# Guidance for Organizing Large Events and Gatherings During the COVID-19 Pandemic

Several factors can contribute to the likelihood of attendees at large events getting and spreading the virus that causes COVID-19. Every time a virus copies itself, there is potential for variants to be generated. To help reduce the risk of people getting infected with COVID-19, event planners are encouraged to follow the guidelines below.

## 1. VACCINATION

Encourage attendees, staff and volunteers to get vaccinated. Vaccines are the fastest, safest and most inexpensive way to stop COVID-19 from replicating and spreading.

## 2. HOLD EVENT OUTDOORS

Outdoor events pose less risk than indoor events and attendees do not need to wear masks unless people are standing in close contact (less than 6 feet) for extended periods of time.

## 3. MASKS

Masks should be worn by both vaccinated and unvaccinated guests at **indoor events**. Children under the age of 2 should not wear masks.

## 4. INCREASE VENTIALATION

Increase ventilation at indoor events by running HVAC units and fans and opening windows and doors to outside air.

## 5. PHYSICAL (SOCIAL) DISTANCING

Design your event so that attendees have the ability to physically distance themselves from other participants outside of their household group,

## 6. HAND WASHING

Provide handwashing stations and/or hand sanitizer and encourage people to use them.

## 7. FOOD AND BAR

Serve food and beverages to guests rather than allowing self-service at buffets, condiment stands or drink stations.

## 8. CLEANING AND DISINFECTION

Disinfect high touch surfaces often during your event.  Examples of high touch surfaces are door handles, counters, tables, stair rails, and elevator buttons.

## 9. SIGNS AND MESSAGES

Post signs in highly visible locations that remind attendees that they can help stop the spread of COVID-19 by getting a vaccination, wearing a mask, physical distancing and washing hands.

## 10. STAY HOME IF SICK

Attendees, staff, and volunteers should stay home if they are sick and get tested if they have any COVID-19 symptoms.

*For more recommendations, visit these webpages:*
Guidance for Organizing Large Events and Gathering
Cleaning and Disinfecting Your Facility
Small Business Guide to COVID-19 Vaccines
Physical Distancing
Ventilation in Buildings