COVID-19 is an emerging respiratory disease, and there is more to learn about the transmission, clinical course, and population at increased risk. It is unknown how long the outbreak could last. Officials may ask for events to be modified, postponed, or canceled as a community action designed to limit exposures to COVID-19.

**WHAT YOU CAN DO**

- **Review existing emergency operations plans** (EOPs) for your venues.

- **Meet with the emergency operations coordinator or planning teams** at your venues to discuss emergency operations plans and determine how they may impact aspects of the events such as personnel, security, services and activities, functions, and resources.

- Establish relationships with key community partners and stakeholders and clearly define each partner’s role, responsibilities, and decision-making authority.

- **Incorporate preventative strategies** into your EOP for your venues (detailed on back).

- Stay informed about the COVID-19 situation and community response.

**COMMUNICATION STRATEGIES YOU CAN IMPLEMENT**

- **Update and distribute timely and accurate emergency communication information.**
  - Identify everyone in your communication chain (e.g., event staff, participants, suppliers, vendors, and key community partners and stakeholders).
  - Communicate frequently with those identified in your communication chain.
  - Distribute health messages about COVID-19 to event staff and participants.

- Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants.
RECOMMENDATIONS ON ADDRESSING KEY PREVENTION STRATEGIES FOR YOUR EVENT

- Promote daily practice of preventative actions.
- If you are sick, it is recommended to stay at home, except to get medical care.
- Cover your cough and sneezes.
- Wash hands often with soap and water for at least 20 seconds, or if soap is not available, use hand sanitizer that is at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean frequently touched surfaces and objects daily.

- Provide COVID-19 prevention supplies at your event for staff and participants, which can include sinks with soap, hand sanitizers (60% alcohol), tissues, and disposable face masks (for persons who start having symptoms).

- Plan for staff absences.

- Remind potential attendees who are sick that close contact with others may spread illness.

- If possible, identify a space that can be used to isolate staff or participants who become ill at the event.

- Plan ways to limit in-person contact for staff supporting your events.

- Develop flexible refund policies for participants.

- Identify actions to take if you need to postpone or cancel events.

REFERENCES