

COVID-SAFE GATHERING



Checklist

- Guest Health Screening:** Ask all guests to confirm they feel well and have no COVID-19 symptoms before attending.
- Bring Proof of a Negative COVID Test:** Encourage guests to bring proof of a recent negative COVID-19 test for added peace of mind.
- Set Up Sanitizing Stations:** Place hand sanitizer and disinfecting wipes at entrances and around the gathering space.
- Outdoor & Ventilated Spaces:** If possible, host the gathering outdoors or open windows and doors to increase airflow.
- Limit Close Contact:** Arrange seating to allow for physical distancing, especially for guests at higher risk.
- Designate a Food Server:** Avoid shared utensils by designating one person to serve food and beverages.
- Use Disposable Plates and Cutlery:** Minimize shared contact with reusable items by opting for disposable or single-use options.
- Encourage Frequent Handwashing:** Post reminders near sinks for guests to wash their hands before eating and after restroom use.
- Respect Personal Comfort Levels:** Encourage guests to feel comfortable wearing masks indoors or in close settings.
- Have Extra Masks & Sanitizer Available:** Make these items accessible for guests who may need them.