

Organisers COVID-19 checklist

04/05/2021



Before the event

- Check current instructions on Tas Gov website
- Have available laminated copies of the **Check in TAS** QR code
- Print paper forms for **Check in TAS**
- Do not position controls near playgrounds or play equipment
- Place controls securely on stands on even ground. Only use hanging controls if they can be secured in a firm position, not swinging or requiring participants to handle them in order to punch
- Ensure adequate supplies of hand sanitiser, disinfectant spray and wipes
- Ensure control units are disinfected before the event
- Check number of rental SI e-tags required (no re-use) and disinfect
- Control descriptions printed on all maps (paper versions for OST events)
- Publish sample maps and instructions on line (not to be displayed at event)

Setting up at event

- Ensure **Check in TAS** QR code is prominently displayed at entry point and at info desk
- Ensure paper form **Check in TAS** is available at info desk
- No drinking water or cups to be provided on the course or at assembly point
- No car key drop point
- No results boards
- Ensure tables, computer equipment and other hard surfaces used at registration, start and finish are cleaned and disinfected before the event
- Set up table at download unit with hand sanitiser to be used before downloading
- Have container at download table for return of rental items
- Ensure posters advocating hygiene and social distancing are prominently displayed

Briefing officials

- Ensure everyone uses Check in TAS app to scan QR code
- Procedure if participant appears to have COVID-19 symptoms
- Social distancing - between officials, between runners and particularly when instructing newcomers, and post event social activity
- Sanitising before downloading
- Encourage frequent use of easily accessible hand sanitiser
- Define responsibility for cleaning the port-a-loo

During event

- Clear, Check, Start, Finish, Download and Printer units to be wiped with disinfectant regularly
- Port-a-loo to be cleaned regularly
- Ensure physical distancing of 1.5 metres (2 arms lengths) is maintained at all times while assembled or queueing, including at registration, start, finish or toilets. No - map collections or re-use
- Ensure socialising is carried under social distancing rules

After the event

- Disinfect all control units, tables, download units, printers and all rental e-tags etc..)
- Ensure results are available online