

COVID-19 Special Events and Gatherings Considerations

Work with Eau Claire City-County Health Department for a Special Event or Gathering

The Eau Claire City-County Health Department is working with event organizers to coordinate prevention plans that will help provide safer events for staff, volunteers, and attendees.

- 1) Review current Eau Claire [Community Expectations for COVID-19 Prevention and Control \(http://bit.ly/EC-communityevents\)](http://bit.ly/EC-communityevents)
- 2) Fill out planning form below in alignment with Community Expectations and other guidance as needed
 - Additional guidance is available from [CDC: Considerations for Events and Gatherings](#)
 - Additional planning forms may be found at bit.ly/EC-community_events
 - Email jeff.robbs@co.eau-claire.wi.us to set up a meeting to review this plan
- 3) Submit planning form to jeff.robbs@co.eau-claire.wi.us at least 30-60 days prior to the event or as soon as planning begins. If this is a City of Eau Claire Special Event this form needs to be completed before the Special Event meeting. The Health Department cannot approve events.
- 4) Plan to regularly review the Community Expectations and [local data](#) in case there is a need to modify, postpone, or cancel your event.

Decrease the Risk of COVID-19 Spread at Events and Gatherings:

Safer events will have **more** of the following strategies in place:

<ul style="list-style-type: none"> ▪ Virtual-only or virtual participation option ▪ Smaller gatherings so that different households can remain spaced at least 6 feet ▪ All individuals wear well-fitted face coverings ▪ Event is held outdoors ▪ Physical barriers are in place to prevent congregating and crowding areas ▪ Increased cleaning and disinfection 	<ul style="list-style-type: none"> ▪ Participants do not share food, beverage, or other objects ▪ All staff and participants actively screened for illness ▪ Signage sets expectations for not entering if sick, wearing masks, keeping 6 feet distance ▪ Attendee contact information is readily available for contact tracing if needed
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IMPORTANT: COVID-19 requirements may change with little notice, so be informed, and monitor our website (covid19eauclaire.org) routinely.

Event Information

Event Name:
Event Date:
Time of Event:
Event Location:
Person responsible for COVID-19 related Safety: (Name, address, phone, email)
Anticipated Number of Attendees:
Event Type:

1. Attendee and Staff Registration:

- Describe registration process and include links or copies of registration.
- Who will be the contact person in charge of providing attendee contact information to the Health Department for contact tracing.
- Will you be promoting the WI Exposure Notification app to participants to download prior to the event?

2. Staff and Attendee Health

- How will staff and attendees be educated on symptoms of COVID-19 and or screened for those symptoms?
- Ill staff and attendees may not participate in the event in person. What action steps will be taken to handle ill staff and attendees?

3. Describe Physical Distancing

- Describe steps that will be taken to allow physical distancing at event. (specific areas of concern include entry/exit/registration, restrooms, waiting areas including transportation stops, displays, food/beverage vendors, others).
- Describe signage, messaging and any physical barriers in place to keep people 6ft. apart.

4. Messaging and signage

- How will COVID-19 guidelines be explained to staff and attendees before and during event, including signs, social media, direct emails, other.
- Describe signage, messaging and any physical barriers in place to keep people 6ft. apart.

5. Hygiene & Sanitization

- Please describe your plan to provide hygiene and regular sanitization throughout the event.

6. Masks

- How will messaging regarding wearing face coverings be handled?
- Will face coverings be provided?

7. After Event

- If a COVID-19 positive person attends, how will you assist with contact tracing and notifying attendees?

8. Please provide any other precautions not listed above or other comments:

- If you have a map of the event, please include.