COVID-19 and Your Community
How to plan an event during a pandemic

The following key aspects should be considered:

1. Communicate with participants in advance of the event so they are aware of what to expect before, during, and after the event. Depending on the activity or event, the activity or event may be conducted differently from what participants remember from the past. **Best Practice:** Develop a communication plan (email, phone calls) so that participants know what to expect in advance and can ask questions prior to the event.

2. Consider hosting the event outdoors. For indoor activities, keep windows and doors open if possible.

3. Require that participants attend only if in good health and feeling well. They must stay home if sick. **Best Practice:** Call or email participants one day in advance of the activity to remind them of this very important requirement.

4. Institute temperature checks. Request that participants use a personal thermometer to check their temperature prior to coming to the event. **Best Practice:** Purchase a hand-held touchless thermometer or thermal imaging camera to screen participants as they arrive at the event.

5. Consider how participants will travel to/from the event. Families can drive together, but it is not recommended that persons from different households use the same vehicle.

6. In some areas public transportation may not be advisable. If the organization will provide the transportation, ensure that there will be adequate capacity in each vehicle to allow physical distancing (at least 6 feet apart) can be maintained. Provide masks and hand sanitizer.

7. Ensure adequate cleaning and disinfection supplies are on-hand at the event. Develop procedures for cleaning/disinfecting frequently touched surfaces on a regular basis. List surfaces and/or equipment that will be touched by participants. All chemicals are handled safely (i.e. never mix bleach with other chemicals). Commercially available disinfectants that you would use in your home are a good choice. You can find a list of effective disinfectants and recommendations on cleaning and disinfection at [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html).

8. Ensure adequate supplies of personal protective equipment (PPE) are on-hand and determine what PPE is necessary to protect participants. Masks are key to stop the spread of the virus and should be included in any PPE plan. Additional PPE, such as disposable gloves or face shield, may be required for activities where participants may need to be in close proximity (within 6 feet) of each other. **Best Practice:** Masks can get soiled and/or wet during strenuous activities. Consider providing multiple masks per person and protect clean masks by placing them in zipper bags prior to use.

9. If outdoor venues do not have handwashing facilities readily available, provide hand sanitizer.

10. Determine how physical (social) distancing will be handled by participants. Ensure at least 6 feet between each person. When this cannot be conducted for situations where 2 or more people may need to be in close contact to safely do the task, plan for additional PPE such as wearing a face shield or mask/goggles, and gloves. Plan ahead and limit the contact time to what is absolutely necessary. Consider seating arrangements and how participants may gather. Consider limiting restroom facility occupancy in order to maintain physical distancing. **Best Practices:** Keep a log of close contacts in case a participant becomes ill after the event. Appoint a “monitor” and empower him/her to provide coaching when breaches of physical distancing are about to occur. Add a visual reminder to assist participants to estimate what 6 feet looks like.

11. Ensure that restroom facilities are available in the plan. **Best Practice:** List cleaning and disinfection in writing noting date/time, surface or item, and disinfectant used.

This guidance was created by the ABSA International Emerging Infectious Disease Committee – August 2020 • This information does not supersede any regulatory or country-specific requirements in your locale
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11. Consider what food and/or beverages will need to be provided. Use only pre-packaged food and beverages and do not provide self-service options such as buffets and coffee stations. **Best Practices:** Provide individual bottles of water to participants especially for outdoor or strenuous activities. Request participants bring their own food and beverages.

12. Determine if any special situations need to be considered. For example, will there be any handicapped individuals or those with special needs or needing special accommodations.

13. Assess if any post-event considerations apply. For example, inform participants what to do and who to call if they experience any COVID-19 symptoms or test positive for COVID-19 after the event. Contact tracing will be important, which is best done in conjunction with public health authorities, like your local health department.

In summary, events, activities, and gatherings can be conducted in a safe and healthy manner with prior planning and attention to key aspects that keep everyone safe and healthy. Plan ahead, consult local and state public health authorities, and communicate expectations to attendees before, during and after the event.

The following resources may also be of use when planning your activity or event and assessing the risk:

**REMEMBER:**
- Stay home when ill
- Keep 6 ft. distance
- Wear face cover
- Disinfect frequently
- Wash hands with soap for 20 seconds

Plan before you go!

Arriving at home.
Disinfection. Handwashing and personal hygiene. Replenishing supplies.

Deciding to go or not.
How are you feeling? Who will you be going with and how are they feeling? Do you need to attend in person?

Prepare to go.
What hygiene and cleaning supplies do you need to take?

Traveling to the event.
Cleaning the vehicle. Wearing masks while in the vehicle. Stopping along the way (gas station, store, pick up passengers).

Arriving at the event.
Scanning the site. Seating arrangements. Handwashing and restroom facilities.

During the event.
Group agreement on behaviors. Choosing a monitor. Hand hygiene. Reminding each other. First aid.

Preparing to leave the event.
Cleaning up the site. Disinfecting the site. Disinfecting items before loading vehicle.

Traveling back home.
Stopping on the way home. “Debriefing” the event.