

COVID-19 Event Plan Checklist

THD review does not guarantee the effectiveness of your plan. This review is intended to assist you with determining whether your event planning encompasses current CDC recommendations. Failure to submit a plan or implement guidance may result in the denial or closure of your event.

Event Name: _____

Event Dates: _____

Reviewer: _____

Date of Review: _____

CONSIDERATIONS	ASSESSMENT		
	In-Place	Not-In-Place	N / A
Policies & Procedures			
Develop Sick Leave policies that encourage sick staff to stay at home without fear of job loss and other consequences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure appropriate COVID-19 accommodations, modifications, and assistance for staff with special health care needs or disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan and monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Block schedule work shifts to minimize potential exposures and staff outages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop a plan for if someone gets sick or shows symptoms of COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct daily health checks (temperature screening and/or symptom checking) of staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop plan to maximize distancing between workers to the extent it is safe and practical to minimize the time that workers are in close contact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan layout to ensure social distancing by identify 6ft. distance between guests/vendors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure entrances and exits are located to minimize foot traffic congestion. Implement one-way directional traffic reminders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide separate order and collection counters where possible. Consider contactless payments or online payment ordering apps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop policy for personal protective equipment (PPE) and/or cloth face coverings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Facilities and Supplies			
Obtain & Provide: Soap, hand sanitizer (at least 60% alcohol), paper towels, tissues, cleaning & disinfection supplies, cloth face coverings (as feasible), no-touch/foot pedal trash cans, no-touch soap/hand sanitizer items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor availability and use of gloves when food is prepared and served, and when handling and disposing of trash.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop a schedule for routine cleaning and disinfection in collaboration with maintenance staff, including the following areas: high-touch surfaces, communal spaces (restrooms) and shared use items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow sanitizer manufacturer's instructions: <ul style="list-style-type: none"> • Application – food contact or non-food contact surfaces • Contact time • Efficacy against SARS-CoV-2, the cause of COVID-19 • Sanitizer set up with chemicals at proper strength/concentration 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult to maintain 6ft apart.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove or place out of service any serve yourself buffet style food areas and communal beverage stations or condiment areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that clearing, cleaning and sanitizing occurs on a high rotation between guests for tables, chairs, benches, trays, table condiments, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that high touch self-service containers and items requiring frequent hand contact are removed from use, or appropriately washed, cleaned and sanitized, and changed after each customer/party is served (e.g. menus, condiments such as ketchup bottles and salt/pepper shakers).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform frequent cleaning and sanitizing of children's play areas or remove access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure ventilation systems operate properly. Increase circulation of outdoor air as much as possible (open screened windows and doors when it is safe to do so.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Education & Training			
Post signage on how to stop the spread of COVID-19 and promote everyday protective measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educate staff/vendors about when they should stay home if they have been diagnosed w/ COVID-19 or have been exposed to someone with symptoms or a confirmed case.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educate staff about when they can return to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educate staff on current Sick Leave policies and encourage staff to stay home when sick without fear of job loss or retaliation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teach/reinforce the importance of handwashing with soap and water for at least 20 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teach/reinforce the importance of social distancing (6ft minimum) and cloth face coverings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train staff on all safety protocols including cleaning procedures to ensure safe and correct application of disinfectants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication & Messaging			
Post signage in highly visible locations to promote everyday protective measures. Locations include: entrances, dining areas, restrooms, staff/vendor areas, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop plans to include messages about behaviors that prevent spread. Utilize website, email, social media, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promote COVID-19 requirements onsite (e.g. PA announcements) and externally (e.g. website) to remind customers of COVID-19 requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all communication is developmentally appropriate and accessible for all guests including different languages and those with disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Preparing for a Sick Employee/Vendor			
Develop a plan to support staff experiencing trauma or challenges related to COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immediately send staff/vendor home if exhibiting COVID-19 symptoms and increase air circulation in work areas then wait 24-hrs before cleaning and disinfecting work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If calling an ambulance, alert them that person may have COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notify individuals of closures and restrictions put in place due to COVID-19 exposure. Maintain employee/vendor confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advise those who had close contact with a person diagnosed with COVID-19 to stay home and self-monitor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tulsa Health Department

Additional Feedback/Recommendations:

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