

## GATHERINGS & EVENTS STANDARDS CHECKLIST

**These Standards are applicable for Gatherings and Events in Malta and Gozo.**

Name of Event/Locality Held: \_\_\_\_\_  
 Event Type: Indoors (Yes/No) Outdoors (Yes/No) Indoors and Outdoors (Yes/No)  
 Number of Attendees: Less than 100 (Yes/No) 100 and more (Yes/No)  
 Estimated number of attendees : \_\_\_\_\_  
 Police Permit obtained and available: (Yes/No)  
 Insurance Cover Available (Yes/No)  
 Checklist filled by: (Name) \_\_\_\_\_ (Position) \_\_\_\_\_  
 Date: \_\_\_\_\_

### 1. Counter: Availability of Information and Communication to Customers

	Yes/No	Comments
Staff practicing physical distancing and regular hand sanitising.		
Staff to wear masks and/or visors.		
Counter desk possesses the telephone numbers of the public health authorities, hospitals and medical centres, public and private hospitals for use whenever there is the possibility that a guest may be ill.		
Written Protocols in place on how to manage and isolate suspected cases.		
Confirmed download and activation of COVID Alert Malta App		
Contactless Payment Methods available.		

### 2. Necessary equipment and medical kit at the Establishment

	Yes/No	Comments
Germicidal disinfectant/wipes for surface cleaning.		
Hand washing stations (soap & water or 70% alcohol) readily available		
Face masks (separate or combined, face shield, goggles) necessary. Disposable face masks can only be used once. Visors are to be cleaned regularly with alcohol.		
Gloves (disposable).		
Protective apron (disposable).		

Full-length long-sleeved gown.		
Double disposable waste bag.		
Availability of protocols in place for the isolation of suspected cases, including a designated isolation area. Organisers should liaise with health authorities regarding action to be taken if suspected cases are identified during the event.		

### 3. Precautionary Measures at Entrance

	Yes/No	Comments
Attendees are subjected to temperature checks at the entrance for the presence of fever (persons with a temperature of 37.2° Celsius or higher are to be checked twice with a ten-minute interval and if higher temperature persists they are to be denied entrance)		
Is it feasible/ acceptable for patrons to wear face masks during this event?		
Visible markings outside and inside the entrance to the event indicating two (2) metre distances that attendees shall respect whilst queuing, including queuing for restrooms		
Visible signage at the entrance to the event indicating the maximum capacity of attendees that can be present at the event at any one time.		
Organisers keeping track of the number of persons present at the event to ensure premises capacity is not exceeded		
Records kept of the contact information (name and a phone number) for each person attending the event for 28 days after the event to enable contact tracing		
Availability of Visual reminders to attendees throughout the venue and the broadcasting of announcements on available public address systems regarding preventive standards they are expected to follow to reduce the spread of COVID-19, and actions		

to be taken if an attendee develops symptoms		
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#### 4. Social distancing measures, hand cleaning and respiratory hygiene

	Yes/No	Comments
Maximum number of attendees at any one time is <b>one person per 4 square metres</b> of the area available to patrons, including staff. A sketch plan should be made available to the inspecting officers for confirmation.		
Except in the case of families with children and people from the same household, no more than 10 persons should be allowed to sit /stand together in a group		
Will vulnerable persons (persons with chronic medical conditions, elderly persons) likely to be within the attendees? If yes mention approximate number in the comments		
Is the event seated? Do persons generally remain in the same place during the event?		
On average in a typical hour would you encounter <10 persons. If no enter the number of persons you would encounter per hour.		
Each group of attendees is maintaining physical distancing of at least 2m from other groups		
Refrain from hugging, kissing or shaking hands with guests as well as among staff. It involves maintaining a distance of at least 2m and avoiding anyone who is coughing or sneezing		
Presence of adequate and accessible facilities to achieve good hygiene and frequent handwashing, and that facilities are equipped with adequate amounts of disposable hand wipes, soap and sanitizers, and are in good working order, clean and safe		
Guests are maintaining hand hygiene by regularly and thoroughly cleaning hands with an alcohol-based hand rub or washing them		

with soap and water. Avoid touching eyes, nose, and mouth. Hand disinfection is indicated after exchanging objects (money, credit cards) with guests.		
Will the guests be engaging in activities which increase the rate of breathing of the person or could result in more forceful breathing? Examples include exercise or singing?		
70% Alcohol dispenser at entrance and other public areas. Automatic dispensers are recommended.		
70% Alcohol dispenser at entrance/exit to kitchen.		
Presence of physical barriers, such as clear acrylic or tempered glass screens at points of interaction between staff and attendees (such as ticket booths and ticket scanning areas)		

## 5. Technical and maintenance services

**ESTABLISHMENTS WILL NEED TO PRODUCE MAINTENANCE AND TESTING DOCUMENTS RELATING TO MICROBIOLOGICAL AND CHEMICAL WATER ANALYSIS AND PROVIDE RECORDS OF MAINTENANCE AND OPERATION PROCEDURES FOR DISHWASHING AND LAUNDRY EQUIPMENT AND AIR CONDITIONER MAINTENANCE.**

	Yes/No	Comments
Dishwashing and laundry equipment properly functioning: Check proper functioning of the dishwashing and laundry equipment, namely the operating temperatures (set at min. 60 degrees Celsius) and the correct dosage of cleaning and disinfecting chemicals.		
Air-conditioning: Condition of filters monitored weekly and proper replacement rate of indoor air is maintained. The proper functioning of ventilation, air exchange, and dehumidification equipment is checked fortnightly. To keep log in room.		
Dispensers: Regular checks (at least daily) to ensure the proper functioning of soap and disinfectant solution dispensers, hand dryers, disposable tissue dispensers, and similar devices.		
Install units to dispense disinfectant gel in the different areas of the establishment, including the public restrooms used by guests and by staff.		

## 6. The venue

	Yes/No	Comments
Different hand sanitizer dispensing points installed around the venue		
Operate all air conditioning units in fresh air mode, ensuring a constant airflow in the premises.		
Introduce contact-free payment and ordering. Promote credit card payment.		
Workers should wear masks.		
Have masks and gloves available for workers and clients.		
Do not hand-out printed publicity.		
Do not provide nibble food to share.		
Documented, hourly anti-viral disinfection of high hand-contact areas (door handles, handrails, lift buttons, public phones etc).		
Elevator social distancing enforced (2 metre distance per person). Sign at elevator entrance saying that only people in same party should use elevator together.		
No air flow dryers or revolving cloth towels. Disposable paper towels only (ideally from an automated dispenser)		
Furniture, fixtures and equipment placed to support social distancing and hygiene requirements.		
Toilets to be disinfected every hour. Documentation to be kept on site logging disinfection times every hour. Toilet availability, queuing regime and cleaning protocols following applicable Health Regulations		

## 7. Beverage and food Service

	Yes/No	Comments
Staff personal hygiene protocol available for workers in the bar. Table service only at seated or standing tables.		
Guests reminded when entering and leaving bar to disinfect hands with disinfectant gel located at the entrance/exit		
No self-service beverage stations, dispensers, self-service or orders at the bar.		

Use of disposable condiments and single use items (including oil, vinegar, sauces, salt, pepper, sugar and sweetener)		
All glassware and dishes used for every table sitting need to be washed and disinfected in a dishwashing machine, including items that have not been used.		
No table cloths or cloth napkins		
In case of manual washing there is a wash, disinfect, rinse process in place. Drying carried out using disposable paper towels.		
No communal food and beverage service or self-service items are allowed. Attendees are not to be allowed to serve themselves or help themselves to items such as straws, stirrers or condiments from a container that can be touched by all attendees. Instead they should have such items handed to them by staff/volunteers.		
No shared finger foods allowed		
<p>Venue area to host no more than maximum number of persons as established by the Superintendent of Public Health i.e.</p> <p><b>FOR OUTDOOR BAR AREA:</b></p> <ul style="list-style-type: none"> <li>○ every person shall keep at least 2 metres from others</li> <li>○ there shall be 1 person per 6 square metres of accessible floor space</li> </ul> <p>Tables to be limited to groups of not more than 10 persons when seated, and not more than 6 persons when standing.</p> <p>Tables arranged so that the distance from one seated table to another shall be at least 2m, and persons at a standing table shall be at least 2m in all directions from other groups of persons at other tables.</p>		

<p><b>FOR INDOOR BAR AREA:</b></p> <ul style="list-style-type: none"> <li>○ every person shall keep at least 2 metres from others</li> <li>○ there shall be 1 customer per 6 square metres in accessible floor space.</li> </ul> <p>Tables to be limited to groups of not more than 10 persons when seated, and not more than 6 persons when standing.</p> <p>Tables arranged so that the distance from one seated table to another shall be at least 3m, and persons at a standing table shall be at least 3m in all directions from other groups of persons at other tables.</p>		
<p>Minimal material on guest tables for effective disinfection. Tables and chairs to be disinfected after each use.</p>		
<p>Cigarette vending machines allowed as per applicable laws. However, a hand sanitiser is to be placed next to vending machine with directions to use both before and after use.</p>		
<p>Menus and wine lists replaced with single use ones</p>		

### 8. Availability of materials

**ESTABLISHMENTS ARE TO MAINTAIN AND PROVIDE ATTENDANCE SHEETS SIGNED BY THE STAFF MEMBERS THAT HAVE BEEN BRIEFED ON TRAINED FOR THESE ACTIVITIES**

	Yes/No	Comments
<p>Cleaning staff have been trained on the use of and provided with personal protection equipment as listed below:</p> <ul style="list-style-type: none"> <li>Gloves.</li> <li>Disposable gowns.</li> <li>Closed shoes.</li> <li>Facial protection (face shield and impermeable aprons) for procedures that generate splashes (e.g. while washing surfaces).</li> </ul>		
<p>Access to sufficient disinfectant solutions and other supplies.</p>		

FOR OFFICIAL USE BY MTA/HEALTH AUTHORITY OFFICIAL CONDUCTING INSPECTION/SPOT CHECK:


Name of Official: \_\_\_\_\_ Signature of Official \_\_\_\_\_

Date: \_\_\_\_\_