

# COVID EVENT SCAN form

Created on : 28/07/2020 17:46

The COVID Event Scan is the online tool of the COVID Event Risk Model. Completing this scan provides an insight into the event's COVID safety label.


A red label indicates that the event may pose a high risk of the virus spreading further. If an event has an orange label, it is recommended that additional measures are taken to limit the risk of further spread of the virus before organising the event. A green label indicates that the event is considered to be sufficiently COVID-safe to be organised at this current stage of the epidemic.

Please note that these labels are purely advisory and only provide an insight into the COVID safety risk. A green label does not mean that automatic permission is granted to organise the event. The result of the scan only gives a time- and place-related estimate of the risk of the COVID virus spreading, which depends on the way in which the event is organised. In order to be authorised, each event—especially if it is organised in a public area—must also comply with all other regulations, such as fire service standards and municipal regulations (see general terms and conditions at [www.covideventriskmodel.be](http://www.covideventriskmodel.be))

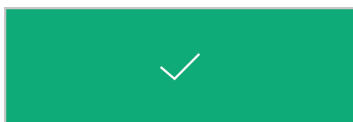
In addition, authorisation is always conditional and provisional. A fundamental change in epidemiological conditions and the measures in force at the time of the planned event may still mean that the authorisation is revoked. The event's score may change over time. The user of the online tool is automatically informed if changes are made to the scan. Users will then be asked by email to redo the scan of the event as soon as possible and to download a new PDF form.

If necessary, this form can be returned by the scan user/event organiser to the city or municipality in which the event is being held so that it can form part of the relevant file. Not only does this form provide insight into the COVID safety label, but also into the 20 parameters that form the building blocks of the COVID Event Scan. More specifically, the form provides insight into the questions that are associated with these parameters and the answers to each of these questions. After all, these are the answers that will determine the final label and relevant advice. Before looking at the different questions and answers in greater depth, this form shows the details of the organisation and the user of the scan and the details of the event. However, the COVID safety advice for the scanned event is formulated first.

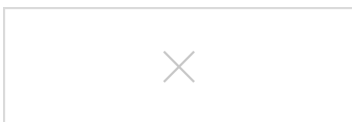
## COVID SAFETY LABEL

 The COVID Event Risk Model (CERM) will be adapted as soon as possible to the new measures recently announced by the federal government for the event sector. This may require certain COVID Event Scans to be repeated. As soon as these adjustments have been made, the user of the CERM will receive an e-mail about this.

Based on the answers given and taking into account the current phase of the epidemic, this event called **XPrnZ** will be assigned the **green** label. The scan was performed on **28/07/2020 17:46** by **Ludo Vanstreels** as part of the organisation **TCS-AOE BV** .



Green



Orange



Red

# ORGANISATION DATA

Name of the organisation: TCS-AOE BV  
Country of the organisation: Belgium  
Address of the organisation: Guldenberg 3 8, 2000 Antwerpen  
Business number: BE0740.871.251  
Legal structure: BV  
Type of organisation: Profit  
Main activity of the organisation : CREATIVE SERVICES

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# USER DATA

Surname: Vanstreels  
First name: Ludo  
E-mail address: ludo@trimex.be  
Telephone/mobile: 0478335345  
Telephone/mobile: 011363690  
Professional federation: BESA

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# EVENT DATA

Event name: XPrnZ  
Type of event: Corporate event ()  
Target group: Other  
Expected number of:

- **Visitors:** 2000
- **Participants:** 20
- **Crew:** 40

Surface area (net space): 2000.0 m2  
Access: By invitation  
Name of main location: Site  
Address of the main location: Belgiumstreet 1 , 1000 Brussel  
Start date of first event day: 01/10/2020  
End date of last event day: 04/10/2020  
Is repeated: true  
Duration:

- **Number of days:** 4
  - **Day :** 01/10/2020
  - **Day :** 02/10/2020
  - **Day :** 03/10/2020
  - **Day :** 04/10/2020
- **Start- and endtime**
  - 09:00 - 22:00
  - 09:00 - 22:00
  - 09:00 - 22:00
  - 09:00 - 22:00
- **Start day set-up of event:** 28/09/2020
- **End date for dismantling of event:** 08/10/2020

**Transport**

**Briefly describe the main way(s) in which visitors/participants will travel to and from the event:** Only by car

**Food & beverage**

**Briefly describe how the visitors/participants will be supplied with food and beverages:** Only lunchbox and drinks

**Programme**

**Provide a brief overview of your event programme:** See attached document

# COVID Event Scan

1. Is the event exclusively held outdoors?

No  Yes

Is the indoor area at the event location(s) in question ventilated?

Yes  No

2. Is it primarily a seated event for the visitors (>70%)?

No  Yes

Will the visitors primarily...

Stand still  Move around

3. Does the floor area of the event location(s) in question, in relation to the expected number of visitors, allow for a minimum of 10 m<sup>2</sup> net floor area per visitor?

No  Yes

Are face masks mandatory during the event in situations when it may be impossible to maintain physical distancing (of 1.5m)?

No  Yes

4. Will the maximum permitted capacity (= floor area x density) be repeatedly utilised during the event?

No  Yes

5. Is the event predominantly (>35%) aimed at people with underlying health conditions and/or people over the age of 65?

No  Yes

6. Is the event primarily (70%) aimed at people from the local area (~ <20 km from the event location)?

No  Yes

The event is primarily (>70%) ...

regional  national  international

7. Will the organisation of the event result in a significant and extra impact/strain on the use of public transport?

No  Yes

8. Is it a multi-day event?

No  Yes

Is it a multi-day event for the same group of people per event day, who will stay in accommodation at the event location?

Is it a multi-day event for the same group of people per event day, who will stay in accommodation at a location other than the event location?

Is it a multi-day event for primarily (>90%) different groups of people per event day?

9. Will visitors be at the event for more than 6 hours (per day)?

No  Yes

What is the average length of time that visitors will spend at the event (per day)?

< 2 hours  2-6 hours

10. At the event location(s) in question during the event, are there likely to be long interactions (> 15 mins) between people (e.g. conversations)?

No  Yes

During the event, there is virtually no interaction between people at the event.

Are there primarily short interactions (< 15 mins) with a small number of people (< 10 persons)?

Are there primarily short interactions (< 15 mins) with many different people (= 10 persons)?

11. Is it likely that people will speak, shout or sing louder than normal (60 dB) (e.g. due to background noise or music louder than 70 dB)?

No  Yes

12. Will drinks be consumed during the event?

No  Yes

Will alcohol be consumed?

Yes  No

Is self-service (also) possible (not including vending machines)?

Yes  No

13. Will food be offered during the event?

No  Yes

Is self-service (also) possible (not including vending machines)?

Yes  No

14. Do visitors and participants need to register in advance?

No  Yes

Is there a check-in that enables the identification/verification of every person at the event location(s) in question?

No  Yes

15. Will the visitors be counted so that the organisers have a constant insight into the number of visitors at the event?

No  Yes

16. If applicable, will high-touch surfaces and materials (e.g. door handles, doors, bannisters, switches etc.) at the event location(s) in question be disinfected before (each) opening?

No  Yes

If applicable, will all high-touch surfaces and materials (e.g. door handles, doors, wash basins, toilet flush buttons, bannisters, switches etc.) be frequently disinfected during the event?

No  Yes

17. Will measures be taken to manage the visitor flows at the event location(s) in question (e.g. queues, signage, etc.)?

No  Yes

Will routes for the visitors be determined and implemented?

Yes  No

Will areas with higher densities be mapped out and managed?

Yes  No

Will areas with potential queues be mapped out and managed?

Yes  No

Will uniform COVID signs be used?

Yes  No

Will crowd management be studied and applied, in terms of visitor flows at different times and in different areas?

Yes  No

Will the event location(s) in question be compartmentalised into different zones?

Yes  No

Will the crowd management plan be reviewed by a competent authority (e.g. local government, police, safety advisors, security company etc.)?

Yes  No

18. Will visitors constantly and explicitly be made aware of the need to follow COVID measures (physical distancing, hygiene etc.)?

No  Yes

Will government personnel (e.g. events department, police, fire services) be tasked with maintaining awareness among visitors?

Yes  No

Will the personnel of the events organisers and/or the venue be tasked with maintaining awareness among visitors?

Yes  No

Will awareness hosts (e.g. volunteers) with a knowledge of the COVID measures be tasked with maintaining awareness among visitors?

Yes  No

19. Will hygiene materials be provided to all people at the event location(s) in question?

No  Yes

Will face masks be available to buy/obtain at the location?

Yes  No

**Will hand sanitiser be provided?**

Yes  No

**Will wash basins with water, soap and paper towels be provided?**

Yes  No

**20. Is there a database with the contact details of every person present at the event location(s) in question?**

No  Yes

**Prior to the event, will there be indirect safety communications (e.g. on the website) for those people who will be present at the event?**

Yes  No

**During the event, will there be indirect safety communications (e.g. posters, via intercom) to every person present at the event?**

Yes  No

**Prior to the event, will there be direct safety communications (e.g. by email) to those people who will be present at the event?**

Yes  No

**During the event, will there be direct safety communications (e.g. by text) to every person present at the event?**

Yes  No

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In the event of a "green" COVID Event Scan form, you can request your CERMIFIED label for this event from the Alliance of Belgian Event federations via [info@cermified.be](mailto:info@cermified.be). This label can be used in your event communication in relation to this specific event, but it has no binding or legal force.