# Events and Gatherings: Readiness and Planning Tool

CDC Readiness and Planning Tool to Prevent the Spread of COVID-19 at Events and Gatherings

Planners and administrators of a large event, such as such as a concert, festival, sporting event, conference, or wedding, can use this tool to help protect staff, volunteers, and attendees from COVID-19 infection and slow the spread of COVID-19. This tool aligns with CDC's Organizing Large Events and Gatherings guidance and includes the following assessments and resources:

- General Readiness Assessment
- In Case Someone Gets Sick
- Daily/Weekly Readiness Assessment
- End-of-Day Actions and Resources

Event planners and administrators may review and complete the general readiness assessment while working with state and local officials as part of making initial preparations before the event to promote healthy behaviors, environments, and operations that slow the spread of COVID-19. The daily/weekly readiness assessment may be used to monitor and maintain recommended practices. Planning tools are also included to help event planners and administrators prepare if someone gets sick, plan after-event actions, and address the specific needs and circumstances of the local community. Implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs and context of each community.
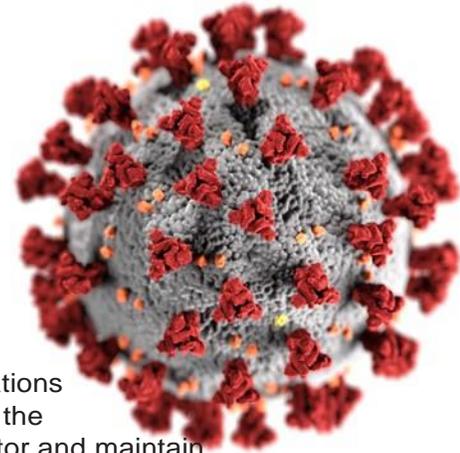
Hosting safer events

The factors listed below make getting and spreading COVID-19 at large, in-person events more likely.

- **Number of COVID-19 cases in your community** – High or increasing levels of COVID-19 cases where the gathering takes place, as well as in the areas from which the attendees are coming, make infection and spread among attendees more likely. It is difficult to safely host a large event in areas where there are high levels of COVID-19 within the community. Organizers should consider the number of COVID-19 cases in the community when deciding whether to host a gathering. Information on the number of cases in an area can often be found on the local health department website or on CDC's COVID Data Tracker County View.
- **Exposure during travel** – Airports, airplanes, bus stations, buses, train stations, trains, public transport, gas stations, and rest stops are all places where organizers, staff, and attendees can be exposed to people with COVID-19 during travel.
- **Setting of the event** – Indoor events, especially those with poor ventilation (for example, small enclosed spaces with no outside air), are more likely to result in spreading of COVID-19 than outdoor events.
- **Length of the event** – Events that last longer are less safe than shorter events. Being within 6 feet of someone who has COVID-19 for a cumulative total of 15 minutes or more in a 24-hour period requires quarantine and greatly increases the risk of becoming infected.
- Number and crowding of people at the event – Events with more people are less safe than those with fewer people. The size of the event should be based on whether attendees from different households can stay at least 6 feet (2 arm lengths) apart. Event venues that are taking preventive actions (such as blocking off seats or modifying layouts) to ensure this distancing make COVID-19 transmission less likely than venues that do not take these actions.

cdc.gov/coronavirus

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 |

Policies and Procedures

Point Person(s): _____

☐ Strongly consider whether the benefits of an in-person gathering (vs. a virtual gathering) significantly outweigh risks from COVID-19.

☐ Review relevant local/state regulatory agency policies and orders, such as those related to events, gatherings, and travel.

☐ Consult local health officials about recommended COVID-19 testing policies for events and gatherings.

☐ Consult with venue operators about their COVID-19 policies prior to the event.

☐ Develop a plan to conduct daily health checks (such as temperature screening and/or symptom checking) for staff and attendees.

☐ Develop a plan to allow for social distancing before, during, and after the event (such as limiting attendance and modifying layouts before the event, providing physical barriers during the event, staggering exit times after the event, and limiting food or beverage service in areas where people are more likely to congregate).

☐ Consider limiting attendance to staff and attendees who live in the area to make it less likely that people from areas with higher levels of illness will spread 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.

☐ Develop online attendance options to help reduce the number of attendees at the event.

☐ Develop a flexible refund policy.

☐ 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.

Facilities and Supplies

Point Person(s): _____

☐ Obtain cleaning and hand hygiene supplies including:

  ☐ soap

  ☐ water

  ☐ hand sanitizer (at least 60% alcohol)

  ☐ paper towels

  ☐ tissues

  ☐ cleaning supplies

  ☐ Disinfectants from EPA List N: Disinfectants for Coronavirus (COVID-19)

  ☐ masks

  ☐ no-touch/foot pedal trash cans

  ☐ no-touch soap/hand sanitizer dispensers

  ☐ gloves

  ☐ disposable food service items

  ☐ other: _____

☐ Develop a schedule for increased routine cleaning and disinfection.

☐ Close shared space, such as lounges, or 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.

Education and Training

Point Person(s): _____

☐ Create a plan for educating staff and attendees to ensure they know that they should not come to the event if they have 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 develop COVID-19 symptoms during the event, they should notify event administrators right away.

☐ 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.

☐ Create a plan for educating staff and attendees about who should wear masks and communicate the importance of wearing them to both staff and attendees. Masks should **not** be placed on:

  • children under 2 years old

  • anyone who has trouble breathing or is unconscious

  • anyone who is incapacitated or otherwise unable to remove the mask without help

☐ Distribute information on proper use, removal, and washing of masks to staff.

☐ Create and implement training to be delivered to staff on all COVID-19 safety protocols:

  Conduct training virtually or maintain social distancing during training

☐ Other: _____

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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 more likely to get severely ill.

  - [ ] 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.

- [ ] Use touchless payment options.

- [ ] Use multiple entrances and exits to discourage crowding in waiting areas.

- [ ] 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 plexiglass sneeze guards and partitions, in areas where it is difficult for people to remain at least 6 feet apart.

- [ ] Create physical guides, such as tape on floors and signs on walls, to promote social distancing.

- [ ] Eliminate lines or queues if possible. Encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks in areas such as entrances, exits, and restrooms if a 6-foot distance between attendees is hard to ensure.

- [ ] Reconfigure parking lots, limit congregation points and ensure proper separation (such as by closing every other space).

- [ ] Purchase adequate supplies to minimize sharing of materials, or limit use to one per family or group of people 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	Action Planning—Notes and Next Steps

Point Person(s): _____

Point Person(s): _____

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

☐ Develop a plan to create and disseminate clear messages (such as 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 masks and washing hands that describe how to stop the spread of germs in locations such as:

    ☐ entrances

    ☐ dining areas

    ☐ restrooms

    ☐ other _____

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

☐ Develop signs and communication (such as videos) in alternative formats (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: _____

Events and Gatherings: **In Case 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): _____

- ☐ Create a plan to educate staff and attendees to ensure they know that they should not come to the event If they have 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.

    - ☐ Allow staff and attendees to self-report to administrators if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.

    - ☐ Notify people of closures and restrictions put in place to limit COVID-19 exposure.

- ☐ Develop staff policies for returning to the venue after COVID-19 illness. CDC's criteria to discontinue home isolation and quarantine can inform these policies.

- ☐ 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.

- ☐ Develop procedures for safely transporting anyone who is sick to their home or to a healthcare facility.

- ☐ Develop a plan to support staff and attendees experiencing trauma or challenges related to COVID-19.

- ☐ Other: _____

Point Person(s): _____

- ☐ Immediately separate people with COVID-19 symptoms from others.

- ☐ Safely transport sick people home or to a healthcare facility, depending on how severe their symptoms are.

- ☐ If calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

- ☐ Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).

- ☐ Advise sick people that they should not return to the venue until they have met CDC's criteria to discontinue home isolation.

- ☐ Other: _____

Notes and Next Steps:

Point Person(s): _____

- ☐ In accordance with state and local laws and regulations, notify local health officials, staff, and the family of a person with COVID-19 while maintaining the individual's confidentiality in accordance with the Americans with Disabilities Act (ADA).

- ☐ Notify people of closures and restrictions put in place due to COVID-19 exposure.

- ☐ Advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

- ☐ 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 safe and correct use and storage of cleaning and disinfection products, including storing them securely away from children.

- ☐ 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.

Policies and Procedures	Facilities and Supplies	Education and Training

Point Person(s): _____

Point Person(s): _____

Point Person(s): _____

Policies and Procedures

☐ Maintain regular contact with local health authorities to ensure adherence to their most up- to-date guidance.

☐ Ensure an on-duty staff person is assigned to be responsible for responding to COVID-19 concerns.

☐ Monitor absenteeism of staff to know when and where back-ups are needed.

☐ Ensure the roster of trained back-up staff is updated in case a staff member is sick.

☐ Conduct daily health checks (e.g., temperature screening and symptom checking) of staff and attendees, if feasible.

☐ Ensure staff are using flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) when needed.

☐ Ensure staff and attendees have received communication about all safety protocols and COVID-19 related policies.

☐ Ensure that attendees have received communication about refund policies if they get sick and cannot attend the event.

☐ Ensure that all protocols developed to limit contact between staff and attendees and to ensure that attendees can maintain 6 feet of distance, are implemented.

☐ Ensure limited opportunities for both staff and attendees to share objects.

☐ Ensure the broadcasting of regular announcements on reducing the spread of COVID-19 on public address systems throughout the event.

Facilities and Supplies

☐ Monitor and restock supplies including

   ☐ soap

   ☐ water

   ☐ hand sanitizer (at least 60%

   ☐ alcohol) paper towels

   ☐ tissues

   ☐ cleaning supplies

   ☐ Disinfectants from EPA List N: Disinfectants for Coronavirus (COVID-19)

   ☐ masks

   ☐ no-touch/foot pedal trash cans

   ☐ no-touch soap/hand sanitizer dispensers

   ☐ disposable food service items

   ☐ gloves

   ☐ other: _____

☐ Monitor adherence to the schedule for increased, routine cleaning and disinfection of:

   ☐ frequently touched surfaces

   ☐ communal spaces

   ☐ shared objects

   ☐ other: _____

☐ Monitor availability and use of gloves when removing garbage bags or handling and disposing of trash.

Education and Training

☐ Ensure that staff and attendees have received communication that they should not come to the event if they have tested positive for COVID-19, are waiting for COVID-19 test results, are showing COVID-19 symptoms, or if they have had close contact with a person who has tested positive for or who has symptoms of COVID-19. Make sure they know that if they get sick at an event, they should notify event administrators.

☐ 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.

☐ 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. However, food service staff who come into direct contact with food should only use soap and water for handwashing, and refrain from using hand sanitizer.

☐ 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.

☐ Ensure that communication about the proper use of masks is easily seen or heard by staff and attendees. Masks 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

Policies and Procedures	Facilities and Supplies	Education and Training

Policies and Procedures

☐ Review the most recent local/state regulatory agency policies for updates.

☐ Other: _____

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 people 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: _____

Education and Training

☐ Ensure that information on proper use, removal, and washing of masks is available.

☐ Ensure that all staff present have been trained on relevant COVID-19 safety protocols.

☐ 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 | Action Planning—Notes and Next Steps |

Communication and Messaging

Point Person(s): _____

☐ Ensure that signs are placed in highly visible locations that promote everyday protective measures, such as wearing masks and washing hands, 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:

　☐ website

　☐ s 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.

☐ 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: _____

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: **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): _____

☐ Meet with the emergency operations coordinator and/or planning team(s) to discuss and note lessons learned.

☐ 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: _____

Point Person(s): _____

Use this space to note any other considerations unique to your program or community context.

Point Person(s): _____

- 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