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CONSIDERATIONS FOR MEETINGS & EVENTS

- ☐ ☐ If unvaccinated individuals are in attendance, a 6-foot distance policy is mandated.
- ☐ ☐ All attendees are required to wear a mask.
- ☐ ☐ CDC recommendations for cleaning surfaces and disinfecting properly are being followed. Hand washing and/or sanitizer stations are also provided.
- ☐ ☐ As the density of attendees in a room increases, the airflow rate per occupant decreases. As such, the ventilation system has been evaluated to ensure that the meeting/event occupancy does not exceed allowable standards.
- ☐ ☐ Prepackaged meals are provided through a low-touch distribution method. Outdoor dining should be considered over indoor dining, which puts attendees at a higher risk.
- ☐ ☐ Health risk screening options have been provided (e.g. COVID-19 testing, vaccination credentials, symptom questionnaires, temperature checks, etc). Extra consideration has been given when selecting the screening method(s) as their effectiveness can vary.
- ☐ ☐ Multiple policies and procedures have been put into place to mitigate the risks of any attendees or staff contracting COVID-19. Multiple modes of protection create a layered effect that provides greater protection against the virus.
- ☐ ☐ A COVID-tracking process has been established for all staff and attendees.