system recirculates air and has no outdoor air supply in place.
- Areas that are stuffy or smell bad.

6.11 Mental Health

Event organisers/Employers should put in place support for workers who may be suffering from anxiety or stress. Workers, when they return to work or as they continue to work, may go through traumatic events such as the serious illness or death of a relative or friend, or be experiencing financial difficulties or problems with their personal relationships.

Workers who are returning to the workplace after a period of isolation or working from home are also likely to have concerns about the risk of infection or changes to their job due to the implementation of measures to prevent the spread of COVID-19.

Event organisers/Employers should provide workers with information on publicly available sources of support and advice and information about the prevention and control measures taken in the workplace to reduce the risk of infection.

The HSA has a range of supports, resources and advice such as:

- Dealing with stress as a result of the changes in a worker's personal and/or working life during COVID-19.
- A free online risk assessment tool for addressing work related stress: [WorkPositive](#).
- The Government's "[In This Together Campaign](#)" also provides information on minding one's mental health as well as tips on staying active and connected and may be useful for use by employers and workers.

Additionally, Minding Creative Minds is an organisation established to offer a free 24/7 well-being & support programme for the Irish creative sector. <http://mindingcreativeminds.ie/>

6.12 Voluntary Testing Regime

As previously noted, the best way to prevent the spread of COVID-19 in a workplace or any setting is to practice physical distancing, adopt proper hand hygiene, follow respiratory etiquette and increase ventilation. Some employers, with the agreement of their workers, may wish to implement additional checks as a way of strengthening their COVID-19 response by establishing a voluntary testing regime.

Further guidance on implementing testing is outlined in the [Work Safely Protocol](#).

SECTION SUMMARY

- ***Return-to-work health screening for workers***
- ***Training and education for workers***
- ***Contract-tracing systems for workers***
- ***Work from home where possible***
- ***Shared vehicles***
- ***Arrange workers in pods and alternative shifts***
- ***Assess ventilation***
- ***Access at-risk workers***
- ***Support worker mental health and wellbeing***
- ***Consider voluntary testing regime***

7 ATTENDEE HEALTH

7.1 Attendee Health Declaration and Screening

To minimise the likelihood of COVID-19 entering an event through infected attendees and the risk of transmission to workers and other attendees, it is recommended that attendees complete health screening before attending any event. The health-screening process adopted by event organisers will vary depending on the risk profile of the setting. Suggested screening procedures and methods that should be considered include:

- Terms and conditions of sale at the time of ticket purchase are amended and require the purchaser to acknowledge that they take responsibility for their own health screening and must comply with government directives and not attend if they are unwell.
- Signage at the venue reminding attendees of any conditions of entry relating to any health-screening requirements and reminding attendees that they must not attend if they are unwell
- Health-specific questions asked verbally at the access points to the venue.
- Festival/Event app with specific questions to be completed in advance of attendance.
- All attendees should be encouraged to download the HSE [COVID-19 Tracker App](#).

Attendees should be advised via all available communication methods to stay at home if they are experiencing symptoms of COVID-19.

7.2 Contact Tracing

Event organisers must have in place a system to collect the contact details of attendees to assist in contact-tracing systems if required to do so by the HSE. See [HERE](#) for more information on contact tracing.

The Data Protection Commission has provided advice on processing data for contact tracing. Logs should be held for twenty-eight days, after which time they can be disposed of in accordance with GDPR.

7.3 Personal Hygiene and Respiratory Etiquette

See **Section 8** for further details on personal hygiene and respiratory etiquette.

7.4 Vaccinations and Testing

There is currently no guidance or application of testing and vaccinations as a control measure for events. This landscape is constantly evolving and changing based on new information. Event organisers should keep abreast of government guidance with respect to the use of antigen testing, polymerase chain reaction (PCR) testing and vaccination certifications for use at events.

7.5 Children at Events

7.5.1 Child Protection

Child-protection policies and procedures should be reviewed in light of COVID-19. This should include policies and procedures for the management of children at an event (lost/found child), at festivals and events run for children (children's games and activities), and when working with children in the creation of work.

For further guidance on child-protection policies and safeguarding, see resources available at [TUSLA](#) and [National Youth Council of Ireland](#).

7.5.2 Children as Audiences

Events where the primary audience in attendance are children and families with young children, it is important to note that control measures in place to protect against the spread of infection must be implemented. Government restrictions with respect to physical-distancing metrics and restricted capacities are also applicable.

SECTION SUMMARY

- *Health declarations for attendees*
- *Contract-tracing systems for attendees*
- *Updating ticketing terms and conditions to include COVID-19*
- *Consider children at events*

8 PERSONAL AND RESPIRATORY HYGIENE

8.1 Hand Hygiene

Good hand hygiene will help to stop the spread of COVID-19. It is important to encourage frequent hand-washing using soap and water and that workers are familiar with and follow [HSE Hand Washing](#) guidelines. Between hand-washing, the use of hand sanitisers – alcohol (minimum 60%) or non-alcohol based – is recommended. In choosing a hand sanitiser, it is important to ensure that it is effective against COVID-19. Advice for safe use of alcohol-based hand sanitiser is available in the appendices.

Hand-washing facilities should be made available to all workers and attendees. Hand-sanitising units should be placed in key locations at entrances, food-and-beverage consumption areas, throughout the venue and in circulation areas for attendees' and workers' use. All stakeholders should be encouraged to use the hand sanitiser regularly while maintaining physical distancing.

Organisers should monitor hand-washing/sanitising areas to ensure sufficient supplies throughout the working day and the event.

Workers are expected to practise good hygiene in line with [HSE Guidelines](#).

Where applicable workers should clean hands before and after being in a crowd.

8.2 Respiratory Hygiene and Face Coverings

8.2.1 Workers

Wearing a face covering helps to prevent the spread of COVID-19. Face covering should be worn in situations where physical distancing cannot be maintained. Face coverings are always in addition to, and never a substitute for, other public-health measures, including physical distancing, hand hygiene, cleaning and practising appropriate respiratory etiquette.

As part of the COVID-19 risk assessment, organisers should determine the requirement for face coverings/masks for all activities. The Work Safely Protocol asserts that in settings where 2-metre worker separation cannot be ensured, face coverings/masks should be made available to workers in line with public-health advice. It is also recommended that face coverings are used in crowded workplaces.

Face coverings should be worn by all workers and contractors operating in the venue, as appropriate.

Event organisers must ensure that they are familiar with the various reasons why a worker or customer may not be required to wear a face covering. Further details on face coverings can be found [HERE](#).

Event organisers are advised to consider 'fresh-air breaks' for workers to enable them to go outside for some fresh air (and the removal of masks while maintaining appropriate social distancing).

The removal of face coverings for sound checks and performances by performers should be considered in COVID-19 Response Plans. Stage teams may need to breach 2-metre social distancing to adjust a cable or similar item. These interactions should be brief and face to face contact avoided.

Note: not all face coverings can be classified as personal protective equipment as they may not comply with basic health-and-safety requirements. Face coverings are deemed to be in conformity with the regulations if they bear the CE mark.

8.2.2 Attendees

By law it is compulsory to wear a face covering on public transport and in shops and other indoor settings including theatres, cinemas and museums. For full list, see the HSE website [HERE](#).

Attendees are required to wear face coverings at all times when in the event venue except when eating or drinking or if outdoors in their designated area while maintaining physical distancing from other attendees. Exceptions to this rule include attendees who are under the age of thirteen or are unable to wear face coverings because of a physical or mental illness or disability.

Consideration should be given to keeping a supply of face coverings at entrances to give to attendees who may have forgotten to bring their own. Designated person(s) should be tasked with monitoring compliance with face covering policies.

Event organisers should also develop and communicate procedures for instances of non-compliance for workers and attendees.

Should a person be medically exempt from wearing a face covering, event organisers may wish to provide them with an exemption lanyard to assist with the enforcement of face covering wearing while attending the event.

SECTION SUMMARY

- *Hand hygiene and respiratory-etiquette communications*
- *Sanitiser and hand-washing resources and equipment provided*
- *Face covering policies communicated and implemented*
- *Signage installed and information provided*

9 PHYSICAL DISTANCING

The physical distancing (also known as social distancing) of people to prevent transmission is one of the key methods of prevention of COVID-19. Event organisers are obligated to ensure compliance with rules on meeting others' safety and to ensure appropriate physical distancing through signage, layout, crowd-flow management, ventilation, clear identification of allocated standing and seating areas, and entry numbers management.

The paragraphs below set out recommendations for control measures that can be applied to allow physical distancing to be maintained by workers and attendees at your event.

The physical distancing measures outlined in this document are based on 2 metre distancing.

9.1 Workers

Reducing non-essential on-site personnel

The number of workers on-site before, during and after an event should be limited to essential workers only. Essential workers are the people required to deliver an event. Stewarding and security numbers should be limited to the smallest number that can safely perform their duties in each area. It is acknowledged that additional staffing may be required to manage physical distancing and queuing in circulation areas; however, this should be kept to a minimum as far as is reasonably practicable.

Work areas and activities

As far as reasonably possible, a distance of 2 metres should be maintained between workers. Where 2 metres is not possible, other measures to protect workers should be in place. As well as face coverings, physical barriers such as sneeze guards/plexiglass and partitions can be useful, particularly in areas where it is difficult for individuals to remain apart. These physical barriers need to be regularly cleaned and disinfected. Screens may be fixed or mobile depending on requirements, including emergency access.

Worker areas should be separated from the attendees and from the different worker pods as far as is practicable.

Welfare facilities such as rain cover and rest areas should be arranged in such a way to facilitate physical distancing.

Workers should be assigned separate entry and exit routes from the attendees where possible. Scheduling staggered shifts will reduce the demand on facilities at the start and end of shifts and at breaks.

Changing rooms and lockers should be laid out to optimise physical distancing.

In some cases, 'runners' and artist liaisons may be required to gain access to multiple areas at the event but may not come into contact with other work pods. Procedures should be put in place to manage the risk of a spread of infection in these scenarios.

Accreditation

All persons working at the event should be accredited/approved to work at the event. Only persons who have completed their COVID-19 training and provided a health declaration should receive their accreditation or all-clear to work on-site. Those in the artist area may need further screening or tests (antigen, PCR testing) before receiving the accreditation for that area. This may be due to international travel requirements or a necessity to work in close proximity for extended periods of time. Appropriateness for the implementation of testing regimes should be risk-based and in line with current public-health advice.

Contact details of all accredited individuals, including a contact telephone number, should be retained for a period of twenty-eight days by event organisers to enable contact tracing.

9.2 Attendees

Ingress

While attendance figures at your event might be lower, the rate of entry may also be reduced due to physical-distancing measures that may have a limiting and negative effect on the ability to admit attendees to your event.

To maintain physical distancing during ingress, alternate entry points may need to be closed to ensure physical distancing in queuing systems, thus reducing the number of entry points. Additional entry lanes may be created at entrances using temporary barriers and stewards. If searching is being implemented by licensed security providers at your event, consideration should be made for the additional time required to carry this out. Consideration should also be made to the close-contact element of this task, avoiding face to face and the requirement for PPE for workers.

For festivals and events hosted in a venue without a defined site boundary, such as in the public realm or greenfield sites, event organisers must ensure they can deliver the event under the conditions of a 'controlled environment'. This requires a secure site boundary with designated entry and exit points.

Queue management

Physical distancing and queue management will form an important element of the event's COVID-19 Response Plan. Queuing systems should be managed by stewards or event workers. Floor markings and signage should be put in place where possible to encourage physical distancing while queuing. For outdoor events a standard crowd-control barrier is 2.4 metres long and can be easily used as a reference for both attendees and security personnel. Event organisers must ensure there is adequate queuing capacity to accommodate attendees throughout the event. One-way systems should be implemented where possible.

Ticketing

Where possible, entry to events should be via ticket to ensure attendance numbers remain below framework restrictions and that physical distancing can be maintained.

Tickets should be obtained online or in advance. Attendee details should be recorded to facilitate contact tracing. Walk-ups should be avoided.

The ticketing strategy for the event should consider the following:

- Contactless ticket scanning where possible.
- Tickets for seated accommodation should be to allocated seats or, where standing, for specific standing areas or pens.
- Ticket sales to be limited in line with current government restrictions.
- Ticket resale should be discouraged for contact-tracing purposes.
- Policies and mechanisms for attendees experiencing symptoms of COVID-19 before the festival/event to be refunded the cost of their tickets.
- Cancellation and refunds policy to cover festival or event cancellation.
- Clear entry times should be given on the tickets, particularly if staggered entrancing is being utilised.

Attendees should be made aware that their contact details will be kept for a period of twenty-eight days post-event to facilitate contact tracing.

Non-ticketed events are discouraged. In order to be considered a 'controlled environment', events that are offered free of charge should implement a ticketing system to ensure ability to control capacities in line with framework restrictions and physical-distancing requirements.

Staggered entry and end times

Depending on the type of event, attendee arrival patterns may vary (all at once for performance/show, staggered throughout the day for festival environment). Attendees arriving at the same time can lead to crowd build-up at entrances, reducing the ability to maintain physical distancing.

Consideration should be given to assigning time slots for entry to different areas of the venue. The allocated time should be included on the tickets and communicated to the ticketholder in advance.

Access to the venue

Public-transport capacity to and from the event may be limited due to physical-distancing requirements on the carrier. Public-health advice in relation to use of public transport during the different restriction levels should also be adhered to.

Early communication with attendees of the potential limits of public transport is essential. Attendees should be encouraged to walk or cycle, if possible. Locations of bicycle racks, bike-rental stations and car parks should be communicated to attendees in advance.

Refer to **Section 16** of this document for further guidance on Zone Ex (the external area beyond the environs of your venue, including transport routes to/from the venue).

Zoning

If appropriate the event site could be divided into separate zones restricting contact between persons in different areas to assist in contact tracing and crowd management. Each zone should only be accessible by attendees with a corresponding ticket. Ideally, zones should each have their own dedicated entry and exit routes to prevent cross-contamination between zones, where practicable.

Access between zones should be limited. Access to a particular zone for event workers should be restricted to accredited personnel only.

Zones should have dedicated welfare facilities to prevent cross-contamination.

Viewing areas

Attendees should be physically distanced from each other when viewing the event. This can be done by separating and assigning viewing areas for individuals or separating spaces into groups of pods.

Viewing areas might be seated or standing. This should be taken into consideration when applying physical-distancing mechanisms. Viewing areas should be pre-allocated and assigned.

Viewing areas that are standing should be clearly marked, with mechanisms to prevent intermingling of attendees.

Programming

Some events may be operating multiple stages, areas or venues. Event organisers will need to ensure the programming is designed in such a way as to minimise congestion in communal spaces and Zone Ex before events, during intervals and at the end of events. This may also be relevant for events held in shared venues or venues located near local amenities such as schools, shopping centres and public-transport hubs.

Food-and-beverage areas

Queuing systems for food/beverage concessions should be set up as appropriate to ensure physical distancing can be maintained. These may include floor markings, signage and a one-way queuing system. Where barriers are used to define queues, they should not impede emergency escape routes by creating trip hazards or blocking access to exits.

Contactless payments should be encouraged as much as possible. Food-and-beverage providers should consider if they are required to change service options, such as 'grab and go', 'order in advance' and the removal of table service.

Queue capacity should be taken into consideration when planning your event. In the case of an outdoor 'food court' consisting of multiple mobile trading units, the queues associated with these may be longer than usual and may stretch either into the next trader's queuing space or out into the pedestrian thoroughfare.

The **sale of alcohol** at an event should be in line with government guidance at the time of the event and should be subject to a risk assessment. The event's alcohol policy should be cognisance of COVID-19 government guidance on the sale and supply of alcohol. The following should also be considered when deciding whether to provide alcohol:

- Lowered inhibitions caused by alcohol consumption leading to breaches of physical distancing and hygiene.
- Reduced movement of attendees and less pressure on the toilets where no alcohol is served.
- Behaviour of attendees before and after the event if under the influence of alcohol.
- Attendee profile, including their history with alcohol consumption and behaviour at similar events.

For further guidance on reopening of food-and-beverage services, refer to Fáilte Ireland [COVID-19 Support Hub](#).

Toilets

The number of attendees entering toilets at any one time should be limited. The following measures should be considered to allow for physical distancing in toilet facilities:

- Queuing systems for entry. Where barriers are used to define queues, they should not impede emergency escape routes by creating trip hazards or blocking access to exits.
- One-way systems within the toilet facilities.
- Alternate urinals and sinks to be closed off or appropriately spaced.
- Floor markings and signage indicating physical distancing.

In addition to physical-distancing measures, event organisers should ensure adequate hand-hygiene materials are available at all times. Enhanced cleaning of toilet facilities should be implemented.

Controls measures should be implemented for both permanent and temporary toilet facilities.

Egress

Flow rates through exits will be slower while trying to maintain physical distancing. Exiting times may need to be extended to reduce pressure on the exits, but also on the public-transport systems, which may be operating at reduced capacity. Control measures to ease pressure at egress may include:

- Staggered egress, allocating specific time slots for egress from each section of viewing area.
- 'Row by row' exiting, starting with the back row or row closest to the exit.
- Reconfiguring or providing temporary barriers to control flow and maintain channels separating lines of attendees egressing.
- Redirecting exit routes to different exits to distribute the exiting evenly.
- Provision of stewards to monitor, direct and advise attendees along the exit routes.
- Provision of additional exit routes.
- Increasing exit widths, where possible, to allow more attendees to pass through while physically distancing.
- Special consideration should be given to disabled attendees during egress. Event organisers may want to consider prioritising the egress of vulnerable attendees first.

Consideration could be given to requesting additional public-transport services on event days and implementing temporary road closures during egress to encourage physical distancing outside the venue. Refer to **Section 16** of this document for further guidance on Zone Ex.

Emergency response and evacuation

In the event of a non-COVID-19 emergency at the event resulting in an emergency evacuation and response by the emergency services, a threat to life will supersede COVID-19 restrictions.

9.3 Capacity Analysis

The assessment of the maximum-allowable capacity of an event will be based on the ability to manage physical distancing but not above framework restrictions as set out in the [COVID-19 Resilience and Recovery 2021-The Path Ahead](#) in place at the time of the event – see table below.

CAPACITY CHART					
Item	Level 1	Level 2	Level 3	Level 4	Level 5
Capacity for indoor venues with undesignated seating/viewing	Up to 100 attendees	Up to 50 attendees	0	0	0
Capacity for larger purpose-built indoor venues with designated seating/viewing	Up to 200 attendees	Up to 100 attendees	0	0	0
Capacity for outdoor venues with undesignated seating/viewing	Up to 200 attendees	Up to 100 attendees	Up to 15 attendees	Up to 15 attendees	0
Capacity for outdoor purpose-built venues with accredited capacity of over 5,000 people with designated seating/viewing	Up to 500 attendees	Up to 200 attendees	Up to 15 attendees	Up to 15 attendees	0

Calculating a safe capacity

Event organisers should determine the total number of people allowed on-site at a venue at any given time, and the number of people allowed within each discrete area of the venue at any given time, as per the physical-distancing requirements. A discrete area is a demarcated room or space within which the number of people can be managed. The number of people permitted in a discrete area includes event workers, event attendees and other people on-site. Event organisers should clearly indicate by signage in each discrete area the maximum capacity of the area.

Capacity analysis should take into consideration the ability to get people into the venue, the use of facilities and amenities such as toilets and concessions, viewing/activities areas and egressing. The holding capacity of the venue should also consider the physical-distancing capacity of the circulation areas. If the number of attendees cannot be accommodated in the circulation areas, then either the overall viewing or activity capacity should be reduced to the maximum circulation capacity, or consideration should be given to removing facilities so that the circulation area is used for one-way directional flow in and out of the event and for toilet access only.

Other control measures that may be considered include:

- Providing additional amenities where space allows – e.g. providing temporary toilets or food concessions externally.
- Not showing the live event on monitors and screens in the circulation areas to prevent lingering in these areas.
- Providing screens in viewing areas to enhance attendee visibility and limit ‘creep’ towards the performance or activity.
- Removing any tables and requiring people to bring their food/drink to their seat/viewing area.

Stewards should encourage physical distancing of attendees in circulation spaces and should aid with queue management. The density levels in circulation areas should be monitored at all times and access to these areas may need to be managed at the entry points from other areas to ensure breaching of physical distancing does not occur.

Example: determining capacity of standing areas or circulation space of the event

1. Determine the entire site size in m².
2. Determine the size of the non-useable spaces in m² (such as space taken up by plant equipment, storage containers and other impenetrable structures).
3. Deduct the non-usable-area size from the entire site size.
4. Divide the useable area of the site to allow for 2-metre physical distancing between persons.

Example: determining capacity of seating areas or circulation space of the event

Seating may be fixed or temporary tiered seating or flat seating on the ground. Again, event organisers must determine capacity for their event by ensuring 2-metre physical distancing between persons.

A number of factors may be considered to determine the capacity of an area, including:

- Allocation of seating/areas singly or in groups
- Seat width
- Gangway/aisle width
- Management of exiting
- Row width
- Using alternating rows
- Dynamic and static movements
- Stationary capacity vs throughput capacity

For further guidance on calculating seated capacity, please refer to Theatre Forum guidance for [Re-opening Arts Centres Guidelines](#)

9.4 Additional Considerations

Brush past

Where people are sitting or standing in rows, it will be necessary for them to pass each other to leave the area to access the facilities. To do this they would breach physical distancing guidelines. While the HSE states that there is little risk if a person is passing quickly, that person should keep their distance as much as possible. To help manage this risk the following measures might be considered:

- Requesting attendees to turn their backs as they pass other people, avoiding face-to-face contact.
- Requiring attendees to wear face coverings when seated and when on the move.
- Requesting attendees to remain in their seats throughout the event if able to do so.

Attendee singing and shouting

Attendees singing and shouting from a standing position in a seated area may project aerosols and respiratory droplets further than if they were sitting. The following control measures should be considered:

- Requiring attendees to wear face coverings when at their seats/areas.
- Addressing this issue in communications with attendees in advance of and during the event.

Standing attendance

While seated attendees can be allocated a particular seat number, this is more difficult in standing areas. Attendees may migrate to get a better view, to meet people they know or to get into covered areas in the event of rain. The risks associated with this behaviour include breach of physical distancing and intermingling between different pods. The following control measures should be considered:

- Addressing this issue in communications with attendees and requesting that attendees follow the advice and wishes of stewards who may ask them to move.
- Divide standing areas into different zones or pens separated by barriers to prevent overcrowding in any one area. This would include preventing access from one standing area to the next. Tickets should be sold to an assigned standing area. Any use of temporary barriers should not impede emergency egress or circulation by creating trip hazards or blocking direct access to exits.
- Increased monitoring in standing areas by stewards.
- Demarcation of physical distancing using floor markings.

SECTION SUMMARY

- *Physical distancing for workers*
- *Physical distancing for attendees*
 - *Capacity analysis*
 - *Ingress/egress*
 - *Standing vs seating*
 - *Circulation spaces and use of facilities*
 - *Queue management*
 - *Food-and-beverage areas*
- *Physical-distancing signage and communications*
- *Compliance Officers monitoring*

10 HEATING/VENTILATION/AIR-CONDITIONING SYSTEMS

According to the [ECDC](#), poor ventilation in confined indoor spaces is associated with increased transmission of respiratory infections.

Determining ventilation of enclosed workspace or event setting should be considered as part of the risk assessment. The priority for the risk assessment is to identify areas that are usually occupied and are poorly ventilated.

The following should be considered when developing a risk assessment:

- How do you currently provide ventilation (fresh air)?
- How many people occupy or use the area(s)?
- How much time do people spend in the area(s)?
- What activities take place in the area(s)?
- How large is the area(s)?
- Are there any features which might affect ventilation? For example,
- Does the workplace have Local Exhaust Ventilation (LEV)?
- Does the workplace have multiple or complex ventilation systems in place?

Below are steps to consider to help improve indoor ventilation. These steps should be considered in consultation with a heating, ventilation and air-conditioning (HVAC) professional.

- Increase natural ventilation, opening windows or external doors, if safe to do so.
- For mechanical systems:
 - Ensure any HVAC systems are fully serviced and maintained.
 - Increase the percentage of outdoor air.
 - Increase total airflow supply.
 - Disable demand-control ventilation controls that reduce air supply based on temperature or occupancy.
 - Improve central air filtration.
 - Increase air filtration to as high as possible without diminishing design airflow.
 - Ensure exhaust fans are operating at full capacity.

It is recommended that events are organised outdoors; however, if this is not possible, event organisers should follow the guidance offered by the [Health Protection Surveillance Centre](#) and the [UK Health Service Executive](#).

Event venues should be ventilated before admittance of attendees, during the event if appropriate, and after the event.

Big tops, tents and marquees offer an ideal solution for many events. They provide spaces that can provide protection from the weather while allowing for free ventilation through a space by the opening or removal of the sides of the tent.

SECTION SUMMARY

- *Include ventilation in the risk assessment*
- *Host events outside where possible*
- *Increase natural air ventilation*
- *Service and maintain in line with manufacturer's instructions heating, ventilation and air conditioning systems*
- *Consult with heating, ventilation and air-conditioning professionals*

11 SHOW-SPECIFIC CONSIDERATIONS

11.1 Live-performance Considerations

Activities that involve rehearsing or performing in groups can result in multiple close interactions in rehearsal venues onstage, backstage, before and after rehearsals and performances, and during breaks. Risks of transmission are increased during various activities – e.g.

- Vocalisation
- Playing musical instruments
- Dancing/performing

The factors will be particularly significant for choral events and events with live orchestras.

Additional resources for performers

- [Sing Ireland](#) has developed guidance for choirs.
- Theatre Forum has developed guidance documents for the safe creation and staging of work during COVID-19 for arts and cultural workers. It has also developed a framework for performing-arts venues working during COVID-19, available [HERE](#).
- Guidance on COVID-19 policies and protocols for professional dance workers prepared by Dance Ireland is available [HERE](#).

11.1.1 Vocalisation

Vocalisation presents a risk of transmission via the production of respiratory droplets and aerosols during speaking and singing. Loud speech and singing, while less forceful than coughing or sneezing, can result in bursts of air releasing respiratory particles large enough to transport viruses, including some small enough to be transported on air currents and inhaled deep into the respiratory tract. The quantity and size of particles produced during vocalisation enhance the risk of transmission compared to less-intense respiratory activities.

11.1.2 Instruments

The transmission risks associated with playing musical instruments vary according to the type of instrument. Playing of strings, keys or percussion typically does not present added risks due to respiratory droplets and aerosols but may present risks due to fomite transmission from shared instruments. Instrumentalists who play more energetically could be inhaling and exhaling more forcefully, which may increase the quantity of aerosols exhaled to the surrounding air.

Playing of brass and woodwinds may increase the release of respiratory particles by blowing air, sometimes forcefully, through a mouthpiece. Respiratory particles may exit through the instrument bell or keys, or across the surface for instruments such as the flute.

11.1.3 Dance/Performing Arts

Many dance and performing-arts activities involve close physical contact. Physical exertion can also lead to respiratory droplets and aerosols.

Performers also often have prolonged closeness to other people, including hair and make-up personnel, sound engineers, etc.

11.1.4 Other Close-contact Activities

As part of live performances, close-contact activities and shared equipment can be unavoidable, such as costume fitting, hair and make-up, working with sound and amplification equipment (such as microphones). Event organisers must ensure that all activities are carried out in line with government guidance and public-health advice. Strict adherence to health-screening measures, physical distancing, use of face coverings and PPE, and enhanced cleaning in such circumstances will be vital in preventing the spread of the virus among performers and other workers. COVID-19 risk assessments should be carried out and response plans should be prepared for activities.

Some performers may be operating in a close-contact pod that may permit them to work in close contact without face coverings. A testing regime must be implemented in these circumstances.

11.1.5 Performance Locations

The location and orientation of the performance area will determine the appropriate IPCM required to reduce the risk of transmission between performers and attendees.

Performances delivered on the ground (not on a stage) will require appropriate barrier systems and/or management to ensure physical distancing can be maintained between performers and audiences.

11.1.6 Control Measures

Consideration should be given to physical distancing of performers with additional protection measures where required, such as physical screens and facing brass and woodwinds away from crowds and other performers. Additional considerations include:

- Distancing for audiences and performers depending on activities.
- Reducing the duration of the shows.
- Reducing the number of performers.
- Face coverings – singers' face shields, etc.
- Increased ventilation in the performance areas.
- Increased cleaning and disinfection to reduce fomite transmission.
- Consideration of performers' effect on the crowd's behaviour.
- Updating 'show stop' procedures for significant crowd non-compliance.

Event organisers should reach agreement with co-producers, artists, performers, workers and venues regarding working procedures, responsibilities and response protocols throughout rehearsals, build periods, technical installations, event days and take down periods.

Event organisers should ensure that artists, performers and entertainers are aware of the event's COVID-19 Response Plan and the control measures in place. They must be aware of their role in

providing a COVID-19-safe event by complying with physical-distancing and hygiene protocols. Artists and performers must provide the event organisers with their own COVID-19 Response Plan.

11.2 Exhibitions and Visual Arts

Where event organisers present exhibitions or utilise gallery spaces for the event, consideration should be given to the following for preparation and execution:

- Layout of the exhibition's area must accommodate physically distanced viewing.
- Floor markings to denote standing spaces.
- Defined capacities for discrete areas and ability to manage capacities.
- Management for the ingress and egress of attendees to and from the space.
- Production of digital exhibition information/catalogues to avoid distribution of physical materials.

Refer to Fáilte Ireland's [Guidelines for Re-opening Visitor Attractions](#) and Theatre Forum's [Reopening Arts Centres Guidelines](#) for additional information.

11.3 Static Installations

Where events present exhibitions or installations in the public realm, event organisers must ensure the following for preparation and execution:

- Layout to accommodate physically distanced viewing.
- Consideration of the use of floor markings to denote standing spaces.
- No opening/closing ceremonies or live activities that could potentially breach government restrictions.

Event organisers may wish to incorporate self-guided tours as part of these installations. A self-guided tour is where attendees navigate a route independently as opposed to an escorted tour, where a tour guide directs the route, times, information and places toured. Information for the tour could be offered via event app.

11.4 Performers and Artists Areas

Event organisers shall be responsible for ensuring that event facilities for performers and artists – such as green rooms, dressing rooms and rehearsal spaces – are included in the event's COVID-19 Response Plan and that they are managed and operated in compliance with government guidance and public-health advice.

Where there are multiple performers or artists using the facilities (green rooms, staging, etc.), thorough cleaning and disinfecting should be carried out before and after each use to avoid potential cross-contamination. For outdoor performances, artist areas, dressing rooms, bathroom facilities and warm-up spaces must also be provided. Room capacities should be clearly signposted, and event organisers should consider all visitors to these areas (guests, artist liaisons, stage managers, etc.).

11.5 International and National Travel

Workers – including artists, performers and touring workers – must adhere to government restrictions with respect to national and international travel. Information for those travelling (including the details of category-2 locations) and the passenger form can be found [HERE](#) and [HERE](#).

Currently, there are no exemptions from quarantine for artists/performers and their support staff.

11.6 Other Site Activities

There may be other activities and attractions at your event that need to be considered and assessed with respect to the risk of transmission of COVID-19. This may include activities such as:

- Sampling and promotions
- Demonstrations
- One-to-one activities – e.g. traditional-music tutorials, face painting, etc.
- Workshop activities – e.g. art classes, circus-skills workshops, traditional singing or music workshops
- Interactive games – e.g. bouncing castles, climbing walls
- Funfairs and carnival games
- Interactive performances with the public or collaborative art-making with the public
- Walking tours

Event organisers must ensure activities do not cause an increased risk of infection transmission. Risk assessment/compliance considerations should be carried out in advance of booking activities (at programming stage) and checked for compliance as agreed on-site. There may be some activities that may not be suitable.

SECTION SUMMARY

- ***Liaise with artists, performers and touring workers***
- ***Live-performers' and artists' response plans provided by performers/artists***
- ***Manage and monitor close-contact work in line with government guidance***
- ***Ensure artist areas and back of house are managed in line with government guidance***
- ***Review guidance on international travel for artists and performers***
- ***Risk-assess other site activities***

12 CLEANING TO PREVENT CONTAMINATION

Hygiene and cleaning recommendations are fundamental in efforts to stop the spread of COVID-19. Event organisers should implement thorough and regular cleaning of the venue, particularly frequently touched surfaces. If disinfection of an area is required it must be performed in addition to cleaning, never as a substitute for cleaning. Cleaning should be carried out in accordance with European Centre for Disease Prevention and Control ([ECDC](#)) guidelines.

Definitions:

Cleaning removes germs, dirt and impurities from surfaces or objects. This process does not necessarily kill germs, but by removing them it lowers their numbers and the risk of spreading infection.

Disinfecting a surface will eliminate the disease-causing microorganisms.

Sanitising in accordance with public-health standards reduces bacteria to safe levels and decreases the risk of infection, but may not kill all viruses.

Cleaning materials should be reviewed to ensure they are effective against viruses.

12.1 Enhanced Cleaning Measures

There are a number of specific enhancements event organisers should consider implementing to complement their standard cleaning plans to mitigate the risks of COVID-19 and prevent cross-contamination at shared touchpoints at the venue. These include:

- Contact/touch surfaces, communal changing/sanitary facilities and catering facilities should be cleaned at least twice daily and whenever facilities are visibly dirty.
- Cleaning workers should wear a higher level of PPE than previously used at the event and venue environment. The appropriate amount of cleaning workers should be available during the event.
- Workers should be trained in the proper use, donning/doffing, cleaning, storing and disposal of PPE.
- Increasing the frequency of cleaning and disinfection in toilet facilities and high-frequency touchpoints.
- Ensuring soap and hand-sanitiser dispensers, disposable tissue dispensers and other similar devices are regularly checked, cleaned and maintained.
- Ensuring enhanced diligence in maintaining a cleaning log to ensure the cleaning regime is strictly adhered to (consider displaying the cleaning log for the public where possible and appropriate).
- Allocate adequate time (pre-, during and post-event) to ensure the cleaning process is thorough and effective, and not just largely aesthetic for presentation purposes.
- Provide workers with essential cleaning materials to keep their own workspace clean – e.g. wipes/disinfection products, paper towels and waste bins/bags.

- Increase the number of waste-collection points and ensure these are emptied regularly throughout and at the end of each day.
- For venues with consecutive shows the venue must be fully cleaned before admitting the next attendees.
- Standard cleaning procedures for events and venues should be robust, with pre-event, event and post-event cleaning protocols for all internal and external areas. Special attention must be paid to frequently touched surfaces, as outlined in the following section.

12.2 List of Cleaning Touchpoints

This is a non-exhaustive list and is provided for guidance.

Public areas (foyers and entrances, entertainment reception areas, dining and food-service areas)

- Door handles, push plates
- Bike rack or other barriers the public may touch
- Car parks, pay stations, doors
- Handrails for stairs, ramps and escalators
- Elevator buttons (inside and out)
- Reception desks, ticket counters
- Telephones, point-of-sale terminals and other keypads
- Tables, chairs
- Beverage stations, water fountains, vending and ice machines
- Waste-receptacle touchpoints
- Gates
- Handrails
- Bins
- Queuing barriers
- Front-of-stage barriers

Toilets/restrooms (front and back of house as well as portable units)

- Door handles, push plates
- Sink faucets and counters, toilet handles
- Lids of containers for disposal of women's sanitary products
- Soap dispensers and towel-dispenser handles
- Baby-changing stations
- Bins

Auditorium, stage area, orchestra pit, etc.

- Seated areas, seats
- Stairs
- Handrails

Back-of-house offices, dressing areas, green rooms, production areas

- Individual office and other room furniture

- Door handles, push plates, doorways, railings
- Light switches, thermostats
- Cabinet handles
- Telephones, computers and computer mice, other keypads
- Microphones
- Backstage and technical equipment
- Bins
- Back-of-house kitchen and food-preparation areas
- Handles of kitchen equipment, doors, cabinets, push pads
- Counter surfaces
- Handles of beverage and towel dispensers
- Handles of sinks, including hand-washing sink and mop sink
- Cleaning tools and buckets

12.3 Contaminated-waste Removal

Waste services should be treated as normal waste, utilising best practice for reuse/recycle except where there has been a suspected or confirmed case of COVID- 19. Waste material produced during the cleaning process should be placed in the appropriate waste bins, which should be pedal-operated and lidded. Where an area within a venue is suspected or confirmed of being contaminated with COVID-19, a decontamination clean should be carried out. See **Section 16** for further information on cleaning after a suspected case.

12.4 Shared Equipment

Efforts should be made to minimise the use of shared equipment where possible. If this is not possible, the following procedures should be in place:

- Clean and disinfect shared equipment and tools before, during and after each shift or any time the equipment is transferred to another person – e.g. radios and microphones.
- Once finished with equipment, workers are advised to thoroughly wipe down the equipment using disinfectant wipes.
- Workers are required to wash or sanitise their hands regularly while on-site, with hand sanitiser made available at all major touchpoints.
- Shared vehicles should be wiped down with disinfected wipes before and after use.

SECTION SUMMARY

- *Enhanced cleaning*
- *Frequently touched surfaces*
- *Shared equipment and facilities*
- *Public areas and back of house*
- *Cleaning materials and equipment, including PPE*
- *Contaminated waste and cleaning for suspected case*
- *Record-keeping*

13 COMMUNICATIONS

Clear and concise communication with workers, attendees and stakeholders is an essential part of managing risk at the event. A comprehensive and reliable communication plan can be utilised to inform all persons attending the event as to what measures have been put in place for their safety, and to inform them of what is expected of them. A good communication plan will also allow persons attending the event, including workers and attendees, to be informed with up-to-date information and changes as they occur. Communication should be clear, consistent, strategic and sufficiently visible across digital and physical channels, which include the following:

- **Website** for the event organiser, venue, event, or artist/performer.
- **Social-media channels** for the event organiser, venue, event or artist.
- **Ticket-purchasing sites** should link to health-and-safety rules. Online ticket purchases should require audiences/attendees to check a box affirming that they have read and agree to comply with posted rules.
- **Emails and push notifications** reminding audiences/attendees of health rules and expectations, which can be sent at regular intervals from date of purchase through to event day.
- **Mobile apps** are already a valuable means of giving audiences/attendees directions to the venue, show times, artist bios and merchandise options. Health rules and expectations can be added to the information on every attendee's mobile device. Live notifications can also be developed and distributed.
- **Signage leading to and at the event site** can be effective as a further reminder, especially if it is visually attractive and located where audiences/attendees are likely to be standing still or moving slowly.

13.1 Communication with Attendees

13.1.1 Before the Event

Before an event takes place, event organisers should inform the ticket holders/attendees, using all available communication channels, of:

- The safety measures that have been implemented in the event.
- Their responsibilities when attending an event.
- The time that it will take to attend the event and return home safely.

This will reassure attendees of the safety precautions in place for their own safety. It will also assist in the operations on the day, as attendees will know what to expect and will be able to plan accordingly.

In addition to normal event rules, communications with attendees should give clear and concise information informing them, where applicable, of:

- Their responsibilities in terms of hygiene and respiratory etiquette, physical distancing and wearing of face coverings.

- Ticketing arrangements and advice on advance ticket purchasing.
- Cancellation and refund policies.
- Their responsibility to remain at home if they are experiencing symptoms of COVID-19 before an event or are a close contact of a suspected case.
- Their responsibility to personally assess themselves for fitness to attend – e.g. if they might be considered vulnerable people.
- Advice on what to do if they develop symptoms while at the venue.
- Advice for travelling on public transport, including the possibility of limited services.
- Suggested arrival times to account for possible increased queuing and to inform of staggered entry times if imposed.
- Location of entry points and exit routes related to their allocated seating or area.
- Any difference in standard entry procedures or checks they may need to undergo.
- Payment methods at concessions – e.g. if contactless payments or click-and-collect methods are being used.
- Changes to the usual available refreshments – e.g. if there is a no-alcohol policy.
- Exiting arrangements, particularly if staggered exiting is imposed.

Attendees should be informed via pre-event communications that much of the responsibility for managing COVID-19 risk remains with themselves, particularly in relation to physical distancing, the wearing of face coverings and hygiene. Attendees must have a clear understanding of what to expect in the new environment from a time perspective. This is to offset any negative reaction that may contribute to the spread of COVID-19.

13.1.2 During the Event

During the event attendees should be reminded of control measures in place and their responsibilities.

Clear, concise signage should be in place at entrances and throughout the venue to indicate:

- Hygiene protocols
- Physical distancing
- Face-covering protocols

Floor markings can also be used to indicate queuing positions in line with physical distancing.

During the event use can be made of the public-address systems, information boards and screens to give reminders to attendees of their responsibilities and to inform them of any changes to procedures.

All messaging should be clear, concise and consistent, and should adhere to the guidelines for signage, visual contrast and audibility for people with disabilities.

13.2 Communication with Workers

Prior to or on arrival at the venue, induction training should be provided for all workers detailing the new measures in place at the event and up-to-date guidance on public health, as well as their responsibilities while in work and at the event. Site induction training should be obligatory prior to all workers entering the event venue. Task/job-specific training may be needed for event workers.

Any event-specific guidance and procedures should also be relayed to the workers prior to them commencing work on event day. Further briefings may be required throughout the day to update the workers of any changes.

Adequate time needs to be given for additional worker briefings before an event. This could extend the working day at an event significantly. This needs to be considered when assigning shifts, taking into account any requirements for worker changeover, if necessary.

Communication with workers should be ongoing. Event workers, like others, may adhere less to guidance and protocols over time. Ongoing monitoring and verbal reminders from COVID-19 Compliance Team members in this regard are essential.

13.3 Signage

Appropriate signage should be installed in key locations (entrances, circulation spaces, toilets, etc.) to remind the attendees and workers of their responsibilities. The signage should be placed in prominent positions and be clear and legible.

Signage should be regularly reviewed to ensure it is displaying the latest government guidelines or event-specific protocols. Signage can also include the do's and don'ts for the event.

Signage may take the form of the following:

- Vertical signage prominently mounted in key locations
- Floor markings
- Electronic displays and screens within circulation areas
- Big screens to give instruction to attendees

A notice should be included so that all workers and attendees are informed not to attend if they are experiencing any signs or symptoms of COVID-19, awaiting results, self-isolating or restricting their movements, are a close contact, or have returned from international travel.

To accommodate non-English speaking attendees, all signage to be pictographic where possible.

The HSE provides resources for signage and posters, which are available [HERE](#).

13.4 External Communications

Event organisers should liaise and develop lines of communications with external stakeholders as appropriate, including:

- Local authority
- An Garda Síochána

- Statutory Agencies (public-sector bodies of the state that have a statutory obligation to perform specific tasks on behalf of the government of Ireland)
- National Transport Authority and/or local transport providers
- Local residents and businesses
- Any other stakeholders

Event organisers should provide details of their event, including specifics outlined in their COVID-19 Response Plan.

SECTION SUMMARY

- *Communications with workers including contractors, suppliers and artist/performers*
- *Communications with attendees*
- *Communications with external stakeholders*
- *Methods of communication – print, social media, websites, emails, verbal, signage*
- *Before, during and after the festival or event*
- *Signage, floor markings, verbal instruction*

14 CONTRACTORS AND SUPPLIERS

14.1 Event Operations

All aspects of the festival and event operations must be planned and managed to ensure compliance with government guidance and public-health advice. This includes:

- Set-up and take-down activities
- Deliveries and collections
- Scheduling of suppliers and contractors
- Arrival of artists and performers

Event organisers will need to consider a slower pace of work to facilitate physical distancing and enhanced cleaning.

Event organisers should ensure that communications with contractors and suppliers with respect to COVID-19 IPCMs are consistent and in line with measures outlined in section 13.2 of this document.

14.2 Documentation

Contractors and suppliers must follow the event's IPCM and take into account current public health advice to prevent the spread of COVID-19. All suppliers and contractors who come on-site and work at the event must sign a health declaration prior to entering, as per all workers. Event-specific COVID-19 induction should be provided detailing event organizer's COVID-19 Response Plan. This will include policies and procedures on:

- Physical distancing
- Hand hygiene and etiquette
- Face-covering policy
- Health screening
- Suspected-case response and isolation areas
- COVID-19 Compliance Officers
- Contact tracing

Standard health and safety management procedures for suppliers and contractors should also be implemented. All supplier and contractor health and safety documents should be updated to include their COVID-19 Response Plan. Event organisers should ensure that contractors and suppliers:

- Have appropriate insurances in place.
- Have reviewed and updated their safety statement and associated risk assessments to take account of COVID-19. See HSA website for resources on [Safety Statements and Risk Assessments](#).
- Have reviewed and updated risk assessments and method statements for all works on-site to address the risk of COVID-19. Particular emphasis will be required for 'close working' – i.e. where persons cannot maintain physical distance.
- Have reviewed and updated daily briefing documents (safe-system-of-work plans, site induction briefings, etc.) to address COVID-19.

Suppliers and contractors should nominate a LWR and/or COVID-19 Compliance Officer, who will be responsible for ensuring compliance for their own team and who will liaise with event organisers as required.

14.2.1 Stage/Set Build

Construction Federation of Ireland C-19 Standard Operating Procedures should be referred to for 'site build' and 'strike/de-rig' elements. The document can be found [HERE](#).

SECTION SUMMARY

- *Return-to-work screening for contractors and suppliers*
- *Training for contractors and suppliers*
- *Response plans provided by contractors and suppliers*
- *Contact-tracing systems for contractors and suppliers*
- *Set-up and take-down considerations*
- *Scheduling and planning considerations*

15 ACCESSIBILITY

Event organisers should ensure that COVID-19 IPCM do not compromise the rights or quality of the experience for attendees or workers with disabilities. The COVID-19 Response Plan should have regard to the requirements of disabilities, equality and inclusion legislation.

Factors to be considered include:

- Control measures should not prevent a person with a disability from attending or accessing the event.
- Event organisers cannot restrict people from attending for reasons of disability. It is for the individual to carry out their own personal risk assessment and to determine the appropriateness of their attendance at the event.
- Attendees with disabilities often require attendance with a companion or aid. This will need to be considered when allocating tickets in line with physical distancing.
- Positions of barriers and infrastructure should not impede the access or circulation route for people with disabilities.
- Positions and legibility of signage should have regard for people with disabilities.
- Hand sanitisers should be accessible to people with a range of abilities.
- Hand sanitisers, barriers and other infrastructure should contrast visually with surrounding surfaces so that they are easily identifiable to people with vision impairment.
- Stewards and COVID-19 Compliance Officers should be made aware that some disabled people are unable to wear face coverings.

16 ZONE EX MANAGEMENT

Consideration needs to be given to the event venue environs during entry and egress at an event. The management of the 'last mile' leading from public car parks, public-transport hubs and local amenities will be essential in reducing the risk of spreading COVID-19.

While management of this zone may be outside the direct control of venue management and event organisers, a holistic view of the attendee journey to and from the event (or from event to event where this takes place in a festival programme on multiple sites) needs to be considered. A consultative-management approach should be applied between the event organisers and statutory agencies. Size and location of the event will determine the required management.

This might include:

- Review of public-transport capacity and ability to get people to and from the festival or event safely.
- Review of access and egress to public-transport hubs to allow physical distancing.
- Requirement of additional parking due to increased numbers of attendees driving to the venue to avoid public transport.
- Attendee behaviour outside the venue.
- Impact on local businesses and residents, ensuring they can physically distance from the attendees and implement public-health measures.
- Overcrowding in local amenities pre- and post-event.
- Overcrowding in communal areas and streets.
- Changes to approach routes that may affect traffic management.
- Temporary road closures to accommodate new access and egress routes and to promote physical distancing.
- Staggered entry time and egress times.
- Casual traders.
- Signage to direct audiences or the public to and from the venue.

Event organisers should liaise with, as appropriate, venue management, local authorities, An Garda Síochána, the National Transport Authority and/or local transport providers, and any other stakeholders to coordinate safe access and egress to and from the event.

Ambient crowds should be included in event planning arrangements. Event organisers will need to be aware of and have mechanisms in place for discouraging and dispensing with the congregation of crowds outside the event as a result of event activities.

Some events will be held in multiple 'controlled environments' by using multiple venues. Event organisers must be cognisant of crowd movements and management to avoid congestion when planning and programming.

CHAPTER 3

SUSPECTED-CASE AND OUTBREAK RESPONSE PLANNING

17 SUSPECTED-CASE RESPONSE PLAN

The key message is that a worker or attendees should not attend the event if they are displaying any signs or symptoms of COVID-19 or are feeling unwell.

However, while an individual should not attend if displaying any symptoms of COVID-19, the following outlines the steps organisers should put in place to deal with a suspected case that may arise during the course of the working day or the event.

Event organisers should develop their plan based on the following concept:

- 1. Assessment** Consider the symptoms and compare with HSE guidelines.
- 2. Information** Instruct the individual on what to do next.
- 3. Advice** Provide guidance on how best to manage their return home safely.
- 4. Assistance** Provide PPE, medical assistance and/or transport as appropriate in the circumstances.

Organisers must also consider actions required if there is an outbreak as a result of their activities. An outbreak of COVID-19 is when two or more cases of the disease are linked by time, place or person.

An outbreak of COVID-19 is managed by the local Departments of Public Health to enable the outbreak to be brought under control as quickly as possible. It also requires close engagement and cooperation between the employer, event organisers, LWR, the workers, attendees and, in particular, the individual(s) affected. Outbreaks in a single workplace that are not managed and brought under control quickly can rapidly spread to other workplaces and/or the wider community.

Event organisers and employers must cooperate with the local Department of Public Health if a case of COVID-19 and/or an outbreak is confirmed in their workplace and implement any follow up actions required.

17.1 Initial Response

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting the individual involved, their colleagues and/or attendees.

The first-aider or other pre-designated responder should be contacted if an individual feels unwell and is displaying recognised symptoms. The symptomatic individual should be allowed to make their way home if they are feeling well enough and can do so safely. If not, the designated responder should escort them to the isolation area, remaining 2 metres away from the patient and ensuring that all other individuals on the premises maintain a 2 metre distance.

The patient should be given a disposable facemask, if not already wearing one, while walking to the isolation area and when exiting the workspace, and should be advised not to touch any surfaces, objects or people.

Once in the isolation area, the first-aider can assess the individual to see if they are well enough to return home and to contact their GP by phone from home and isolate there. If the person is not well

enough to travel home, they should contact their GP by phone (preferably using their own mobile phone) to discuss the next steps. Anyone showing symptoms of COVID-19 should not use public transport, and an alternative method of transport should be organised.

If the individual displaying symptoms is an event attendee, they may be accompanied by other individuals, who may also need to be considered as suspected cases depending on individual assessment. Organisers should consider:

- Are they from the same household?
- Have they travelled together?
- Are they considered a close contact?
- Are they displaying symptoms?

17.2 Isolation Areas

A suitable isolation area(s) should be identified in advance of it being required. This will be the location where a person experiencing symptoms of COVID-19 can be brought to in order to isolate the individual and minimise the risk of contact with others on the premises. The isolation area/room should be easily accessible, bearing in mind that it may need to be accessed by members of the public as well as by workers, and be accessible for those with disabilities.

An isolation area should ideally be a room where the door can be closed and has a window for ventilation. Where a closed-door area is not possible, an area away from others could be used.

Only the minimum amount of furniture should be placed in the room so as to facilitate easier cleaning and disinfecting when the room has been used. The room should contain the following:

- Tissues
- Hand sanitiser
- PPE including gloves and surgical facemasks
- Disinfectant and/or wipes
- Waste bags or waste bin with lid (pedal bin or non-touch mechanism)

Event organisers may need to accommodate more than one person in isolation at one time. Consideration should be given to the requirement of more than one isolation area.

17.3 COVID-19 Contact Tracing Log for Suspected Case

A COVID-19 Contact Tracing Log should be completed as part of your COVID-19 Response Plan, and it should be managed by a designated contact person/case manager. It should be filled in if a person presents themselves as feeling unwell at the venue and is treated as someone presumed to have COVID-19. It is not intended to be a substitute for a first-aid patient-report form.

The aim of the COVID-19 Contact Tracing Log is to identify who has been in close contact and the areas of the venue that may be affected. Inclusions and functions are:

- Workers who have potentially been exposed and the impact this may have on the operations of the venue.
- To obtain information for post-incident actions required for the place of work to continue to function.

- To provide records for the enforcing authorities (HSE, HSA) should they require further information.

17.4 First Aid/Medical Provision for Suspected Case

On-site first-aiders will need to provide initial treatment as necessary, or until the emergency services arrive. Management should ensure first-aiders receive any necessary training updates and are confident that they can help someone injured or ill.

- Review all first-aid procedures to adapt in line with current COVID-19 guidance. The Pre-Hospital Emergency Care Council has issued an update in regard to COVID-19 and first-aid provision in the workplace.
- Ensure sufficient resources are available to deliver first aid, including adequate supplies of PPE: single-use nitrile gloves, disposable plastic aprons, surgical facemasks and eye protection.
- Good hand hygiene should be practised during any first-aid situation, including hand washing with warm water and soap or the use of hand sanitiser before and after providing first-aid treatment.
- Suitable location for isolation room to be determined by the event management at pre-event meetings.
- Understanding of the venue-specific COVID-19 Response Plan for how to deal with a suspected case of COVID-19.
- Identify a suitable isolation room where a suspected case of COVID-19 can be brought. As outlined above, the isolation room should be a separate area to the first-aid room. However, your first-aid room may need to become an isolation area if a patient receiving first-aid treatment shows symptoms of COVID-19 while being examined by the first-aider.
- Contingency plans should identify alternative areas suitable for the provision of first aid should the main first-aid room become unavailable.
- If a first-aider encounters an individual with suspected COVID-19 within the workplace, the patient should be given a disposable facemask to wear.

17.5 Cleaning Guidelines after the Presence of a Suspected Case of COVID-19

SARS-CoV-2, the virus that causes COVID-19, cannot grow/multiply on surfaces but it can survive on them if they are not cleaned. The virus gradually dies off over time, and under most circumstances the amount of infectious virus on any contaminated surface is likely to have decreased significantly within three days. Studies on survival of the virus in the environment have shown that it can remain for up to seventy-two hours on plastic and stainless steel, less than twenty-four hours on cardboard, and less than four hours on copper.

The following are recommendations for cleaning/disinfecting a room after the presence of a suspected or confirmed case of COVID-19 – e.g. following the use of an isolation room:

- As soon as the suspected case has left the room, keep the door to the room closed for one hour.

- Carefully clean all surfaces and furniture in the room with a neutral detergent, followed by decontamination of surfaces using a disinfectant effective against viruses. Disposable cleaning cloths are recommended. Open the window in the room while cleaning is in progress.
- Workers responsible for cleaning after a suspected or confirmed COVID-19 case was present should wear disposable, single-use, non-sterile nitrile gloves and a disposable plastic apron, and should avoid touching their face during the cleaning procedure. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with COVID-19, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. Avoid creating splashes and spray when cleaning.
- Do not allow anyone to use a potentially contaminated room until it has been cleaned/disinfected and all surfaces are dry.

Cleaning guidance for use in non-healthcare settings, general cleaning principles, and cleaning guidance when a person with COVID-19 has been in the setting can be read [HERE](#).

17.6 Outbreak Response

If there is an outbreak as a result of event activities, organisers should seek to contain the outbreak as soon as possible and follow directions of local Department of Public Health.

The primary objective of managing an outbreak is to reduce the risk to the workforce and public health by containing the disease and preventing secondary spread. When the organisers have been made aware of positive cases, they will ensure contact logs and details are provided for close contacts as soon as possible.

Close contacts within the workspace or at the event should be advised to restrict their movements, including staying away from the workplace. Close contacts should also follow public health advice with respect to testing.

An assessment should be carried out to assist in identifying the mode of transmission for the outbreak in order to break the chain of transmission. This information should be gathered in conjunction with Public Health representatives.

The organisers should also review the event COVID-19 response plan to ensure that all IPCMs are being implemented correctly. The COVID-19 risk assessment should be reviewed and updated based on the findings of the investigation. Findings should also be communicated to workers as appropriate.

Closure of the event or workplace will be determined based on guidance from Public Health Authorities.

17.7 Advise for Returning to Work after COVID-19 Illness

The HSA has introduced interim guidance to assist employers and workers manage a return to work following COVID-19 testing or infection. The Fitness for Work interim guidance and related checklists are available [HERE](#).

SECTION SUMMARY

- *Identify*
- *Isolate*
- *Assess*
- *Implement actions*
- *Contact log*
- *Cleaning*

For further information on Suspected Case Response Plans, see section D5 of the [Work Safely Protocol](#).

CHAPTER 4

FIRST AID AND EMERGENCY RESPONSE MEASURES



18 FIRST AID

First aid and the provision of medical care at events now need to take into account the risk of transmission of COVID-19 by symptomatic and non-symptomatic patients.

Where external medical providers are contracted to provide medical services, event organisers should ensure that the organisation has updated the event medical plan to include the risk of transmission of COVID-19. For smaller events a designated first-aider may administer medical attention. Event organisers should ensure that those responsible for administering first aid receive necessary training. Standard infection-control precautions must be applied when treating all patients. Patients should be treated according to Clinical Practice Guidelines; however, when responding to an emergency medical incident:

- Complete a preliminary assessment, if possible, while maintaining physical distancing (> 2 metres).
- If the patient requires close contact assessment and/or treatment, wear appropriate PPE.
- If the patient demonstrates respiratory symptoms, fever or other cause for concern re. COVID-19, apply a surgical facemask to the patient.
- If the patient is unresponsive, check for breathing without using the look, listen and feel (ear to the patient's mouth) process.
- Minimise the number of unnecessary bystanders, responders and/or practitioners within the vicinity of the patient, especially in a small room/area or ambulance.
- When patient information is being recorded, request another person, who has maintained physical distancing from the patient, to record the details so as to avoid cross-contamination.
- When the patient encounter is complete, doff and dispose of the PPE appropriately and, finally, wash your hands.

For more information on administering first aid, please see Pre-hospital Emergency Care Council Website [HERE](#).

19 EMERGENCY EVACUATION AND RESPONSE

In the event of an emergency, the evacuation of attendees and workers from the area of immediate danger takes precedence over any requirements for physical distancing during egress.

USEFUL LINKS

Government of Ireland	<u>Work Safely Protocol</u>
	<u>COVID-19 Resilience and Recovery 2021-The Path Ahead</u>
HSE (Health Service Executive)	<u>Information and Guidance on COVID-19</u>
	<u>Stay Safe Guidelines</u>
	<u>Information, Guidance and Checklists on COVID-19</u>
	<u>Face Coverings and Masks</u>
HSA (Health and Safety Authority)	<u>Guidance for Non-healthcare Settings</u>
HPSC (Health Protection Surveillance Centre)	<u>Guidance for Non-healthcare Building and Ventilation During COVID-19</u>
	<u>Guidance for Food Service Businesses</u>
	<u>Information for businesses impacted by COVID-19</u>
Department of Enterprise, Trade and Employment	<u>Supports for businesses impacted by COVID-19</u>
Data Protection Commission	<u>Processing Customer Data for COVID-19 Contact Tracing</u>
Fáilte Ireland	<u>Guidelines for Re-opening all sectors</u>
	<u>Guidelines for Re-opening Hotels and Guesthouses</u>
	<u>Guidelines for Re-opening B&B and Historic Houses</u>
	<u>Guidelines for Re-opening Caravan and Camping Parks</u>
	<u>Guidelines for Re-opening Self Catering</u>
	<u>Guidelines for Re-opening Hostels</u>
	<u>Guidelines for Re-opening Spas</u>
	<u>Guidelines for Re-opening Restaurants and Cafes</u>
	<u>Guidelines for Re-opening Pubs</u>
	<u>Guidelines for Re-opening Activity Providers</u>
	<u>Guidelines for Re-opening Visitor Attractions</u>
	<u>Guidelines for Re-opening Tourism Transport</u>
Theatre Forum	<u>Guidelines for Reopening Arts Centres</u>
Dance Ireland	<u>Returning Safely to Dance</u>
Screen Producers Ireland	<u>Production Guidelines for Irish Film and Television (Live)</u>
	<u>Production Guidelines for Factual and Entertainment</u>

NSAI	https://www.nsai.ie/COVID-19/
O’Keeffe, J., National Collaborating Centre for Environmental Health, Vancouver, BC	<i>COVID-19 Risks and Precautions for the Performing Arts</i>
Event Safety Alliance (US)	<i>Reopening Guide</i>
Sports Grounds Safety Authority (UK)	<i>SG02: Planning for Social Distancing at Sports Grounds</i>

Thank you to the following organisations for providing feedback during the consultation process for this guidance:

- Association of Irish Festivals & Events
- Carlow Arts Festival
- City and County Managers Association
- Cork City Council
- Dublin City Council
- Event Industry Association of Ireland
- Event Production Industry COVID-19 Working Group
- Galway International Arts Festival
- Irish Street Arts, Circus & Spectacle Network
- Kerry County Council
- Kilkenny Arts Festival
- Limerick City Council
- National Campaign for the Arts
- Spraoi
- Theatre Forum
- Tipperary County Council
- Westival

Contact Information:

The Arts Council
70 Merrion Square
Dublin 2
DO2 NY52
Tel: (01) 618 0200
www.arts council.ie

Fáilte Ireland
88–95 Amiens Street
Dublin 1
D01 WR86
Tel: (01) 8847700
<https://www.failteireland.ie>

The Arts Council

70 Merrion Square,
Dublin 2, Ireland
D02 NY52

www.artscouncil.ie

t +353 1 618 0200

f +353 1 676 1302

Callsave 1850 392 492

Fáilte Ireland

88–95 Amiens Street,
Dublin 1, Ireland
D01 WR86

www.failteireland.ie

t +353 1 884 7700