GUIDELINES AND FRAMEWORK FOR EVENTS & GATHERINGS

For Approved University In-person Events and Gatherings on University Property during COVID-19

April 01, 2021
## Record of Changes

Modifications and/or revisions to the Florida Atlantic University – Guidelines & Framework for Events & Gatherings (COVID-19):

<table>
<thead>
<tr>
<th>Change #</th>
<th>Date</th>
<th>Section/Page(s)</th>
<th>Description</th>
<th>Authorized by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>04/01/2021</td>
<td>II, Pg. 4</td>
<td>Increased max. attendance to 100.</td>
<td>VP Volnick</td>
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</tbody>
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Florida Atlantic University
Events & Gatherings (COVID-19)
I. **Introduction**

The purpose of this document is to provide the policy and explicit guidance regarding mitigation measures that applies to all approved University in-person events and gatherings on University property to limit the spread of COVID-19 in our FAU community. Any FAU off-campus spaces considered University properties will follow the same restrictions and requirements.

The U.S. Centers for Disease Control (CDC), federal, state, and local agencies have provided guidance on health measures that should be in place for events and gathering. This document serves to set expectations for all members of the University community to follow when planning, staffing, and participating in events and other gatherings. This document and associated principles rely on a collective effort by the University community.

Events are not merely recreational in nature; they have important implications for the well-being of the University community and serve an important role in promoting healthy behaviors, provide employment, and can result in the development of improved student and employee experience. Since events have substantial educational, cultural, social, and economic implications, the University will assess the importance and necessity of an event and consider whether it may take place, provided that all associated public health risks are adequately addressed and mitigated.

Should the university be forced to limit operations due to changing community conditions, the University may announce that all events to be placed on hold or canceled, and not be permitted to occur until state or local conditions have improved. Should an advancement of conditions, the University may reevaluate its ability to safely host events with fewer restrictions, rescind this recommendation, and/or return to pre-COVID-19 status for hosting events.

This is a living document and subject to change with the introduction of additional public health guidelines from local, state, and federal authorities and information learned. Information contained within this document originates from a host of sources to include the CDC’s [Considerations for Events and Gatherings](https://www.cdc.gov/eventsandgatherings/index.htm) and the [Event Safety Alliance Reopening Guide](https://www.eventsafety.org/closures-and-reopenings).
A. Scope

This document applies to all University divisions and departments involved in the planning or staffing of an event on campus. The policies apply to all events taking place on university campuses, or within any facility on a university campus, or within or at any facility controlled by the university. This document does not directly apply to events or gatherings administered by Athletics.

II. Policy

The resumption of events and gatherings at the University will continue to be gradual and based on official guidance, local public health conditions, and the capacity to ensure health and safety practices of the activities. This document outlines parameters for events that may be organized and carried out at the University and provides contextual information on how this may be executed. Should an event be proposed that requires additional consideration or an exception to this policy, the event shall be referred to the Executive Policy Group (EPG), which will assess the importance and necessity of the proposed event and consider whether it may take place, provided that all associated public health risks are adequately addressed, mitigated, and reviewed by the Department of Emergency Management and the Office of Environmental Health & Safety. In addition to this document, all existing event requests and approval processes must be observed for all events and gatherings.

The University has adopted the following general policy on events and gatherings:

- Effective, May 1, 2021 maximum attendance for indoor/outdoor events and gatherings is 100 persons or 25% venue capacity (whichever is lower). Depending on the venue layout and space available to ensure the physical distancing requirement, the maximum attendance could be less than 100 persons. Additionally, venue managers have the latitude to set lower maximum attendance capacities for their venues.
- Face coverings must always be worn in accordance with the most up to date University policy.
- All activities must comply with all University policies, including but not limited to the University’s COVID-19 Health & Safety Plan.
- Physical distancing must be observed at all indoor and outdoor events and gatherings.
• In-person events are encouraged to be by reservation only (e.g., ticketed or RSVP)
  o All reservation processes must include, at a minimum, details on the University policy as it related to requirements to wear a mask and physical distancing guidelines.
  o For those events and gatherings that have a walk-up option they should include a process to track attendance and ensure all individuals arriving are aware of the health and safety policies.
• Event organizers must maintain event guest lists for 30 days to allow for contact tracing, as needed.
• University-hosted and -sponsored in-person events and gatherings must provide appropriate accommodations and alternative options for those who have a disability and cannot attend in person (or follow the policies of in-person attendance).
• Any exceptions to these requirements must be approved by EPG.

III.  Procedures

Careful decision-making is critical to ensure the successful integration of safety measures within the full scope of event and gathering operations. Beyond the general university adopted policy on events and gatherings the following procedures have been developed to offer support to events and gatherings in developing healthy and safe measures during the COVID-19 pandemic.

A. Patron Education

“Protect Your Owl Family”, is the overarching message meant to ensure everyone takes responsibility and precautions on and off campus to slow the spread of COVID-19. Everyone’s partnership and influence are essential in helping us to keep our entire FAU community safe and well. This section focuses on ways to educate patrons to maximize health and safety compliance and minimize disruption of the event.

What to Explain

All events and gatherings, to include facility use agreements, must add the University health procedure and expectations, such as the wearing of face coverings and physical distancing, as part of information and the codes of conduct shared with all patrons.
Communications advertising the event or gathering must include a statement encouraging those individuals at higher risk for severe illness from COVID-19 (including older adults and people of all ages with certain underlying medical conditions) to avoid such events and gatherings and when available, direct them to virtual participation options.

Methods to Share Expectations

All available avenues should be used to reach patrons before they arrive on campus. Examples of ways to share requirements and expectations include:

- Unit/Department/Area specific web sites.
- Social media channels
- Ticket purchasing or reservation systems and sites
- Emails and push notifications
- Signage
- Event registration and check-in
- Staff and volunteers

At a minimum, on-site event signage must include university-approved print communications addressing mandatory face coverings and physical distancing in prominent locations. Areas may work directly with Public Affairs & Marketing to procure additional signage.

B. Cleaning and Sanitizing the Venue/Space

The University COVID-19 Health & Safety Plan (HASP) and the COVID-19 Cleaning & Disinfection Plan outlines general cleaning and sanitization processes for the University. The following are similar and/or additional considerations as it pertains to event and gathering spaces:

As soon as vendors, event staff, or others begin to load in, surfaces and objects that are touched frequently, such as those listed below, should be regularly disinfected using approved products as contained within the HASP.

| Public Areas (lobby, hallways, dining and food services areas) | • Door handles, handrails, push plates
<p>| | • Bike rack or other barricades the public may touch |</p>
<table>
<thead>
<tr>
<th>Restrooms</th>
<th>Back of House Offices, Dressing Areas, Green Rooms, Production Areas, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Handrails for stairs and ramps.</td>
<td>• Individual office and other room furniture</td>
</tr>
<tr>
<td>• Elevator buttons – inside and out</td>
<td>• Door handles, push plates, doorways, railings</td>
</tr>
<tr>
<td>• Reception desks and ticket counters</td>
<td>• Light switches and thermostats</td>
</tr>
<tr>
<td>• Telephones, Point of Sale terminals, and other keypads</td>
<td>• Cabinet handles</td>
</tr>
<tr>
<td>• Tables and chairs</td>
<td>• Telephones, computers, keypads, mouse</td>
</tr>
<tr>
<td>• Vending machines</td>
<td>• Microphones</td>
</tr>
<tr>
<td>• Trash receptacle touch points</td>
<td>• Backstage and technical equipment</td>
</tr>
<tr>
<td></td>
<td>• Trash receptacle touch points</td>
</tr>
</tbody>
</table>
Back of House Kitchen and Food Preparation Areas

- Handles of all kitchen equipment doors, cabinets, push pads
- Counter surfaces
- Light switches
- Handles of beverage and towel dispensers
- Handles of sinks, including handwashing sink and mop sink
- Cleaning tools and buckets
- Trash receptacle touch points

C. Ingress and Egress

Health guidelines should be consistent across the full spectrum of a patron’s participation and maintained through the life cycle of the activity.

Handwashing Stations. Stations with either soap and water or sanitizer containing at least 60% ethanol, or 70% isopropanol must be provided at all points of ingress and other well-marked and illuminated locations throughout the venue. These stations should allow no-touch activation if possible. Supervisors or event staff must regularly confirm there are adequate supplies.

Parking Lots. Dependent upon the event or gathering, to ensure that patrons observe physical distancing when leaving or returning to their vehicles, parking lot operators can take spaces offline between vehicles. This should be feasible with the relatively number of individuals attending events and gatherings.

“Virtual” Queuing for Ingress. Event organizers should consider ways to schedule staggered ingress to minimize lines for winding, bag check, and ticket scanning. Virtual queuing is a modern version of the familiar concept of metered access to the front of a line. Consider the following to spread arrival time and manage demand at the entrance.

- Events with a specific start time could schedule arrival times.
- During the ticketing process, patrons could select their ingress time and location.
- A limited number of unscheduled entries may be useful to accommodate patrons delayed by unforeseen circumstances (e.g., traffic).

**Will Call and Box Office** windows are often protected by glass partitions. Where there are no physical barriers between ticket staff and patrons, a clear protective shield is recommended. Patron distancing can be preserved by opening fewer windows and marking appropriate queuing space, or on-site ticket purchase and pickup can be eliminated for events that accept only electronic tickets by advanced purchase.

**Space Requirements.** Additional space may be required to accommodate longer but less densely packed lines waiting to enter the venue.

- **How Much Space.** In a six-foot physical distancing model, up to 36 square feet per unrelated group will be necessary.

- **Where to Queue.** It is important to separate pedestrians from vehicle traffic, and to preserve room for other pedestrians to pass. If an ingress queue consistent with physical distancing would cause the line to extend into a road or pedestrian walkway, consult with local public safety authorities to determine where to safely queue patrons while preserving emergency access.

- **How to Queue.** The line waiting to enter can be managed using common methods such as lines marked on the ground, rope and stanchions, fencing or bike rack, in combination with designated employees who provide information about anticipated wait time and ingress procedure and also enforce social distancing. The area where patrons wait should have signage showing the event’s health rules, including physical distancing guidelines and face covering requirements.

**Screening.** Once patrons reach the front of the line outside the venue, it may be beneficial to have a screening process.

- **Temperature and Health Screening.** Outside the venue perimeter, an event worker wearing a face covering, gloves, and other appropriate attire should take the temperature of every patron.
Temperature Screening. There is not a recommendation regarding a specific type or style of thermometer, only that it be compliant with applicable public health authority. Cost and efficiency of devices can vary widely, so each venue or event operator should make a decision that is reasonable under their circumstances.

Bag Check. Even during a pandemic, it remains important for security reasons to keep prohibited items out of the venue. To avoid touching patron personal items, event organizers may wish to enforce a small clear bag policy in which patrons open their own bags for inspection. Alternatively, some event organizers may prohibit bags, although exceptions will likely be necessary for medicine or personal hygiene products.

Magnetometers and Pat-Downs. Walk-through magnetometers are effective at detecting metallic objects while allowing security workers to maintain physical distance. Hand wands are a less costly alternative which still allow no-contact metal detection, but they require the security worker to be closer than six feet (two meters) from the patron, so they are less optimal from a health perspective. Pat-downs are obviously least sanitary, and venues may deny admission to patrons who repeatedly activate the magnetometer rather than putting hands on patrons.

Ticket Scanning. Paper tickets and cash require physical contact between patrons and workers that can be avoided at many events. At ticketed events, tickets can be made available in advance and online only. Electronic tickets can be scanned by ticket-takers wearing face coverings and gloves, or patrons could check themselves in at self-service kiosks outside the health and security screening area.

Face Covering and Glove Requirement. All patrons are required to wear face coverings. Venues may want to have some disposable on-hand should a patron arrive without one.

Sanitizer Stations. Once a patron has presented their ticket and entered the venue, there should be hand sanitizer or options for hand washing immediately in front of them. Event organizers should appoint staff to monitors sanitizer stations to ensure that they are stocked.

Disability Accommodations. New health screening measures may require new accommodations for persons with disabilities. For example, an event space that reduces
points of ingress or egress must ensure continued accessibility. Venues that temporarily reduce capacity should confirm that they still offer enough accessible seating, including companion seats, to comply with disability laws. Patrons whose disability makes them unable to wait in a long line may need a more expedited access procedure.

- **Scheduled Egress from Back to Front.** Physical distancing likely requires that egress be managed the same way passengers exit an airplane at the end of their flight. After events that have a definite end such as concerts, patrons nearest the exits should leave first, by row or section, to clear space for patrons further inside to follow. This will require workers and volunteers to ensure that patrons understand the procedure and comply with physical distancing requirements.

**Note:** The goal of maintaining six feet between people would become a distant secondary consideration if there is a clear and imminent danger requiring an emergency evacuation. Even during this pandemic, emergency egress plans should reflect that moving patrons away from the most urgent hazard is the priority.

**D. Front of House Circulation and Food and Beverage**

Front of house operational decisions will require a thoughtful balance of competing interests. On one hand, you want a capacity crowd. On the other, you can invite no more patrons than you can accommodate while maintaining social distancing and healthy conditions in all areas of the venue.

**Seated Venues.** In venues with reserved seating, there is likely to be some flexibility in the number of seats to remove or kill to maintain social distancing between unrelated patrons. Some events foreseeably draw crowds that attend in groups, which suggests that perhaps a venue can safely accommodate more patrons for that event. Remember that even at a seated event, patrons must also navigate choke points such as ingress and egress, hallways, concessions, merchants, and restroom areas. It is recommended to err on the side of a conservative maximum capacity figure.

**General Admission Venues.** General admission events present many of the same challenges as seated events, plus additional concerns that require more extensive compliance by patrons with physical distancing and face covering requirements.
Patrons cannot all stand at the front of the stage like they are accustomed; these create violations of physical distancing and must be prohibited during events and gatherings; even hallways where patrons congregate will have to be monitored to enforce health and safety policies. The following are ways to remind patrons of the critical importance of physical distancing:

- High conspicuity gaff tape on the floor of an indoor space, or spray chalk, survey flags, and cones for outdoor spaces, to mark six-foot separation.
- Rope barriers and stanchions or like physically separate patrons.
- Open areas patrolled by workers performing the guest services functions of providing information, enforcing rules, and modeling healthy behavior.
- Messaging to patrons before and during the event through electronic messaging and physical signage.
- Messaging by the performer during the event.

These measures will succeed only if compliance by all patrons is required for entry and participation.

**Intermission.** Intermission presents the same physical distancing challenges as ingress and egress, with the distinction that some patrons will remain seated. For everyone who chooses to get up, they will have to be led out from back to front, and patrons will not be allowed to congregate inside or outside restrooms or near lobby concession stands. Even with fewer people attending events during the early phase of smaller-scale activities, intermission may have to be longer than before to allow time for physically distanced patron movement. Given these issues it may be more conducive to have shorter shows with no intermission.

**Food and Beverage Service.** Pre-packaged food and beverages may be made available during events under the following parameters:

- **Consumption.** Food and beverages may only be consumed while patrons are seated.
- **Ordering.** Menus can be posted electronically or printed on single-use paper to avoid transmitting germs on reusable plastic menus. Electronic ordering can be encouraged using QR codes for each menu item. A touchless service experience is encouraged that avoids crowds of patrons waiting for their food.
- **Counter Service.** At a self-service restaurant or concession stand, the number of counter staff should be limited consistent with physical distancing. Workers should place food and beverages on the table, counter, or other surface rather than handing purchases directly to patrons.

- **Partitions.** Where practicable, physical barriers such as clear plastic partitions should be installed at registers.

- **Point of Sale Terminals.** POS terminals should be assigned to one worker where possible, and they should be sanitized between each user and before and after each shift. If multiple servers are assigned to a terminal, then servers should sanitize their hands after each use. Workers who handle money should wear gloves and should not serve food or beverages. Where a point-of-sale system requires a signature or entry of a PIN, a disposable wooden stylus may allow a touchless transaction.

- **Grab and Go Prohibited.** Workers should place requested items on the counter for patrons to reduce touching of food or packaging. For this reason, self-service buffets, even with clear breath guards, will be difficult.

- **Tables and Chairs.** Dining tables, bar tops, stools and chairs should be sanitized after each use. Once furniture is positioned to allow physical distancing, the new location may be marked on the floor.

- **Utensils.** To replace individual eating utensils, patrons can be provided prewrapped cutlery, straws, and stirrers.

- **Beverage Packaging.** Formerly self-service fountain drinks can be replaced with bottled beverages.

- **Condiments.** Condiments should be served with food orders or only at patrons’ request, in disposable single-use packages or containers that can be sanitized after each use. Open condiment service buffets should not be used.

- **Separate Entry and Exit Points.** If possible, send patrons away from the food and beverage area in a different direction than the way they entered.
High-Touch Items Related to Food and Beverage Service. Safe service of food and beverages will require frequent sanitization of many small items, such as the following.

- Bottle and can openers
- Cutting boards
- Grill scrapers
- Ice buckets
- Ice scoops
- Knives
- Ladles
- Measuring cups and spoons
- Pots and pans
- Pour spouts
- Serving spoons
- Spatulas
- Squeeze bottles
- Tabletops
- Tongs
- Wine keys

Physically Distanced Dining. To enforce physical distancing, the following practices are recommended, as applicable.

- **Staffing.** Event staff should enforce physical distancing at entries, waiting areas, and queues to reinforce signage posted throughout these areas.

- **Reduced Seating.** Tables, bar stools, and booths should be removed or taken out of service to allow six feet between each unrelated party.

- **Line Management.** Workers must manage lines at quick service areas, such as coffee and food pick-up, to ensure that patrons remain appropriately distanced. If queues get too long or take up too much space, consider opening additional service or pick-up areas at other parts of the venue.
Appendix: Event Readiness Assessments Sample (General, Daily, Weekly, Post)


### Events and Gatherings: General Readiness Assessment

Use the following tool when making initial preparation before the event to promote healthy behaviors, environments, and operations that reduce the spread of COVID-19.

<table>
<thead>
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<tr>
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</tr>
<tr>
<td>□ Review relevant local/state regulatory agency policies and orders, such as those related to events, gatherings, and travel.</td>
<td>□ Obtain supplies including:</td>
<td>□ Create a plan for educating staff and attendees to ensure they know that they should not come to the event if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone suspected or confirmed to have COVID-19. Make sure they know that if they get sick at the event, they should notify event administrators (e.g., the designated COVID-19 point of contact) right away.</td>
</tr>
<tr>
<td>□ Consult local health officials about recommended COVID-19 testing policies for events and gatherings.</td>
<td>□ water for hand hygiene</td>
<td></td>
</tr>
<tr>
<td>□ Consult with the venue operators about their COVID-19 policies prior to the event.</td>
<td>□ hand sanitizer (at least 60% alcohol)</td>
<td></td>
</tr>
<tr>
<td>□ Develop a plan to conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and attendees.</td>
<td>□ paper towels</td>
<td>• children younger than 2 years old</td>
</tr>
<tr>
<td>□ Develop a plan to allow for social distancing before, during, and after the event (e.g., limiting attendance and modifying layouts before the event, providing physical barriers during the event and staggering exit times after the event).</td>
<td>□ tissues</td>
<td>• anyone who has trouble breathing or is unconscious</td>
</tr>
<tr>
<td>□ Consider limiting event attendance to staff and attendees who live in the local area (e.g., community, city, town, or county) to reduce risk of spreading the virus from areas with higher levels of COVID-19. If attendance is open to staff and guests from other communities, inform attendees in advance so they can make an informed decision whether they will participate.</td>
<td>□ cleaning supplies</td>
<td>• anyone who is incapacitated or otherwise unable to remove the cover without help</td>
</tr>
<tr>
<td>□ Develop online attendance options in addition to in-person attendance to help reduce the number of attendees at the event.</td>
<td>□ EPA approved disinfection supplies</td>
<td>□ Create information on proper use, removal, and washing of cloth face coverings and distribute to staff members.</td>
</tr>
<tr>
<td>□ Develop a flexible refund policy.</td>
<td>□ cloth face coverings</td>
<td>□ Create and implement training to be delivered to staff on all COVID-19 safety protocols:</td>
</tr>
<tr>
<td>□ Designate a staff person responsible for responding to all COVID-19 related situations and concerns. Make sure other staff and attendees know how to contact this person.</td>
<td>□ no-touch/foot pedal trash cans</td>
<td>• Conduct training virtually or maintain social distancing during training</td>
</tr>
</tbody>
</table>

Develop a schedule for increased routine cleaning and disinfection.

Close shared spaces (e.g., a lounge); otherwise develop a plan for staggered use of these spaces and cleaning and disinfecting.

Develop a plan for the safe and correct use and storage of cleaners and disinfectants, including storing products away from children.
### Policies and Procedures

- Develop policies that encourage sick staff members to stay at home without fear of job loss or other consequences. Protect their privacy, particularly for those with underlying medical conditions and at higher risk for severe illness.
- Develop options for staff at higher risk for severe illness (e.g., telework or virtual learning opportunities).
- Develop flexible sick leave policies and practices.
- Develop options for flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts).
- Develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.
- Develop a transportation and parking plan to limit contact between attendees (e.g., staggered arrival and ride share drop-off times or locations).
- Develop a plan for if someone gets sick or shows symptoms of COVID-19 while at the event or venue. (See Preparing for If Someone Gets Sick).
- Develop a plan to safely serve food, beverages, and merchandise, if applicable. Refer to CDC’s COVID-19 considerations for restaurants and bars for guidance.
- Other:  

### Facilities and Supplies

- Make sure ventilation systems operate properly. If using fans, make sure they do not blow from one person onto another, and increase circulation of outdoor air as much as possible (e.g., opening windows and doors).
- Make sure water systems and features are safe to use after a prolonged facility shutdown.
- Develop a plan to use touchless payment options.
- Develop a plan to use multiple entrances and exits to discourage crowding in waiting areas.
- Develop a plan to change seating layout or availability of seating, or block off rows or sections so that attendees can stay at least 6 feet apart.
- Create and install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart.
- Create physical guides, such as tape on floors and signs on walls, to promote social distancing.
- Develop a plan to 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 in congregation areas such as entrances, exits, and restrooms if a 6-foot distance between attendees is hard to ensure.
- Develop a plan to reconfigure parking lots, limit congregation points and ensure proper separation (e.g., closing every other space).
- Purchase adequate supplies to minimize sharing of materials, or limit use to one per family or group of individuals at a time, and clean and disinfect between use.
- Ensure organizations that share the venue facilities such as food vendors are aware of and follow all safety protocols.
- Other:
Events and Gatherings: General Readiness Assessment

Use the following tool when making initial preparations before the event to promote healthy behaviors, environments, and operations that reduce the spread of COVID-19.

### Communication and Messaging

**Point Person(s):**

- [ ] Develop a plan to create and disseminate clear messages (e.g., videos) about behaviors that prevent spread of COVID-19 to staff and attendees before the event:
  - websites
  - email
  - [ ] social media accounts
  - [ ] other

- [ ] Create and post signs in highly visible locations that promote everyday protective measures such as wearing cloth face coverings and that describe how to stop the spread of germs in:
  - entrances
  - dining areas
  - restrooms
  - [ ] other

- [ ] Develop a plan to communicate with partner organizations such as vendors to ensure that they are aware of all of your COVID-19 safety protocols.

- [ ] Develop signs and communication (e.g., videos) in alternative formats (e.g., large print posters, braille, American Sign Language) for people who have limited vision, or are blind, or people who are deaf or hard of hearing.

- [ ] Consider posting signs for the national distress hotline: 1-800-985-5990, text TalkWithUs to 66746; The National Domestic Violence Hotline: 1-800-799-7233, TTY 1-800-787-3224; and The National Suicide Prevention Lifeline: 1-800-273-TALK (8255).

- [ ] Develop regular announcements on reducing the spread of COVID-19 to be broadcast on public address systems.

- [ ] Create a plan for communicating with staff and attendees about whom to contact if they have questions and concerns related to COVID-19.

- [ ] Other:

### Action Planning—Notes and Next Steps

**Point Person(s):**

Use this space to note any required resources and next steps, or potential barriers and opportunities:
# Events and Gatherings: Daily/Weekly Readiness Assessment

Use the following tool the day of and during the event to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

<table>
<thead>
<tr>
<th>Policies and Procedures</th>
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<td><strong>Point Person(s):</strong></td>
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</tr>
<tr>
<td>□ Maintain regular contact with local health authorities to ensure adherence to their most up-to-date guidance.</td>
<td>□ Monitor and restock supplies including:</td>
<td>□ Ensure that staff and attendees have received communication that they should not come to the event if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone with suspected or confirmed COVID-19. Make sure they know that if they get sick at an event, they should notify event administrators (e.g., the designated COVID-19 point of contact).</td>
</tr>
<tr>
<td>□ Ensure an on-duty staff person is assigned to be responsible for responding to COVID-19 concerns.</td>
<td>□ soap</td>
<td>□ Ensure that staff and attendees have reviewed the policies on flexible work and leave that encourage sick staff members to stay at home without fear of job loss or other consequences.</td>
</tr>
<tr>
<td>□ Monitor absenteeism of staff.</td>
<td>□ water for hand hygiene</td>
<td>□ Reinforce and monitor handwashing with soap and water for at least 20 seconds or using hand sanitizer containing at least 60% alcohol if soap and water are not readily available.</td>
</tr>
<tr>
<td>□ Ensure the roster of trained back-up staff is updated in case a staff member is sick.</td>
<td>□ hand sanitizer (at least 60% alcohol)</td>
<td>□ Encourage staff to cover their mouth and nose with a tissue when coughing and sneezing and then wash hands with soap and water for at least 20 seconds.</td>
</tr>
</tbody>
</table>
| □ Conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and attendees, if feasible. | □ paper towels | □ Ensure that communication about the proper use of cloth face coverings is easily seen or heard by staff and attendees. Cloth face coverings should not be placed on:

- children younger than 2 years old
- anyone who has trouble breathing or is unconscious
- anyone who is incapacitated or otherwise unable to remove the cover without help |
| □ Ensure staff are using flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) when needed. | □ tissues | □ disposable food service items |
| □ Ensure staff and attendees have received communication about all safety protocols and COVID-19 related policies. | □ cleaning supplies | □ gloves |
| □ Ensure that attendees have received communication about refund policies if they get sick and cannot attend the event. | □ EPA-approved disinfection supplies | □ other: |
| □ Ensure that all protocols developed, to limit contact between staff and attendees and ensure that attendees can maintain 6 feet of distance, are implemented. | □ cloth face coverings | □ Monitor adherence to the schedule for increased, routine cleaning and disinfection of: |
| □ Ensure limited opportunities for both staff and attendees to share objects. | □ no-touch/foot pedal trash cans | □ frequently touched surfaces |
| □ Ensure the broadcasting of regular announcements on reducing the spread of COVID-19 on public address systems throughout the event. | □ no-touch soap/hand sanitizer dispensers | □ communal spaces |
| | □ disposable food service items | □ shared objects |
| | □ gloves | □ other: |
| | | □ Monitor availability and use of gloves when removing garbage bags or handling and disposing of trash. |
# Events and Gatherings: Daily/Weekly Readiness Assessment (continued from previous page)

## Policies and Procedures
- Review the most recent local/state regulatory agency policies for updates.
- Other: [Enter other details here]

## Facilities and Supplies
- Monitor [safe and correct use](#) and storage of [cleaners and disinfectants](#), including storing products securely away from children.
- Ensure adequate ventilation when cleaners and disinfectants are used to prevent staff and attendees from inhaling toxic fumes.
- Monitor ventilation systems to determine if they are operating properly.
- Ensure that touchless payment options are operational.
- Ensure all physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart are installed correctly.
- Ensure that all physical guides, such as tape on floors and signs on walls, to promote social distancing are easily seen.
- Ensure that all changes to the venue such as seating layout, entrances and exits are well marked and easy to understand.
- Ensure the [staggered](#) use and cleaning and disinfecting between uses of shared spaces.
- Ensure the [circulation](#) of outdoor air as much as possible throughout the event (e.g., opening windows and doors).
- Ensure that adequate [supplies](#) are available to minimize sharing of high-touch materials and monitor cleaning and disinfecting between use.
- Other: [Enter other details here]

## Education and Training
- Ensure that information on [proper use](#), removal, and washing of [cloth face coverings](#) is available.
- Ensure that all staff present have been trained on relevant [COVID-19](#) safety protocols.
- Other: [Enter other details here]
Events and Gatherings: Daily/Weekly Readiness Assessment

Use the following tool the day of and during the event to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

<table>
<thead>
<tr>
<th>Communication and Messaging</th>
</tr>
</thead>
</table>

**Point Person(s):**

- Ensure that *signs* are placed in highly visible locations that *promote everyday protective measures* such as wearing cloth face coverings and that describe how to *stop the spread* of germs at:
  - entrances
  - dining areas
  - restrooms
  - other

- Continue to provide or update clear messages (*e.g., videos*) about behaviors that prevent spread of COVID-19 when communicating with staff and families on:
  - websites
  - email
  - *social media accounts*
  - other

- Ensure that partner organizations such as vendors have received communication about all COVID-19 safety protocols.

- Ensure *signs and communication* (*e.g., videos*) in alternative formats (*e.g., large print posters, braille, American Sign Language*) for people who have limited vision or are blind or people who are deaf or hard of hearing are readily available.

<table>
<thead>
<tr>
<th>Action Planning—Notes and Next Steps</th>
</tr>
</thead>
</table>

**Point Person(s):**

- Make sure all staff and attendees have been informed which staff person is responsible for responding to COVID-19 concerns and how to contact them.

- Encourage staff to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed throughout the event.

- Promote healthy eating, exercising, getting sleep, and finding time to unwind among staff to help them cope with stress.

- Encourage staff to talk with people they trust about their concerns and how they are feeling.

- Other:

Use this space to note any required resources and next steps, or potential barriers and opportunities:
# Events and Gatherings: End-of-Day Actions and Other Resources

Use the following resources to conduct end-of-day actions and address any additional considerations specific to your program or community context.

<table>
<thead>
<tr>
<th>End-of-Day Actions</th>
<th>Other Considerations</th>
<th>Other Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Point Person(s):</strong></td>
<td><strong>Point Person(s):</strong></td>
<td><strong>Point Person(s):</strong></td>
</tr>
</tbody>
</table>
| Meet with the emergency operations coordinator and/or planning team(s) to discuss and note lessons learned. | Use this space to note any other considerations unique to your program or community context. | - Latest COVID-19 Information  
- Cleaning and Disinfection  
- Guidance for Businesses and Employers  
- Guidance for Schools and Childcare Centers  
- Guidance for Park Administrators  
- Shared and Congregate Housing  
- COVID-19 Prevention  
- Handwashing Information  
- Face Coverings  
- Social Distancing  
- COVID-19 Frequently Asked Questions  
- People at Higher Risk  
- People with Disabilities  
- Coping with Stress  
- HIPAA and COVID-19  
- CDC communication resources  
- Community Mitigation |
| Determine ways to improve planning and implementation processes if the event will happen again. | | |
| Inform staff and attendees of any changes made. | | |
| Update your plans regularly according to the state and local situation and orders. | | |
| Other: | | |