

Covid-19 Communication Plan Checklist

Risk assessment and mitigation measures plan

- Send the risk assessment and mitigation measures plan to your National Federation and the local health authorities. The National Federation will then forward this to the FEI.
 - Important: Both the local health authorities and National Federation must be involved in the risk assessment process carried out by the OC.

Covid-19 measures in place during the event

- Communicate the relevant details of the Covid-19 risk mitigation plan on both your website and ticketing material.
- Carry out in-person briefings with relevant staff members and officials.
- Designate one person to answer questions from the public.
- Communicate all social distancing and hygiene requirements in staff areas, stables, common areas and at all transportation points.
- If not already included in their contract, send information about the Event Covid-19 measures to all service providers, along with any relevant details in connection with their activity at the Event.
- Clearly indicate Covid-19 emergency numbers in common areas around the venue.
- Inform key personnel of the Emergency Response Plan instructions in relation to Covid-19.
- Include Covid-19 measures information in any correspondence with athletes and their support staff.
- Ensure that all key personnel know and understand details of Covid-19 measures in place at the event.