

# Pre-event checklist

**This checklist is to be used in conjunction with the most up-to-date government guidance during the coronavirus (COVID-19) pandemic. It should be completed prior to the event day starting and should be fully communicated to all team members.** It is the responsibility of the Church Trustee to ensure that the site is safe to open and that controls are put in place.

Leader name: ..... Date: ...../...../.....

Item	Y or N	Comments	Reported to
Has the latest government guidance been checked and followed?			
Have any members of team reported any symptoms of COVID-19?			
Has the usual church cleaning checklist been completed and cleaning materials put in place?			
Is there adequate hand soap, paper towels and running water in place?			
Has hand washing facility or sanitiser been provided in all locations needed			
Are bins available for disposal of any rubbish?			
Is the plan for managing traffic flow for social distancing in place and floor/wall signage in place			
Are stewards briefed on agreed procedures for arrivals, departures and emergencies?			
Have chairs/pews been laid out and marked in line with social distancing requirements?			
Procedures in place to record names and contact details of attendees			
Building ventilation set in line with recommendations to maximise air flow			
Is there any other information to consider?			

After carrying out the above checks, please sign below.  
 I have carried out the above checks and found the site to be following the current government guidelines in line with COVID-19.

Leader signature: \_\_\_\_\_ Date: \_\_\_\_\_