Door County Public Health

Event Planner Safety Assessment

Large events and mass gatherings can contribute to the spread of COVID-19 in the United States via travelers who attend these events and introduce the virus to new communities. Examples of large events and mass gatherings include conferences, festivals, parades, concerts, sporting events, weddings, and other types of assemblies. These events can be planned not only by organizations and communities but also by individuals. The purpose of this tool is to assist those planning and hosting events in making decisions during the COVID-19 pandemic. It is based on CDC decisions trees and information, and the Wisconsin Department of Health Services resources.

Should you consider holding your event?

- ✔ Is holding event consistent with applicable local plans or orders?
- ✔ Are you ready to protect attendees, volunteers, and employees at higher risk for severe illness?
- ✔ Is the level of COVID-19 transmission in the county and immediately surrounding counties none to minimal?
- ✔ Do the medical and public health systems in the county and immediately surrounding counties have the capacity to respond to an outbreak?

ALL YES →

Are recommended health and safety actions in place?

- ✔ Have you developed a plan to promote healthy hygiene practices such as hand washing and event staff wearing a cloth face covering, as feasible?
- ✔ Do you have the necessary supplies and staffing to conduct frequent cleaning and disinfection of high-touch surfaces?
- ✔ Have you consulted with an HVAC specialist to improve the ventilation of all indoor spaces?
- ✔ Do you have a plan to encourage physical distancing between event goers and enhance spacing between employees, including through physical barriers, changing layout of event, and closing or limiting access to communal spaces?
- ✔ Have you trained all event staff on health and safety protocols?

ALL YES →

Is ongoing monitoring in place?

- ✔ Have you developed and implemented procedures to check for signs and symptoms of event staff and volunteers daily upon arrival, as feasible?
- ✔ Will you encourage anyone who is sick to stay home?
- ✔ Do you have a plan in place if an event goer, staff, or volunteers becomes ill at or after the event?
- ✔ Do you have a plan in place to communicate with event goers, staff, volunteers, and the public about updated policies and procedures, event status, etc.?
- ✔ Are you prepared to regularly communicate with Door County Public Health?
- ✔ Are you prepared to consult with Door County Public Health if there are cases as a result of the event?
- ✔ Do you have a plan to monitor employee absences and have flexible leave policies and practices?
- ✔ Is liability coverage available for the event with your insurance company?

ALL YES →

HOLD EVENT AND MONITOR

ANY NO ↓

DO NOT HOLD

ANY NO ↓

MEET SAFEGUARDS FIRST

ANY NO ↓

MEET SAFEGUARDS FIRST