



# COVID Guidance for Indoor Events



Event Name:		Event Date:	
Event Location:			
<b>REQUIREMENT</b>		<b>ACTION TAKEN</b>	
1	Encourage attendees to stay home if sick or exhibiting COVID-19 symptoms. Consider screening attendees for fever, symptoms, or exposures before or at their arrival.		
2	Encourage attendees who have been in close contact with a person suspected or confirmed to have COVID-19 (within 6 feet for at least 10 minutes) to stay home and self-quarantine.		
3	Encourage frequent handwashing.		
4	Attendees should refrain from mixing and mingling with others not in their household during events as much as possible.		
5	Attendees should maintain at least 6 feet of physical distancing from others as much as possible.		
6	Face coverings are required to be worn in all public indoor spaces unless it would inhibit the individual's health, while they are eating or drinking, or if it is not age-appropriate.		



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7	Populations at higher risk for severe COVID-19 should consider additional protections or staying home during this time per CDPHE guidance (Click <a href="#">here</a> for the link to see who is considered higher risk).	
8	Encourage remote participation whenever possible.	
9	Identify COVID capacity for the event.	
10	Ensure adequate cleaning and disinfecting supplies and protocol established.	
11	Provide drawing of participant traffic flow and circulation to ensure maximum space for social distancing.	
12	Describe how you will maintain the group's size and ensure its capacity/integrity (joining or leaving the group unnoticed).	

Submitted by:	Date:
Reviewed by:	Date: