Best Practices for Healthy Events

When holding an event, be sure to take additional precautions for infection prevention. The following are principles recommended by the CDC for reducing the transmission of the COVID-19 virus and promoting a healthy environment for your event.

1. Try to find ways to give people more physical space.
   - Overset spaces to allow for Social Distancing (6 ft).
   - Expand room holds; move to larger rooms to allow for more physical space.
   - Consider setting less people per table to allow for more space.

2. Limit Shared Usage items:
   a. Change Food selections to limit contact.
      - Buffet Lines: Employ additional servers to serve food to attendees, rather than self-selection
      - Consider moving menu to a plated meal.
      - Breaks: Offer self-contained or packaged items
   b. Materials Distribution:
      - Pre-set / package materials to avoid handing out materials to each attendee
      - Consider posting materials online or change format of materials
   c. Registration:
      - Hand materials to the attendees, rather than self-registration by kiosk/computer
      - Send messaging out to attendees in advance.
      - Set flexible registration cancellation policies.

3. Modify Event Format:
   - Make remote participation available when possible.
   - Review all formats of face-to-face interaction and adopt alternate options. Change greetings to a catch phrase or signature move rather than a handshake.

4. Implement Good Hygiene Practices:
   - Ask attendees to practice good hygiene:
     - Stay home if you feel sick.
     - Cough or sneeze into your elbow or a tissue, and immediately dispose of the tissue.
     - Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
     - Avoid touching your eyes, nose or mouth.
   - Make hand sanitizer and cleaning supplies available.
   - Disinfect high touch surfaces more frequently

Sources:
   - Public Health for Mass Gatherings, Key Considerations, WHO https://www.who.int/publications-detail/public-health-for-mass-gatherings-key-considerations
   - (CDC) Guidance for Mass Gatherings or Large Community Events during COVID-19.