



COVID-19 and Seasonal Influenza: Interim Guidance for Health Care and Public Health Providers

APPENDIX 23: PLANNING CHECKLIST FOR SAFE GATHERINGS

This document is intended to assist planners of programs, classes, and group activities within CDCR/CCHCS in reducing participants' risk of exposure to COVID-19. Proposals that involve deviations from the current policy should be reviewed and approved by institutional leadership and, if needed, regional healthcare executives.

Name of Planner: _____ Date Completed: _____

Email: _____

What is the program/event?	
Program date(s)?	
Duration?	
Location (e.g., Institution, Regional Office, HQ, Off-Site)?	
Outdoors or indoors?	
Area (square feet)?	
Number of participants?	

Please answer all questions below. **Bold questions** are most important to decrease the risk of infection. If any item does not apply to a given program, answer "N/A." For any "NO" response, please provide an explanation at the end of each section.

Include any additional measures that will be taken to decrease the risk of COVID-19 transmission.

Physical Distancing and Group Size	GENERAL QUESTION: What measures related to group size or physical distancing are being taken to decrease the risk of COVID-19 exposure?			
	SPECIFIC QUESTIONS:			
	Has the possibility of a virtual event been explored?	YES	NO	N/A
	Is the group using the largest area or room possible to maintain current policies for physical distancing?			
	Is the size of the group as small as possible?			
	Is the floor/ground marked (e.g., with tape) to indicate recommended spacing of chairs/tables?			
	Are there any physical barriers (e.g., Plexiglass, plastic sheeting)?			
	Are areas where participants line up clearly marked for appropriate physical distancing?			
	Is physical distancing ensured in break areas?			
	Explain "NO" answers here:			



COVID-19 and Seasonal Influenza: Interim Guidance for Health Care and Public Health Providers

Facial Coverings and Source Control	GENERAL QUESTION: How will the wearing of facial coverings be monitored and enforced?					
	SPECIFIC QUESTIONS:			YES	NO	N/A
	Does the program/activity meet the current CDCR/CCHCS requirements for facial coverings?					
	Are N95 and surgical masks available at the event if needed?					
	Is loud talking, singing, yelling, shouting, chanting, or other loud verbal behavior prohibited in any indoor setting?					
	If eating and drinking are part of the program, are current policies being followed?					
	Explain "NO" answers here:					

COVID-19 Vaccination	GENERAL QUESTION: What is the rate of COVID-19 vaccination among participants?					
	SPECIFIC QUESTION:			YES	NO	N/A
	Will participants who are non-vaccinated or partially vaccinated be encouraged to become vaccinated?					
	Explain "NO" answer here:					

Testing	GENERAL QUESTION: How will testing be used to mitigate COVID-19 exposure risk?					
	SPECIFIC QUESTIONS:			YES	NO	N/A
	Will participants be required to follow current testing policies, including screen testing for surveillance?					
	Will unvaccinated participants be required to test negative by PCR or POC test?					
	Will fully-vaccinated participants be required to test negative by PCR or POC test?					
	Will a POC testing be done <24 hours before the program/event?					
	Are participants being tested after the program/event?					
	Explain "NO" answers here:					

Ventilation	GENERAL QUESTION: What ventilation measures are being taken to decrease the risk of COVID-19 exposure?					
	SPECIFIC QUESTIONS:			YES	NO	N/A
	Has the possibility of holding the event outdoors been explored?					
	If the event will be held indoors, will windows/doors be open as much as possible?					
	Has the ventilation been evaluated to ensure adequate air exchange?					
	Explain "NO" answers here:					



COVID-19 and Seasonal Influenza: Interim Guidance for Health Care and Public Health Providers

Hand Hygiene	SPECIFIC QUESTIONS:	YES	NO	N/A
	Is hand hygiene required when entering and exiting the space?			
	Is there signage stressing the importance of frequent handwashing?			
	Is hand sanitizer available at the program location?			
	If handling an object is necessary for group members, are measures taken to decrease the risk of contamination?			
	Explain “NO” answers here:			

Cleaning and Disinfecting	SPECIFIC QUESTION:	YES	NO	N/A
	Are surfaces and areas cleaned and decontaminated regularly (prior to and after any event or group and at other times if contamination is likely)?			
	Explain “NO” answer here:			

Duration of Contact	GENERAL QUESTION: What measures related to duration of contact are being taken to decrease the risk of COVID-19 exposure?			
	SPECIFIC QUESTION:	YES	NO	N/A
	Is the cumulative amount of time where people have close contact (within 6 feet) with other persons minimized as much as possible (<10 minutes in a 24 hour period recommended)?			
	Explain “NO” answer here:			

Scheduling	SPECIFIC QUESTION:	YES	NO	N/A
	Is adequate time to clean the area between uses by different groups ensured (typically 30 minutes)?			
	Explain “NO” answer here:			

Movement/ Mixing	GENERAL QUESTION: What measures related to movement/mixing are being taken to decrease the risk of COVID-19 exposure?			
	SPECIFIC QUESTIONS:	YES	NO	N/A
	Is only one facility involved in the program/event?			
	Has movement within a facility been minimized or avoided?			
	Has mixing between buildings (work or living areas) been minimized?			
	Explain “NO” answers here:			



COVID-19 and Seasonal Influenza: Interim Guidance for Health Care and Public Health Providers

Transportation	SPECIFIC QUESTION:	YES	NO	N/A
	If participants will be transported in vehicles as part of this program, will current guidance on transportation be followed?			
	Explain “NO” answer here:			

COVID Symptom Screening	SPECIFIC QUESTIONS:	YES	NO	N/A
	Prior to joining or starting any group, will symptom screening be done in accordance with current guidelines?			
	Are procedures in place for a person who screens positive?			
	Are procedures in place for a person who answers “no” to the screening questions but shows COVID-19 symptoms?			
	Explain “NO” answers here:			

Staffing	GENERAL QUESTION: What measures related to staffing are being taken to decrease the risk of COVID-19 exposure?			
	SPECIFIC QUESTIONS:	YES	NO	N/A
	Is staff for the event educated on preventive measures for COVID-19?			
	Does the person leading a group or responsible for an activity understand the importance of communicating COVID-19 prevention information?			
	Is a log maintained of staff and external people who enter an area or are part of a group (including the group’s leader)?			
	Explain “NO” answers here:			

Vendors/ Contractors/ Volunteers/ Others	GENERAL QUESTION: What measures related to external participants are being taken to decrease the risk of COVID-19 exposure?			
	SPECIFIC QUESTION:	YES	NO	N/A
	Will all external people involved in the event be required to follow CDCR/CCHCS policies?			
	Explain “NO” answer here:			

Vulnerable Patients (COVID-19 risk 3+ and unvaccinated)	SPECIFIC QUESTION:	YES	NO	N/A
	Have arrangements been made to have vulnerable patients participate in classes/groups remotely when possible?			
	Explain “NO” answer here:			



COVID-19 and Seasonal Influenza: Interim Guidance for Health Care and Public Health Providers

Isolation & Quarantine	SPECIFIC QUESTIONS:	YES	NO	N/A
	Does this group activity exclude anyone infected with COVID-19?			
	Does this group activity involve only patients who have NOT been exposed to COVID-19?			
	Explain "NO" answers here:			

Signage	SPECIFIC QUESTION:	YES	NO	N/A
	Are signs reminding everyone how to prevent the spread of COVID-19 placed in multiple visible areas?			
	Explain "NO" answer here:			

Excerpted from the CCHCS Interim Guidance for Health Care and Public Health Providers: <https://cchcs.ca.gov/covid-19-interim-guidance/>.