



# GC WOMEN UNIVERSITY SIALKOT

## Department of Botany

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### COVID-19 SOPS FOR EVENTS AND GATHERINGS

1. Limit attendance or seating capacity to allow for social distancing, or host smaller events in larger rooms.
2. Use multiple entrances and exits and discourage crowded waiting areas.
3. Block off rows or sections of seating in order to space people at least 6 feet apart.
4. Eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks.
5. Prioritize outdoor activities where social distancing can be maintained as much as possible.
6. Offer online attendance options in addition to in-person attendance to help reduce the number of attendees.
7. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times (e.g., guides for creating one-way routes).
8. Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart.
9. Barriers can be useful at cash registers and other areas where maintaining physical distance of 6 feet is difficult.
10. Change seating layout or availability of seating so that people can remain least 6 feet apart.

### Hand Hygiene and Respiratory Etiquette

1. Require frequent employee hand washing (e.g., before, during, and after taking tickets; after touching garbage) with soap and water for at least 20 seconds and increase monitoring to ensure adherence.
2. If soap and water are not readily available, employees can use hand sanitizer that contains at least 60% alcohol and rub their hands until dry.
3. Encourage staff to cover the mouth and nose with a tissue when coughing and sneezing.
4. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
5. Encourage attendees to wash hands often and cover coughs and sneezes.
6. Attendees often exchange handshakes, fist bumps, and high-fives at meetings and sporting events.

7. Display signs (physical and/or electronic) that discourage these actions during the event.

### **Masks**

1. Require the use of masks among staff. Masks are most essential in times when physical distancing is difficult (e.g., when moving within a crowd or audience).
2. Provide all staff with information on proper use, removal, and washing of masks.
3. Encourage attendees ahead of the event to bring and use masks at the event.
4. Masks are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
5. Masks are strongly encouraged in settings where individuals might raise their voice (e.g., shouting, chanting, and singing).

### **Adequate Supplies**

1. Ensure adequate supplies to support healthy hygiene behaviors. Supplies include soap, water, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, masks (as feasible), and no-touch trash cans.

### **Signs and Messages**

2. Post signs in highly visible locations (e.g., at entrances, in restrooms) that promote everyday protective measures and describe how to stop the spread of germs by properly washing hands and properly wearing mask.
3. Broadcast regular announcements on reducing the spread of COVID-19 on public address systems.
4. Include messages (for example, videos) about behaviors that prevent spread of COVID-19 when communicating with staff and attendees (such as on the event website and through event social media accounts).

### **Checklist of Safety SOPs**

- Wear a mask in public places, maintain good hygiene practices
- Observe social distancing and prescribed protocols for public places
- Regularly review updates on virus and safety policies
- Use biometric identifiers or swipe cards when required
- Maintain a daily contact diary.
- In case of symptoms, follow prescribed procedures phone



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