



# LARGE GATHERINGS & EVENTS MITIGATION PLANNING TOOLKIT

**2020-2021 Plan Safer Events**

*With support from the Alaska Department of Health and Social Services (DHSS), COVID-19 Emergency Operations Center (EOC).*

# LARGE GATHERINGS & EVENTS

## PLANNING SAFER EVENTS:

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

In this toolkit you'll find guidance on creating a mitigation plan and links to other resources. You can also request free individualized consultations and submit your plan for review by our COVID-19 mitigation advisors.

## 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 the virus. During the COVID-19 pandemic, event organizers have a lot of decisions to make to plan a safer event:

- How can the event be organized to reduce the transmission of COVID-19 to staff, volunteers and attendees.
- 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?

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.

Plan Safer Events offers a checklist on the following pages to help you develop a mitigation plan, links to helpful resources, sample plans, and a template to use when you are putting your plan together. You can even request a mitigation advisor to help talk things through. All of this is free of charge to Alaskans. Visit our website, email [info@plansaferevents.com](mailto:info@plansaferevents.com) or call 907-865-5903 for more information.



Visit the Plan Safer Events website for more information:

[www.plansaferevents.com](http://www.plansaferevents.com)

# COVID-19 EVENT PLANNING CHECKLIST:

## PRE-EVENT CONSIDERATIONS

Have you familiarized yourself with local and national planning resources? (CDC/State of Alaska DHSS) See resource list at the end of document for helpful links.

Have you consulted with authorities and public health officials (local/regional/statewide)?

Are there any local or statewide mandates that apply to your event? How will you be in compliance?.

Do you have a plan to accommodate high-risk attendees?

Do you have a plan to train staff in COVID-19 protocols?

## VENUE/FACILITY CONSIDERATIONS

Does the venue already have a COVID-19 safety plan?

Does the venue/facility/location comply with COVID-19 max capacity guidelines?

Is there a plan to close off shared spaces (e.g., a lounge) or to develop a plan for staggered use of these spaces and cleaning?

Do you have a map showing the changes you have made to event layout and set-up to comply with social distancing recommendations?

Have you checked with building management to make sure that the facility ventilation systems and fans are working properly?

Who will be in charge of increased sanitation protocols - venue/ building staff or event staff?

How will you communicate with your vendors and partners?

## REGISTRATION/CHECK-IN

How will your registration and check-in system avoid crowding at the entry point?

Can registration and check-in be completed online or through an app?

Do you have a plan to communicate these protocols with attendees prior to their arrival?

## COMMUNICATION

How will you communicate with vendors, employees, and attendees about:

- o *COVID-19 signs & symptoms*
- o *Staying home if they feel unwell*
- o *Protocols at the event (such distancing & face-coverings)*
- o *Risks associated with gathering in groups*
- o *Refund policies*
- o *Procedures to care for someone who is ill or showing symptoms*

Will there be COVID-related signage at the event and what will it show?

How will you communicate face mask wearing, social distancing, and attendee traffic flow to limit crowding?

## SOCIAL DISTANCING

How will your event follow recommended physical distancing protocols?

What steps have you taken (layout changes, signage, PA reminders, traffic flow guides, barriers, etc.) to ensure social distancing?

Will there be any physical barriers to encourage social distancing?

How will social distancing be monitored and encouraged?

## FACE COVERINGS

Is there a local mandate on wearing masks/face-coverings?

If not, will your event require face-coverings? When will these be required? (for example: not during eating, drinking, etc..) How will you communicate your mask policy?

Will you provide masks on- site?

## SANITATION & HYGIENE

Do you have a cleaning and sanitation plan? Is there a schedule and how will you make sure it is followed?

Will you provide information to employees on cleaning protocols?

Will there be handwashing stations/hand sanitizer provided during the event?

## HEALTH SCREENINGS

How will you screen attendees and employees for COVID-19 symptoms?

- o *temperature checks or self-verification of temperature.*
- o *pre-event questionnaires (online, in-person, or through app)*

What is the protocol if an attendee or employee is experiencing symptoms?

## FOOD & BEVERAGE

How will your event comply with local rules and guidance on food & beverage concessions?

How will social distancing be encouraged in food lines and eating spaces?

Will changes be made to how food is served? (single servings; pre-packaged, etc.)

## RECORD ATTENDEES

How will you collect contact information from attendees?

How will you communicate with employees, vendors, and attendees in the event that there is a positive COVID-19 test(either during or following the event)?

## Links & Resources:

1. **ALASKA - LOCAL ORDINANCES AND REGULATIONS:** Links to updated statewide, borough, municipal, city, and military health mandates and ordinances.
  - [Local & Borough Resources](#)
2. **CDC GUIDANCE:** Links to guidance from the CDC on large gatherings, youth sporting events, and faith-based events.
  - [CDC Considerations for Events and Gatherings](#)
  - [CDC Event Planning and COVID-19: Questions and Answers](#)
  - [CDC Events and Gatherings: Readiness and Planning tool](#)
  - [CDC Consideration for Youth Sports](#)
  - [CDC Toolkit for Youth Sports](#)
  - [CDC Playing Sports](#)
  - [CDC Events and Gatherings: Readiness and Planning Tool](#)
  - [CDC Considerations for Events and Gatherings](#)
  - [CDC Event Planning and COVID-19: Questions and Answers](#)
  - [CDC Youth Sports Program FAQs](#)

- [CDC Symptoms Download](#)
- [CDC Cleaning & Disinfection](#)
- [CDC Update Planning & Considering Events](#)

**3. STATE OF ALASKA RESOURCES:** Links to State of Alaska (SOA) resources, health mandates, guidance, and statewide plans.

- [SOA COVID-19 Health Mandates](#)
- [SOA Local City & Borough COVID-19 Resources](#)
- [SOA Coronavirus FAQ](#)
- [SOA DHSS Large Gatherings, Sports and Community Events](#)
- [SOA DHSS Stay active during the pandemic](#)
- [SOA Local COVID-19 Alert levels](#)
- [SOA Governor's Mandates - Slides](#)
- [SOA COVID-19 ECHO series](#)
- [SOA DHSS Large Gatherings, Sports and Community Events](#)
- [SOA DHSS Community of Faith](#)
- [SOA Gatherings and Community Events in Alaska](#)
- [SOA Indoor Air and COVID-19: Considerations for ventilation in the COVID-19 pandemic](#)
- [SOA COVID-19 Dashboard](#)
- [SOA Advisory Document - Large Gatherings Events](#)

**4. WHO GUIDANCE ON LARGE EVENTS:**

- [Key planning recommendations for mass gatherings in the context of COVID-19. Interim guidance, 29 May 2020](#)
- [WHO mass gathering COVID-19 risk assessment tool – Generic events](#)
- [WHO mass gathering COVID-19 risk assessment tool – Sports events](#)
- [WHO mass gathering COVID-19 risk assessment tool – Religious events](#)

**5. FREQUENTLY ASKED QUESTIONS:** A collection of answers to the most frequent questions on COVID-19 and planning gatherings in Alaska.

- [SOA COVID-19 Frequently Asked Questions](#)

**OTHER EVENT PLANNING RESOURCES**

**6. INFORMATION FOR TRAVELERS:** Information, mandates, tips, guidance, and best practices for travelers.

- [State of Alaska – Traveler Information Page](#)
- [MIT – How Safe is Air Travel?](#)
- [Mayo Clinic – Tips for Traveling Safely](#)

**7. OUTREACH & COMMUNICATIONS:** Links to information on communication, outreach, engagement, media, and other specialty topics.

- [Ideas 42 Tips for Communicating about COVID](#)
- [COVID Messaging & Tool kit, pgs. 23-36](#)
- [Behavioral Insights Infographics Rules](#)
- [Behavioral Insights Communication Tools](#)
- [Behavior Barrier Toolkit](#)
- [Behavioral Insights Webinar on COVID](#)

**8. MITIGATION PLAN EXAMPLES:** Links to existing mitigation plans for reference.

- [Nordic Skiing Association of Anchorage - COVID-19 Mitigation Plan](#)
- [Skinny Raven - Hightail Half Corona Virus Mitigation Plan](#)
- [Alaska School Activities Association - Event Guidelines](#)
- [Anchorage School District Reopening Plan](#)
- [Alaska Afterschool Network - Mitigation Plans](#)
- [Challenge Alaska - Mitigation Planning](#)
- [COVID-19 - Juneau Youth Football League](#)
- [Cook Inlet Soccer Club COVID Mitigation Plan & Dome User Guidelines](#)

# PLAN SAFER EVENTS

COVID-19 Mitigation Planning  
Template for Large Gatherings and  
Events



## EVENT DETAILS

Event Title:

Event Location (City, State):

Event Date(s):

Times:

Event Organizer:

Email:

Phone:

Hosting/Planning Organization:

Anticipated Number of Attendees:

Event Type:

**(example:** *conference, meeting, festival, parade, concert, sporting event, wedding, faith-based gathering, and other types of assemblies*)

## PRE-EVENT CONSIDERATIONS

- Have you familiarized yourself with the local/statewide mandates and recommendations? How will your event be in compliance?
- Did you consult with local authorities or public health officials?
- Do you have a plan to accommodate high-risk attendees?
- Are event staff familiar with COVID-19 protocols?



## VENUE/FACILITY CONSIDERATIONS

- Does the venue comply with COVID-19 social distancing and maximum capacity guidelines?
- Can you show or talk about any changes you made to the venue layout or venue set-up to comply with social distancing guidelines?
- Have you checked with venue about the ventilation systems working properly?

## COMMUNICATION

- How will you communicate with vendors, employees, and attendees about COVID-19 signs & symptoms, protocols at the event (such as distancing & face-coverings), and the plan if someone is ill or showing symptoms?
- Will there be COVID-related signage at the event and what will it show?
- How will you communicate face mask wearing, social distancing, and attendee traffic flow to limit crowding?

## REGISTRATION/CHECK-IN

- How will your registration and check-in system avoid crowding at the entry point?
- Can this be accomplished online or through an app?

## SOCIAL DISTANCING

- How will your event follow recommended physical distancing protocols?
- What steps have you taken (layout changes, signage, PA reminders, traffic flow guides, barriers, etc.) to ensure social distancing?
- How will social distancing be monitored and encouraged?

## FACE COVERINGS

- Is there a local mandate on wearing masks/face-coverings?
- If not, will your event require face-coverings? When will these be required? (for example: not during eating, drinking, etc..)
- How will you communicate your mask policy? Will you provide masks?

## SANITATION & HYGIENE

- Do you have a cleaning and sanitation plan? Is there a schedule and how will you make sure it is followed?
- Will you provide information to employees on cleaning protocols?
- Will there be handwashing stations/hand sanitizer provided during the event?

## HEALTH SCREENINGS

- How will you screen attendees and employees for COVID-19 symptoms?
  - *temperature checks or self-verification of temperature.*
  - *pre-event questionnaires (online, in-person, or through app)*
- What is the protocol if an attendee or employee is experiencing symptoms?

## FOOD & BEVERAGE

- How will your event comply with local rules and guidance on food & beverage concessions?
- How will social distancing be encouraged in food lines and eating spaces?
- Will changes be made to how food is served? (single servings; pre-packaged, etc.)

## RECORD ATTENDEES

- How will you collect contact information from attendees?
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