

# MITIGATION PLAN GUIDANCE

## PLANNING SAFER EVENTS:

It isn't possible to guarantee COVID-19 won't be spread when people gather in person, but it is possible to plan ahead and reduce the risk.

Whether you are an event planner, venue owner, or gathering coordinator, a mitigation plan can help you reduce the spread of COVID-19 at your event. Examples of events and gatherings include conferences, meetings, festivals, parades, concerts, sporting events, weddings, faith-based gatherings, and other types of assemblies.

This guide is to help you put together a plan based on the most recent recommendations from health experts. You can also request free individualized consultations and submit your plan for review by our COVID-19 mitigation advisors by going to our website and clicking "REQUEST ASSISTANCE."

Contact us directly for more information at: [info@plansaferevents.com](mailto:info@plansaferevents.com)

## WHAT IS A MITIGATION PLAN?

A mitigation plan outlines the steps you will take before, during, and after your event to reduce risk of your staff, volunteers and attendees contacting or spreading the virus.

During the COVID-19 pandemic, event organizers have a lot of difficult decisions to make:

- *Should the event move forward depending on local case counts?*
- *If the event moves forward, what are the local mandates?*
- *How should the room be setup?*
- *Can food be served safely?*
- *How should travel from other places be handled?*

A mitigation plan will help you answer these questions and reduce the risk of virus transmission at your event.



## GUIDING PRINCIPLES TO KEEP IN MIND:

1. The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the individual's potential risk of becoming infected with COVID-19 and then spreading COVID-19 to others.
2. The higher the level of community transmission in the area where the gathering is held, the higher the risk of COVID-19 spreading at the gathering.
3. The event or gathering should follow all state, local, tribal and regulatory agency safety guidelines and policies.

## WRITING YOUR PLAN:

When developing your mitigation plan, there are several important areas to consider. Please see our list of resources for sample plans and additional information. Below is a list of priority areas, based on [guidance from the CDC](#), that you can use when creating your plan.

- **STATE & LOCAL POLICIES:** Review relevant local, state and tribal policies and orders, such as those related to events, gatherings, and travel.
- **SOCIAL DISTANCING:** Develop a plan to allow for social distancing before, during, and after the event (e.g., limiting attendance and modifying layouts before the event, providing physical barriers during the event and staggering exit times after the event).
- **ONLINE OPTIONS:** Develop online attendance options in addition to in-person attendance to help reduce the number of attendees at the event.
- **CLEANING & DISINFECTION:** Develop a schedule for routine cleaning and disinfection.
- **FACE COVERINGS:** Create a plan for educating staff and attendees about wearing face coverings, and communicate the importance of wearing them to both staff and attendees.
- **STAY HOME IF SICK:** Create a plan for educating staff and attendees to ensure they know that they should not come to the event if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone suspected or confirmed to have COVID-19.
- **VENUE LAYOUT:** Develop a plan or map layout if appropriate for venue.
- **VENTILATION:** Make sure ventilation systems operate properly. If using fans, make sure they do not blow from one person onto another, and increase circulation of outdoor air as much as possible (e.g., opening windows and doors).
- **SIGNAGE & TRAFFIC FLOW:** Develop a plan to eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks in congregation areas such as entrances, exits, and restrooms if a 6-foot distance between attendees is hard to ensure.
- **COMMUNICATION PLAN:** Create a communication plan that has pre, during and post event communication.
- **UPDATE PLANS REGULARLY:** Update your plans regularly according to the state and local situation and orders.