



Event Planner Safety Assessment

Large events and mass gatherings can contribute to the spread of COVID-19 in the United States via travelers who attend these events and introduce the virus to new communities. Examples of large events and mass gatherings include conferences, festivals, parades, concerts, sporting events, weddings, and other types of assemblies. These events can be planned not only by organizations and communities but also by individuals. The purpose of this tool is to assist those planning and hosting events in making decisions during the COVID-19 pandemic. It is based on [CDC](#) decisions trees and information, and the [Wisconsin Department of Health Services](#) resources.

Should you consider holding your event?

- ✓ Is holding event consistent with applicable local plans or orders?
- ✓ Are you ready to protect attendees, volunteers, and employees at higher risk for severe illness?
- ✓ Is the level of COVID-19 transmission in the county and immediately surrounding counties none to minimal?
- ✓ Do the medical and public health systems in the county and immediately surrounding counties have the capacity to respond to an outbreak?

ALL YES →

Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and event staff wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Encourage physical distancing between event goers and enhance spacing between employees, including through physical barriers, changing layout of event, and closing or limiting access to communal spaces
- ✓ Train all event staff on health and safety protocols

ALL YES →

Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of event staff and volunteers daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan in place for if an event goer, staff, or volunteers becomes ill at or after the event
- ✓ Plan in place to communicate with event goers, staff, volunteers, and the public about updated policies and procedures, event status, etc.
- ✓ Regularly communicate with [local public health]
- ✓ Monitor employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with [local public health] if there are cases as a result of the event
- ✓ Confirm liability coverage is available for event with insurance company

ALL YES →

HOLD EVENT AND MONITOR

ANY NO ↓

DO NOT HOLD

ANY NO ↓

MEET SAFEGUARDS FIRST

ANY NO ↓

MEET SAFEGUARDS FIRST