



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 transmission.

		YES	NO	N/A
Physical Distancing and Group Size	Has the possibility of a virtual event been explored?			
	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:			

		YES	NO	N/A
Facial Coverings and Source Control	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:			



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		YES	NO	N/A
COVID-19 Vaccination	Will participants who are non-vaccinated or partially vaccinated be encouraged to become vaccinated?			
	Explain "NO" answers here:			

		YES	NO	N/A
Testing	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?			
	Explain "NO" answers here:			

		YES	NO	N/A
Ventilation	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:			

		YES	NO	N/A
Hand Hygiene	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:			

		YES	NO	N/A
Cleaning and Disinfecting	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:			

		YES	NO	N/A
Duration of Contact	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:			

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



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Movement/ Mixing		YES	NO	N/A
	Has movement within a facility been minimized or avoided?			
	Has mixing between buildings (work or living areas) been minimized?			
Explain any necessary movement or mixing:				
Transportation		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		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		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		YES	NO	N/A
	Will all external people involved in the event be required to follow CDCR/CCHCS policies?			
Explain "NO" answer here:				
Signage		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/>.