As some communities in the United States begin to plan and hold events and gatherings, CDC offers the following readiness and planning tool to share ways event planners and administrators can help protect staff, volunteers, and attendees and slow the spread of COVID-19. This tool aligns with the Considerations for Events and Gatherings and includes the following:

- General Readiness Assessment
- Preparing for If 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 reduce 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 for 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.

Guiding Principles to Keep in Mind

A gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating, or a large number of people in attendance. Examples of gatherings, small or large, include a community event, concert, festival, conference, parade, wedding, or sporting event.

- The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the individual’s potential risk of becoming infected with COVID-19 and then spreading COVID-19 to others.
- The higher the level of community transmission in the area where the gathering is held, the higher the risk of COVID-19 spreading at the gathering.
- The size (attendance) of an event or gathering should be determined based on state, local, territorial, or tribal safety laws and regulations.

The risk of COVID-19 spreading at events and gatherings increases as follows:

- **Lowest risk:** Virtual-only activities, events, and gatherings.
- **More risk:** Smaller outdoor gatherings in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., a community, town, city, or county).
- **Higher risk:** Medium-sized in-person gatherings that are organized/laid out to allow individuals to remain spaced at least 6 feet apart, some wear cloth face coverings and come from outside the local area (e.g., a community, town, city, or county).
- **Highest risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart, do not wear cloth face coverings and travel from outside the local area.
## 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

**Point Person(s):**

- [ ] 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 the venue operators about their COVID-19 policies prior to the event.
- [ ] Develop a plan to conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and attendees.
- [ ] 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).
- [ ] 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.
- [ ] Develop online attendance options in addition to in-person attendance 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.
- [ ] Obtain supplies including:
  - soap
  - water for hand hygiene
  - hand sanitizer (at least 60% alcohol)
  - paper towels
  - tissues
  - cleaning supplies
  - EPA approved disinfection supplies
  - cloth face coverings
  - 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 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.

### Facilities and Supplies

**Point Person(s):**

- [ ] Obtain supplies including:
  - soap
  - water for hand hygiene
  - hand sanitizer (at least 60% alcohol)
  - paper towels
  - tissues
  - cleaning supplies
  - EPA approved disinfection supplies
  - cloth face coverings
  - 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 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.

### 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 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.
- [ ] 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 cloth face coverings, and communicate the importance of wearing them to both 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
- [ ] Create information on proper use, removal, and washing of cloth face coverings and distribute to staff members.
- [ ] 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: ____________________________
### Events and Gatherings: General Readiness Assessment

(continued from previous page)

<table>
<thead>
<tr>
<th>Policies and Procedures</th>
<th>Facilities and Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 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.</td>
<td>☐ 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).</td>
</tr>
<tr>
<td>☐ Develop options for staff at higher risk for severe illness (e.g., telework or virtual learning opportunities).</td>
<td>☐ Make sure water systems and features are safe to use after a prolonged facility shutdown.</td>
</tr>
<tr>
<td>☐ Develop flexible sick leave policies and practices.</td>
<td>☐ Develop a plan to use touchless payment options.</td>
</tr>
<tr>
<td>☐ Develop options for flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts).</td>
<td>☐ Develop a plan to use multiple entrances and exits to discourage crowding in waiting areas.</td>
</tr>
<tr>
<td>☐ Develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.</td>
<td>☐ 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.</td>
</tr>
<tr>
<td>☐ Develop a transportation and parking plan to limit contact between attendees (e.g., staggered arrival and ride share drop-off times or locations).</td>
<td>☐ 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.</td>
</tr>
<tr>
<td>☐ 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).</td>
<td>☐ Create physical guides, such as tape on floors and signs on walls, to promote social distancing.</td>
</tr>
<tr>
<td>☐ 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.</td>
<td>☐ 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.</td>
</tr>
<tr>
<td>☐ Other: _______________________________</td>
<td>☐ Develop a plan to reconfigure parking lots, limit congregation points and ensure proper separation (e.g., closing every other space).</td>
</tr>
<tr>
<td>☐ ☐ 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.</td>
<td>☐ Ensure organizations that share the venue facilities such as food vendors are aware of and follow all safety protocols.</td>
</tr>
<tr>
<td>☐ ☐ Ensure organizations that share the venue facilities such as food vendors are aware of and follow all safety protocols.</td>
<td>☐ Other: _______________________________</td>
</tr>
</tbody>
</table>
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.


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

- Develop 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

**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 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.

- Develop systems to:
  - 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 individuals 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](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/about.html) 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: ____________________________

### When Someone Gets Sick

**Point Person(s):** ____________________________

- Immediately separate individual(s) with COVID-19 symptoms from others.

- Safely transport sick individuals 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 individuals that they should not return to the venue until they have met CDC’s [criteria to discontinue home isolation](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/about.html).

- Other: ____________________________

### Notes and Next Steps:

**Point Person(s):** ____________________________

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

- Notify individuals 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](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting.html) use and storage of cleaning and disinfection products, including storing them securely away from children.

- Other: ____________________________

**After Someone Gets Sick**

**Point Person(s):** ____________________________

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

- Notify individuals 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](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting.html) 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.

<table>
<thead>
<tr>
<th>Policies and Procedures</th>
<th>Facilities and Supplies</th>
<th>Education and Training</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>
<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 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>□ Monitor absenteeism of staff.</td>
<td>□ water for hand hygiene</td>
<td>□ 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.</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>□ 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>□ Conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and attendees, if feasible.</td>
<td>□ paper towels</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>
<tr>
<td>□ Ensure staff are using flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) when needed.</td>
<td>□ tissues</td>
<td>□ 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:</td>
</tr>
<tr>
<td>□ Ensure staff and attendees have received communication about all safety protocols and COVID-19 related policies.</td>
<td>□ cleaning supplies</td>
<td>• children younger than 2 years old</td>
</tr>
<tr>
<td>□ Ensure that attendees have received communication about refund policies if they get sick and cannot attend the event.</td>
<td>□ EPA-approved disinfection supplies</td>
<td>• anyone who has trouble breathing or is unconscious</td>
</tr>
<tr>
<td>□ Ensure that all protocols developed, to limit contact between staff and attendees and ensure that attendees can maintain 6 feet of distance, are implemented.</td>
<td>□ cloth face coverings</td>
<td>• anyone who is incapacitated or otherwise unable to remove the cover without help</td>
</tr>
<tr>
<td>□ Ensure limited opportunities for both staff and attendees to share objects.</td>
<td>□ no-touch/foot pedal trash cans</td>
<td></td>
</tr>
</tbody>
</table>
## 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: ________________________________

### 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: ________________________________

### 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: ________________________________
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.

**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.

- 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:

- 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.

<table>
<thead>
<tr>
<th>End-of-Day Actions</th>
<th>Other Considerations</th>
<th>Other Resources</th>
</tr>
</thead>
</table>

**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