

COVID Safety Precautions for In-Person Events

ver. 08/13/2020

Digital Resources

- Indiana Coronavirus Dashboard <https://www.coronavirus.in.gov/2393.htm>
- This tool from Georgia Tech calculates the risk of an at least 1 COVID-positive individual attending an event based upon county and event size. <https://covid19risk.biosci.gatech.edu/>
- EventBrite has developed risk assessment templates and safety plan templates that may be of use. <https://www.eventbrite.com/l/covid19-event-safety/>
- The Event Safety Alliance Guidelines (<https://www.eventsafetyalliance.org/>) also provides a great resource in planning.

This document has been designed to help think through scenarios related to hosting an in-person event during the threat of COVID-19. Every event and venue is unique and this document is designed to guide those decisions to best protect our staff and attendees.

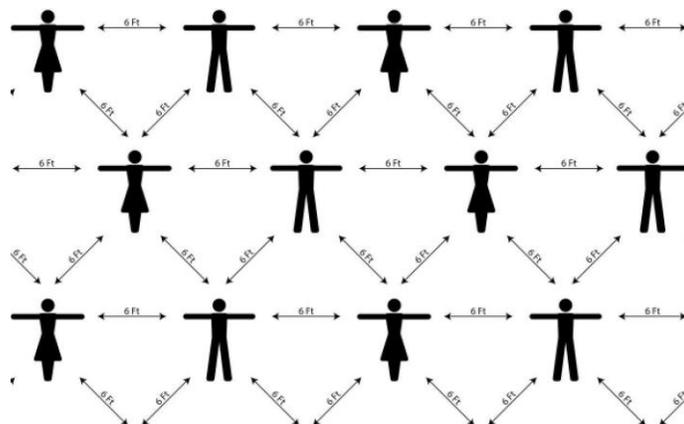


Figure 1: Be sure to consider social distancing from all sides
<https://www.hok.com/news/2020-04/will-social-distancing-make-way-for-workplace-distancing/>

1. What is the current stage the county your event will be held according to [Indiana's Back-on-Track Plan](#)? _____
2. According to the current Back-on-Track Stage, what is the maximum amount of people allowed at the event? _____
3. Will the event be held inside, outside, or a combination of both? (circle one)

Registration

4. Require pre-registration: collect information name, phone number, email to use for contact tracing/notification in the event of a COVID exposure.



Indoor (If outdoor only event, skip to 9)

5. What is the venue square footage? _____
6. What is the square footage required per person to achieve required social distancing? _____
(To maintain a 6' distance per person, a 3' radius is needed: $Area\ of\ a\ circle = \pi r^2$
 $3.14 \times 3\ ft^2 = 28.26\ ft^2/person$
 - a. Venue square footage / 28.26 ft^2 = maximum number of people for event
7. What is the maximum number of people permitted at the event (if limited by size of venue)?

8. Will facemasks be required? (Consider air circulation systems) _____
 - a. How many should be ordered? _____

Outdoor

9. Considerations for placing attendance cap:
 - a. Tent/barn size
 - b. Demonstrations
 - i. Consider rotations between stations to reduce number of people at one time
 - ii. Allow for extra time between stations to maintain social distancing

Parking Lot/Line to Enter

10. How will attendees be guided to maintain social distancing?
 - a. Cones
 - b. Tape/Stickers
 - c. Signage
 - i. Remind people to social distance
 - ii. Guide attendees to entrance
 - d. When possible, prop open doors so door handle is not a point of contact.
11. Health Screening
 - a. If required, consider hiring LPN, EMT, or other medical professional to complete this task.
 - b. Where will screen be stationed so that attendees must pass through to enter, but allow for enough room for social distancing in a line?
12. Entry/Exit
 - a. Use signs, tape, stickers to guide attendees to entry/exit, marking in 6 foot increments
 - b. If there is a fee, attendees should either prepay through website or exact change (cash or check) should be required.
 - c. Do not share pens. Provide pens and allow attendees to keep the pens.

CCA and PARP Credits (If no credits offered, skip to 14)

13. Purdue Extension may have additional guidance. Considerations:
 - a. Do attendees sign in at beginning when there is much congestion, wait until a break, or just sign out at the end?



- b. Do not share pens for sign-up and signature.
- c. Is pre-registering/obtaining all required info prior possible?
- d. Will a QR scan code be available?

Seating

- 14. Chairs only- spaced 6 feet apart.
- 15. Tables and chair-configure to maintain adequate social distancing.
 - a. 8 ft round table: mark attendee seat to maintain distance from attendee seated at adjacent table
 - b. 6-8 ft rectangle table: stagger chairs – 1 per table to right side on one row and left side on the next. Seating on one side only. (See Figure 2)
 - c. Consider having tent cards to explain the spacing and why individuals can't move their chairs and/or sit together.
 - d. If allowing family/business units to sit together, make sure to include option as part of registration process – provide “reserved” seating for those groups.

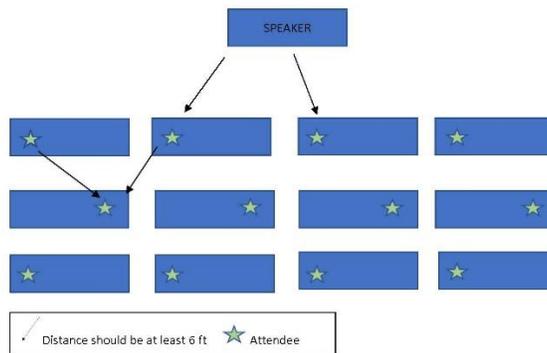


Figure 2 Diagram of possible table and attendee set-up to maintain social distance during presentations.

Hand Sanitizing Stations

- 16. Locations to consider
 - a. Locate at entry with graphic sign – please sanitize your hands before entry.
 - b. Locate at exit with graphic sign - Please sanitize your hands before you leave and please keep your mask on (if required) until you are in your vehicle.
 - c. Locate outside of bathroom
 - d. Locate near food/drink
 - e. Locate at registration, CCA/PARP check-in
 - f. Locate at speaker podium

Food and Drink (If no food served, skip to 18)

- 17. Boxed/prepackaged food only. No buffet lines.
 - a. Mark serving lines to ensure social distancing
 - b. Clearly mark food/drinks to avoid unnecessary handling.



- c. Drinks either bottled/canned or poured as each individual comes through line. Single use cups only. No refills. That includes coffee cream, sugar added by one person (serving, not guest) and handed to guests.
- d. If we are inside, do we limit eating to a specific time frame to maintain SD and facemask protection?

Trash

18. No handling trash

- a. Assign individual to monitor trash
- b. Re-line trash cans before they reach capacity
- c. Instruct attendees to place their own trash in trash cans.

Bathrooms

19. Determine if it is necessary to assign someone to restrooms to:

- a. Direct attendees to maintain social distancing
- b. Sanitize high touch areas

Speakers' Podium/Presentations

20. Clicker: determine most suitable way to clean clicker before event

- a. Wipe down with sanitizing wipe between presenters
- b. Place clicker in disposable plastic bag and replace between speakers

21. Presentations and presentation equipment

- a. Collect presentations prior to event.
- b. Designate one staff person to start all presentations.
- c. Use one computer/one staff person to change presentation
- d. Microphone Considerations
 - i. Sanitize after each use
 - ii. Individual microphones for each speaker

22. Consider marking areas so that speaker maintains distance from front row of attendees.

23. Presentation screen: with increased distances, many attendees will have to sit further from the screen. Consider having a larger screen to accommodate.

Surveys

24. Consider paper free: Sli-do, email, etc.

Exit

25. Consider releasing row-by-row.

