



For more information:

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National Unity Week 2020 Event Toolkit

Hosting a Covid-Safe In-person National Unity Week Event

To keep your attendees safe and healthy, we recommend hosting virtual events, or events that allow participants to maintain social distancing. *Make sure to check in with your city and state's updated regulations and recommendations for covid-safe events.*

Below are some questions and tips to consider when planning your event.

VENUE/EVENT SPACE

- What are the venue's policies and guidelines related to COVID-19?
- What kind of cleaning and sanitation will the venue do prior to your event?
- Do you need to budget for increased cleaning costs?
- Are staff and volunteers trained on safety measures?
- Will the venue assist with messaging of preventative measures to event attendees?
- Does the event space have handwashing and hand sanitizing stations?
- Is the event space big enough to accommodate for social distancing?
- If the event space is indoors, does the event space have sufficient ventilation or airflow?

ATTENDANCE

- Does your state have a limit on the number of attendees for events?
- If yes, what steps will you take for enforcing that limit?
- Will you be able to use multiple points of entry and exit for attendees to avoid crowds?
- If your event is outdoors, which setups does the venue allow?
- If your event is outdoors, will restroom access be available for attendees?

COMMUNICATION

- Should your event need to be postponed, cancelled, or moved to take place online, what is your plan to communicate this change to attendees/registrants?
- Make sure your communications about the event clearly outline the safety requirements that will be in place.
- Ensure visible signage at the event listing all safety requirements, including those demonstrating social distancing.



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FOOD AND BEVERAGE

- Proper hydration, especially for outdoor events, is important.
- If you do provide beverages, consider offering bottled beverages or hands-free water station
- Any food offerings should be pre-packaged or individual items so attendees are able to pick them up without touching other items.
- If you intend on providing eating areas, be sure that table placement adheres to social distancing guidelines and seating at each table is minimal in order to discourage large gatherings.

Onsite Supplies to Consider

In addition to the standard supplies for your event, we encourage you to include the following:

- Soap and water stations (if not already onsite)
- Antibacterial hand sanitizer with at least 60% alcohol content
- Paper towels
- Tissues
- Antibacterial wipes and/or spray
- Disposable face masks and gloves
- No-touch trash cans

Staff and Volunteer Training

Make sure all onsite staff (and volunteers) know the required safety protocols and their responsibilities