

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.

Policies and Procedures	Facilities and Supplies	Education and Training
Point Person(s): Rev. Charles Newman	Point Person(s): Michelle Scavo	Point Person(s): Toby Huagen
<input checked="" type="checkbox"/> Review relevant local/state regulatory agency policies and orders, such as those related to events, gatherings, and travel.	<input type="checkbox"/> Obtain supplies including:	<input checked="" type="checkbox"/> 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 <u>symptoms</u> , 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.
<input checked="" type="checkbox"/> Consult local health officials about recommended COVID-19 testing policies for events and gatherings.	<input checked="" type="checkbox"/> soap	<input checked="" type="checkbox"/> Develop protocols to educate staff on flexible work and leave policies that encourage sick staff members to stay at home without fear of job loss or other consequences.
<input checked="" type="checkbox"/> Consult with the venue operators about their COVID-19 policies prior to the event.	<input checked="" type="checkbox"/> water for hand hygiene	<input checked="" type="checkbox"/> Create a plan for educating staff and attendees about who should wear <u>cloth face coverings</u> , and communicate the importance of wearing them to both staff and attendees. Cloth face coverings should not be placed on.
<input checked="" type="checkbox"/> Develop a plan to conduct daily health checks (e.g., temperature screening and/or <u>symptom checking</u>) of staff and attendees.	<input checked="" type="checkbox"/> hand sanitizer (at least 60% alcohol)	<ul style="list-style-type: none"> • children younger than 2 years old
<input checked="" type="checkbox"/> 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).	<input checked="" type="checkbox"/> paper towels	<ul style="list-style-type: none"> • anyone who has trouble breathing or is unconscious
<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> tissues	<ul style="list-style-type: none"> • anyone who is incapacitated or otherwise unable to remove the cover without help
<input type="checkbox"/> Develop online attendance options in addition to in-person attendance to help reduce the number of attendees at the event.	<input checked="" type="checkbox"/> cleaning supplies	<input checked="" type="checkbox"/> Create information on <u>proper use, removal, and washing of cloth face coverings</u> and distribute to staff members.
<input checked="" type="checkbox"/> Develop a flexible refund policy.	<input checked="" type="checkbox"/> EPA approved disinfection supplies	<input checked="" type="checkbox"/> Create and implement training to be delivered to staff on all COVID-19 safety protocols:
<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> cloth face coverings	<ul style="list-style-type: none"> • Conduct <u>training</u> virtually or maintain <u>social distancing</u> during training
	<input checked="" type="checkbox"/> no-touch/foot pedal trash cans	<input type="checkbox"/> Other: _____
	<input checked="" type="checkbox"/> no-touch soap/hand sanitizer dispensers	
	<input checked="" type="checkbox"/> gloves	
	<input checked="" type="checkbox"/> disposable food service items	
	<input type="checkbox"/> other: _____	
	<input checked="" type="checkbox"/> Develop a schedule for increased routine <u>cleaning and disinfection</u> .	
	<input checked="" type="checkbox"/> Close shared spaces (e.g., a lounge); otherwise develop a plan for staggered use of these spaces and <u>cleaning and disinfecting</u> .	
	<input checked="" type="checkbox"/> Develop a plan for the <u>safe and correct use</u> and storage of <u>cleaners and disinfectants</u> , including storing products away from children.	

Events and Gatherings: General Readiness Assessment

(continued from previous page)

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): Louise Gahm

- ☒ 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 Disaster Distress Hotline: call or text 1-800-985-5990; 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: Preparing for if Someone Gets Sick

Use the following tool when making initial preparations before the event for if someone gets sick with COVID-19.

Before Someone Gets Sick	When Someone Gets Sick	After Someone Gets Sick
Point Person(s): Louise Gahm	Point Person(s): Charles Newman	Point Person(s): Catherine O'Neal
<input checked="" type="checkbox"/> Create a plan to educate 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 with suspected or confirmed COVID-19. Make sure they know that if they get sick at the event, they should notify event planners (e.g., the designated COVID-19 point of contact) right away.	<input checked="" type="checkbox"/> Immediately separate individual(s) with COVID-19 <u>symptoms</u> from others.	<input checked="" type="checkbox"/> In accordance with state and local laws and regulations, notify <u>local health officials</u> , staff, and families of a person with COVID-19 while maintaining the individual's confidentiality in accordance with the <u>Americans with Disabilities Act (ADA)</u> .
<input checked="" type="checkbox"/> Develop systems to: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Allow staff and attendees to self-report to administrators if they have <u>symptoms</u> of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days. <input checked="" type="checkbox"/> Notify individuals of closures and restrictions put in place to limit COVID-19 exposure. 	<input type="checkbox"/> Safely transport sick individuals home or to a healthcare facility, depending on how severe their symptoms are.	<input checked="" type="checkbox"/> Notify individuals of closures and restrictions put in place due to COVID-19 exposure.
<input checked="" type="checkbox"/> Develop staff policies for returning to the venue after COVID-19 illness. CDC's <u>criteria to discontinue home isolation and quarantine</u> can inform these policies.	<input checked="" type="checkbox"/> If calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.	<input checked="" type="checkbox"/> Advise those who have had <u>close contact</u> with a person diagnosed with COVID-19 to stay home, <u>self-monitor for symptoms</u> , and follow <u>CDC guidance</u> if symptoms develop.
<input type="checkbox"/> Identify and create an isolation room or area to separate anyone who has COVID-19 symptoms or who has tested positive but does not have symptoms.	<input checked="" type="checkbox"/> Close off areas used by a sick person and do not use these areas until after <u>cleaning and disinfecting</u> them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).	<input checked="" type="checkbox"/> Close off the area and wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Make sure of <u>safe and correct</u> use and storage of cleaning and disinfection products, including storing them securely away from children.
<input type="checkbox"/> Develop procedures for safely transporting anyone who is sick to their home or to a healthcare facility.	<input checked="" type="checkbox"/> Advise sick individuals that they should not return to the venue until they have met CDC's <u>criteria to discontinue home isolation</u> .	<input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Develop a plan to support staff and attendees experiencing trauma or challenges related to COVID-19.	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	Notes and Next Steps:	

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.

Policies and Procedures	Facilities and Supplies	Education and Training
Point Person(s): <u>Charles Newman</u>	Point Person(s): <u>Michelle Gahm</u>	Point Person(s): <u>Toby Haugen</u>
<input checked="" type="checkbox"/> Maintain regular contact with local health authorities to ensure adherence to their most up-to-date guidance.	<input checked="" type="checkbox"/> Monitor and restock supplies including:	<input type="checkbox"/> 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).
<input checked="" type="checkbox"/> Ensure an on-duty staff person is assigned to be responsible for responding to COVID-19 concerns.	<input checked="" type="checkbox"/> soap	<input type="checkbox"/> Ensure that staff 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.
<input checked="" type="checkbox"/> Monitor absenteeism of staff.	<input checked="" type="checkbox"/> water for hand hygiene	<input type="checkbox"/> Reinforce and monitor <u>handwashing</u> 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.
<input checked="" type="checkbox"/> Ensure the roster of trained back-up staff is updated in case a staff member is sick.	<input checked="" type="checkbox"/> hand sanitizer (at least 60% alcohol)	<input type="checkbox"/> 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.
<input checked="" type="checkbox"/> Conduct daily health checks (e.g., temperature screening and/or <u>symptom checking</u>) of staff and attendees, if feasible.	<input checked="" type="checkbox"/> paper towels	<input type="checkbox"/> Ensure that communication about the proper use of <u>cloth face coverings</u> is easily seen or heard by staff and attendees. Cloth face coverings should not be placed on.
<input checked="" type="checkbox"/> Ensure staff are using flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) when needed.	<input checked="" type="checkbox"/> tissues	<ul style="list-style-type: none"> • 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
<input checked="" type="checkbox"/> Ensure staff and attendees have received communication about all safety protocols and COVID-19 related policies.	<input checked="" type="checkbox"/> cleaning supplies	
<input checked="" type="checkbox"/> Ensure that attendees have received communication about refund policies if they get sick and cannot attend the event.	<input checked="" type="checkbox"/> EPA-approved disinfection supplies	
<input checked="" type="checkbox"/> Ensure that all protocols developed, to limit contact between staff and attendees and ensure that attendees can maintain 6 feet of distance, are implemented.	<input checked="" type="checkbox"/> cloth face coverings	
<input checked="" type="checkbox"/> Ensure limited opportunities for both staff and attendees to share objects.	<input checked="" type="checkbox"/> no-touch/foot pedal trash cans	
<input checked="" type="checkbox"/> Ensure the broadcasting of regular announcements on reducing the spread of COVID-19 on public address systems throughout the event.	<input checked="" type="checkbox"/> no-touch soap/hand sanitizer dispensers	
	<input checked="" type="checkbox"/> disposable food service items	
	<input checked="" type="checkbox"/> gloves	
	<input type="checkbox"/> other: _____	
	<input checked="" type="checkbox"/> Monitor adherence to the schedule for increased, routine cleaning and disinfection of:	
	<input checked="" type="checkbox"/> frequently touched surfaces	
	<input checked="" type="checkbox"/> communal spaces	
	<input checked="" type="checkbox"/> shared objects	
	<input type="checkbox"/> other: _____	
	<input type="checkbox"/> 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	Facilities and Supplies	Education and Training
<input checked="" type="checkbox"/> Review the most recent local/state regulatory agency policies for updates.	<input type="checkbox"/> Monitor <u>safe and correct use</u> and storage of <u>cleaners and disinfectants</u> , including storing products securely away from children.	<input type="checkbox"/> Ensure that information on <u>proper use, removal, and washing of cloth face coverings</u> is available.
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Ensure adequate ventilation when cleaners and disinfectants are used to prevent staff and attendees from inhaling toxic fumes.	<input type="checkbox"/> Ensure that all staff present have been trained on relevant COVID-19 safety protocols.
	<input type="checkbox"/> Monitor ventilation systems to determine if they are operating properly.	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Ensure that touchless payment options are operational.	
	<input type="checkbox"/> 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.	
	<input type="checkbox"/> Ensure that all physical guides, such as tape on floors and signs on walls, to promote social distancing are easily seen.	
	<input type="checkbox"/> Ensure that all changes to the venue such as seating layout, entrances and exits are well marked and easy to understand.	
	<input type="checkbox"/> Ensure the staggered use and cleaning and disinfecting between uses of shared spaces.	
	<input type="checkbox"/> Ensure the circulation of outdoor air as much as possible throughout the event (e.g., opening windows and doors).	
	<input type="checkbox"/> Ensure that adequate supplies are available to minimize sharing of high-touch materials and monitor cleaning and disinfecting between use.	
	<input type="checkbox"/> Other: _____	

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.

Communication and Messaging

Point Person(s): Louise Gahm

- ☒ 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.

Action Planning—Notes and Next Steps

Point Person(s): Pastor Charles Newman

Use this space to note any required resources and next steps, or potential barriers and opportunities:

- ☒ 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: _____

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.

End-of-Day Actions	Other Considerations	Other Resources
Point Person(s): <u>Louise Gahm</u>	Point Person(s): _____	Point Person(s): <u>Pastor Charles Newman</u>
<input checked="" type="checkbox"/> 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.	<ul style="list-style-type: none">• 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
<input checked="" type="checkbox"/> Determine ways to improve planning and implementation processes if the event will happen again.		
<input checked="" type="checkbox"/> Inform staff and attendees of any changes made.		
<input checked="" type="checkbox"/> Update your plans regularly according to the state and local situation and orders.		
<input type="checkbox"/> Other: _____		