

# EVENT PLANNER SAFETY ASSESSMENT

Should you consider hosting an event?

**START  
HERE!**

Are you prepared to accommodate higher-risk people?

Is hosting consistent with local health orders?

Are active COVID-19 cases low in your area?

Do health systems have the capacity to respond to an outbreak?

**IF ALL  
YES**

**CONTINUE!**

**IF ANY NO**

**NO  
EVENT**

**Are recommended health and safety actions in place?**

**IF ALL  
YES**

Do you have a feasible plan to promote mask wearing & other safety measures?

Do you have health & safety protocols?

Do you have the resources to frequently clean high-touch surfaces?

Have you looked into improving indoor ventilation?

Will physical distancing & enhanced space between people be promoted?

**IF ANY NO**

**KEEP  
GOING!**

**MEET  
SAFE  
GUARDS**

**Is ongoing monitoring in place?**

Is there a feasible plan to check signs & symptoms daily upon arrival?

Do you have a plan if a person becomes ill at or after the event?

Are you prepared to monitor symptoms after the event?

Is there a plan to notify close contacts if you or someone else becomes ill?

**IF ALL  
YES**

**HOST  
EVENT  
& MONITOR**

Will you encourage anyone who is sick to stay home?

Do you have plan for sharing updated policies & procedures, event status, etc.?

Are you prepared to consult RCPHD if the event leads to cases/close contact?