Society for Creative Anachronism Ltd (Australia)

COVID-19 Activities/Event approval checklist (Australia)

Activity/Event: _____ weekly / one off

Name of organiser/steward: _____

Name of Seneschal (if different): _____

Group: _____ Date: /   /2020

You must ensure the following checklist is covered before activities can be approved.

The organiser/steward is responsible for:

☐ providing handwashing facilities (hand soap/paper towel) and/or hand sanitiser

☐ shared equipment and surfaces[1] intended to be contacted throughout the event or activity must be sanitised before and after use

☐ advertising the maximum number of participants for each activity (in line with local jurisdiction restrictions)

☐ ensuring correct list of attendees are collected and maintained for contact tracing for a minimum of four (4) weeks.

☐ completed the SCA Ltd COVID-19 resumption of face-to-face events form.

For further information, see: https://seneschal.lochac.sca.org/covid-19response/

Or contact Baron Gib – Deputy Lochac Seneschal (Risk)

This document is to be approved at a business meeting (or extraordinary meeting). It is required before the commencement of:

- One off events (where an event notification form is required)
- Face to face weekly activities (one form per weekly activity – archery, training, meetings, social gatherings, A&S)

When approved and completed, upload to Dropbox.

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[1] Including door handles, light switches, chairs, tables, loaner equipment and any other surfaces that members of the populace may come into contact with during the activity/event.