

Facilitators (Scheduled program or Exhibition events):

Before event

- Receive and read the **venue's COVID-19 Safe Plan** and the **Event Checklist (from Flying Arts)** and understand the health and safety procedures and requirements of hosting an event.
- Receive Contractual clause pertaining to COVID-19 safe guidelines and your rights as a worker (see appendix).
- Bring your own pen, equipment (if required), water bottle, snacks to the event.

During event

- Do not attend the event if you are feeling unwell, and/or showing symptoms of the virus.
- Adhere to the COVID-19 Safe Plan provided by the venue, including maintaining social distance from participants and staff, cleaning equipment they provide, and advising participants on safety procedures.
- Wherever possible people should remain 1.5 metres away from others (except if they are in the same group/social bubble i.e. are in the same family, household, or touring party).
- Provide sign in sheet (see appendix) for participants to record personal details on and ensure all participants fill in their details.
- Ensure that all staff, volunteers, and participants have filled in sign in sheet before entering the room (including yourself).
- Check-in regularly during the event to ensure social distancing and health standards are being maintained – if not, contact Flying Arts.
- NOTE:** you can delay, reschedule, or cancel the event if you feel unsafe or that health guidelines are not being met by the venue, staff, volunteers, or the participants.

After event

- Provide Flying Arts and the venue with a full list of participants who attended the event – including Name, Address, Telephone Number, and Email. All records must be kept private.