

EVENT COVID OFFICER - Classroom or Virtual

DAY 1		DAY 2		GIVEAWAYS
09:00	Introductions	09:00	Travel and Transport	KNOWLEDGE BANK
	C-19 The Current Risk Picture		Ticketing strategy	Electronic copies of guidance
	The Role of the C-19 Officer		Service Provision	Library of useful reports and research
	Stakeholder engagement			
10:45	Key Guidance Overview	10:45	Capacity Calculation	PRACTITIONERS TOOLKIT
	Regulation and SAG's		Queues	Risk Assessment Templates
	Contractor compliance		Ingress	Queue Calculator
13:00	C-19 Risk Management in crowds		Holding - Viewing	Capacity Calculator Format
	Venue and event specific variables		Holding - Service	Service Requirement Calculator
	C-19 Risk Assessment		Egress	Contingency Plan Checklist
15:00	Crowd analysis and crowd contracts	13:00	Emergency Exit	Fixed Seating Configuration Templates
	Communication Strategy		Medical planning	Event Day Checklist Template
17:00	Close		Incident and emergency management	Seminar / Tabletop Exercise injects
		15:00	Testing scenarios	Event Management 'Family Tree'
				Spectator Contract Template
		16:30	Questions and administration	C-19 Risk Management Plan Template
		17:00	Close	C-19 Briefing Template