

## RSVP Fundraising Risk Assessment: Covid – 19

Risk Factors	Safety Measures	High/Low/Medium Risk
Local health officials declare active COVID-19 “community transmission” or the event is being held in an area/at a time of widespread community transmission.	<ul style="list-style-type: none"> <li>• Adjust event capacity and modify the event space to encourage social distancing.</li> <li>• Depending on the event, consider timing schedules to reduce attendee-density and allow for cleaning between times.</li> <li>• Consider a refund policy for individuals that are unable to attend the event because they display symptoms or provide those attendees with another way of viewing the event (such as a livestream).</li> <li>• Consider the ability to move the event online in case restrictions are reinforced.</li> <li>• Encourage attendees to only attend if they display NO symptoms of Covid-19</li> </ul>	
The event format is indoors and/or has a high footfall.	<ul style="list-style-type: none"> <li>• PPE/Government recommended face coverings to be worn by all attendees and event staff</li> <li>• Limit the number of attendees</li> <li>• Stagger times with the ability to have regular cleaning intervals</li> </ul>	
Event-goers are unlikely or unwilling to bring and wear face coverings or other PPE.	<ul style="list-style-type: none"> <li>• Consider purchasing and providing Government recommended face coverings for all attendees.</li> <li>• Message all attendees before arrival, advising them that face coverings and/or other PPE will be required for entry.</li> <li>• Post signage at event entrances indicating that face coverings must be worn as a condition to enter the facility</li> </ul>	
The event will require exchange of items or provisions (e.g. ticket, identification, payment).	<ul style="list-style-type: none"> <li>• Use a contactless method.</li> <li>• Use RSVP’s QR code to encourage digital donations.</li> <li>• Keep disinfectant near all contact points.</li> </ul>	
The event will serve food or beverages to attendees.	<ul style="list-style-type: none"> <li>• Eliminate food and beverage service from your event.</li> <li>• Consider pre-packaged, single-serve options.</li> <li>• Consider avoiding all communal buffet-style meals.</li> </ul>	