



Large Events and Gatherings COVID-19 Mitigation Plan Checklist

Event Name:	
Event Location:	Event Date:
Event Organizer:	
Organizer Contact Phone Number:	Email:

Mitigation Plan Requirements

All Events and Gatherings with an expected attendance over 500 people must provide a COVID-19 Mitigation Plan for review by the Municipality of Anchorage which must address the items in this checklist and require:

1. Mandatory cloth face coverings for staff and attendees
2. Mandatory measures to support 6-foot physical distancing
3. Mandatory hand washing and alcohol-based hand sanitizer stations that are easily accessible and placed at frequent intervals throughout the event location

Other Required Permits

Some events may need special permits from various departments as required by municipal code from various departments including but not limited to:

[Anchorage Fire Department](#)

[Traffic Department](#)

[Health Department Food Vendor Permits](#)

[Health Department Noise Permits](#)

Refer to:

[Phase 3, Attachment D, Operating Requirements for Large Gatherings](#) (dated June 17, 2020)

[CDC Considerations for Events and Gatherings](#)

Required Format

There is no required format for the mitigation plan. It must contain all of the required elements and must be searchable or organized by page numbers to expedite review.

(This Page For Office Use Only) Large Events and Gatherings Application, COVID-19 Mitigation Plan

Name and Date of Event: _____

Reviewed By: _____ Date: _____

Requirements Checklist Summary

Meets Requirement: _____ Missing Requirements: _____

Communication Measures: Staying Home when Appropriate	
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Communication Measures: Staying Home when Appropriate

- ☐ **Meets Requirements, Page number of Mitigation Plan_____**

Communicate to staff and attendees the importance of staying home when sick or if they have tested positive for COVID-19. Provide education to advise staff and attendees regarding close contact with a person who has symptoms in the past 14 days. Monitor absenteeism of employees, cross-train staff, and create a roster of trained back-up staff. Develop policies for return-to-work and event facilities after an employee has COVID-19. Develop policies that encourage sick employees to stay home without fear of reprisal and consider flexible refund policies for attendees for events that have a participation fee.

Resources:

[CDC: Staying Home](#)

[CDC: What to do if you are sick](#)

[CDC: Symptoms of COVID-19](#)

[CDC: Close Contact](#)

[CDC: If they have recently had a close contact with a person with COVID-19](#)

[CDC: Know Your Audience](#)

[CDC: Criteria to discontinue home isolation](#)

[CDC: If Tested Positive for COVID-19 but Asymptomatic](#)

Hand Hygiene and Respiratory Etiquette Process

- ☐ **Meets Requirements ,Page number of Mitigation Plan_____**

Require frequent employee handwashing (e.g., before, during, and after taking tickets; after touching garbage) with soap and water for at least 20 seconds and increase monitoring to ensure adherence. Hand sanitizer that contains at least 60% alcohol may be used if handwashing is not immediately available. Encourage staff and attendees to cover their coughs and sneezes with a tissue (dispose in trash and wash hands). Discourage handshakes, high-fives, fist bumps to avoid contact and display signs and posters that reinforce this guidance.

Resources:

[CDC: Handwashing](#)

[CDC: Cover Coughs and Sneezes](#)

[CDC: Cover Coughs and Sneezes](#)

[CDC: Wash Hands Often](#)

[CDC: Signs and Posters](#)

Cloth Face Coverings Requirement

- ☐ **Meets Requirements , Page number of Mitigation Plan_____**

Require the use cloth face coverings of among staff. Cloth face coverings are **most** essential in times when physical distancing is difficult (e.g., when moving within a crowd or audience). Provide all staff with information on the proper use and safety recommendations of cloth face coverings. Encourage attendees ahead of the event to bring and use cloth face coverings at the event.

Resources:

[CDC: Cloth Face Coverings](#)

Adequate Supplies Planning

- ☐ **Meets Requirements, Page number of Mitigation Plan_____**

Ensure adequate supplies to support healthy hygiene behaviors. Supplies include soap, water, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch trash cans.

Resources:

[CDC: Healthy Hygiene poster](#)

Signage and Messages

- ☐ **Meets Requirements, Page number of Mitigation Plan_____**

Post signs and posters in highly visible locations (e.g., at entrances, in restrooms) that promote everyday prevent techniques such as handwashing and cloth face coverings. Broadcast regular announcements about reducing the spread of COVID-19 on public health systems. Consider creating signs and posters in alternative formats e.g., large print, braille, American Sign Language) for people who have limited vision or are blind or people who are deaf or hard of hearing.

Resources:

[CDC: Signs and Posters](#)

[CDC: Wash Hands Often](#)

[CDC: Public Service Announcements](#)

[CDC: Communications resources](#)

Cleaning and Disinfection Process

- ☐ **Meets Requirements, Page number of Mitigation Plan_____**

Clean and disinfect frequently touched surfaces within the venue at least daily or between uses as much as possible—for example, door handles, sink handles, drinking fountains, grab bars, hand railings, and cash registers. Consider closing areas such as drinking fountains that cannot be adequately cleaned and disinfected during an event. Develop a schedule for increased, routine cleaning and disinfection. Ensure safe and effective use of all chemical disinfectants. Encourage any organizations that share or use the same venue to also follow these considerations and limit shared use, if possible.

If transport vehicles like buses are used by the event staff, drivers should practice all safety actions and protocols as indicated for other staff—for example, washing hands often and wearing cloth face coverings and maintaining social distance of bus riders. Clean and disinfect event buses, vans, or other vehicles and adapt as needed.

Resources:

[CDC: Clean and Disinfect](#)
[CDC: Cleaning and Disinfecting After Reopening](#)
[CDC: Clean and Disinfect Your Facility](#)
[EPA: Disinfectants for use Against COVID-19](#)
[CDC: What Bus and Transit Operators Need to Know](#)
[CDC: What Ride Share Operators Need to Know](#)

Restrooms

- ☐ **Meets Requirements, Page number of Mitigation Plan_____**

Consider limiting the number of people who occupy the restroom at one time to allow for physical distancing. Do not let lines to form near the restrooms without maintaining 6-feet of distance, post signs or markers to help keep the appropriate distance. Ensure that open restrooms are: Operational with functional toilets, cleaned/disinfected regularly and more often, stocked with adequate supplies for handwashing (soap, water, touchless trash can and paper towels), and hand sanitizer stations throughout the duration of the event. If you are providing portable toilets, also provide portable handwashing stations and ensure that they remain stocked throughout the duration of the event. If possible, provide hand sanitizer stations that are touch-free.

Resources:

[CDC: Clean and Disinfect](#)

Ventilation

- ☐ **Meets Requirements, Page number of Mitigation Plan_____**

Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk to staff or attendees (e.g., risk of falling or triggering asthma symptoms). If portable ventilation equipment like fans are used, take steps to minimize air from them blowing from one person directly at another person to reduce the potential spread of any airborne or aerosolized viruses.

Water Systems

- ☐ **Meets Requirements, Page number of Mitigation Plan_____**

To minimize the risk of Legionnaires' disease and other diseases associated with water, ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized but encourage staff and attendees to bring their own water, as feasible, to minimize touching and use of water fountains.

Resources:

[CDC: Reopening Considerations for Water Safety](#)
[CDC: Legionnaires' Disease](#)

Modified Layouts

- ☐ **Meets Requirements, Page number of Mitigation Plan_____**

Limit attendance or seating capacity to allow for physical distancing or host smaller events in larger rooms. Use multiple entrances and exits and discourage crowded waiting areas and block off rows or sections of seating to space people at least 6 feet apart. Eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks. Prioritize outdoor activities where social distancing can be maintained as much as possible. Offer online attendance options in addition to in-person attendance to help reduce the number of attendees.

Resources:

[CDC: Social Distancing](#)

[CDC: Signs and Posters](#)

Physical Barriers and Guides

- ☐ **Meets Requirements, Page number of Mitigation Plan_____**

Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times (e.g., guides for creating one-way routes). Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart. Barriers can be useful at cash registers and other areas where maintaining physical distance of 6 feet is difficult. Change seating layout or availability of seating so that people can remain at least 6 feet apart.

Communal Spaces

- ☐ **Meets Requirements, Page number of Mitigation Plan_____**

Stagger use of shared indoor spaces such as dining halls, game rooms, and lounges as much as possible and clean and disinfect them between uses. Add physical barriers, such as plastic flexible screens, between bathroom sinks and beds, especially when they cannot be at least 6 feet apart. Clean and disinfect bathrooms regularly (e.g., in the morning and evening or after times of heavy use) using EPA-registered disinfectants. Follow CDC guidance for shared or congregate housing.

Resources:

[CDC: Clean and Disinfect](#)

[EPA: Disinfectants for use Against COVID-19](#)

[CDC: Guidance for Shared or Congregate Housing](#)

Food Service

- ☐ **Meets Requirements, Page number of Mitigation Plan_____**

There is no evidence that COVID-19 is spread by food. However, people sharing utensils and congregating around food service areas can pose a risk. Use touchless payment options as much as possible, if available. Ask customers and employees to exchange cash or card payments by placing them on a receipt tray or on the counter rather than by hand to avoid direct hand-to-hand contact. Clean and disinfect frequently touched surfaces such as pens, counters, or hard surfaces between use and encourage patrons to use their own pens. Use disposable food service items including utensils and dishes. If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations. Consider having pre-packaged boxes or bags for each attendee.

Resources:

[CDC: Considerations for Restaurants and Bars](#)

[CDC: Clean and Disinfect](#)

[CDC: Wash Hands Often](#)

[Anchorage Health Department, Food Safety and Sanitation Information](#)

Shared Objects

☐ **Meets Requirements, Page number of Mitigation Plan_____**

Discourage people from sharing items that are difficult to clean, sanitize, or disinfect. Limit any sharing of food, tools, equipment, or supplies by staff members. Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible; otherwise, limit use of supplies and equipment to one group of staff members or attendees at a time and disinfect them between use.

Resources:

[CDC: Clean and Disinfect](#)

Regulatory Awareness

☐ **Meets Requirements, Page number of Mitigation Plan_____**

Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held. Event organizers and staff should consider implementing [CDC recommendations on Maintaining Healthy Operations](#). These include regulatory awareness, protections for staff and attendees at higher risk of severe illness, and other important safety measures.

Protections for Staff and Attendees who are at Higher Risk of Severe Illness from COVID-19

☐ **Meets Requirements, Page number of Mitigation Plan_____**

Offer options for staff at higher risk for severe illness (including older adults and people of any age with underlying medical conditions) that limit their exposure risk. For example: offer telework and modified job responsibilities for staff, such as setting up for the event rather than working at the registration desk, replace in-person meetings with video- or tele-conference calls whenever possible. As feasible, offer options for attendees at higher risk for severe illness limit their exposure risk (e.g., virtual

attendance). Put policies in place to protect the privacy of people at higher risk for severe illness regarding their underlying medical conditions.

Resources:

[CDC: People who are at higher risk for severe illness](#)

Limited, Staggered, or Rotated Shifts and Attendance Times

- ☐ **Meets Requirements, Page number of Mitigation Plan_____**

Consider ways to significantly reduce the number of attendees to the event or workplace. Use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing of 6 feet between employees, volunteers, and others. Rotate or stagger shifts and arrival times to limit the number of employees in a venue at the same time. Stagger and limit attendance times to minimize the number of guests at the venue.

Travel & Transit

- ☐ **Meets Requirements, Page number of Mitigation Plan_____**

Encourage employees to use transportation options that minimize close contact with others (e.g., walking or biking, driving or riding by car – alone or with household members only). Ask employees to follow the CDC guidance on how to use public transportation and ride sharing options safely. Allow employees to shift their hours so they can commute during less busy times.

Resources:

[CDC: Protect Yourself When Using Transportation](#)

[CDC: Handwashing](#)

[CDC: Cover Coughs and Sneezes](#)

[CDC: Cover Coughs and Sneezes](#)

[CDC: What Bus and Transit Operators Need to Know](#)

[CDC: What Ride Share Operators Need to Know](#)

Designated COVID-19 Point of Contact

- ☐ **Meets Requirements, Page number of Mitigation Plan_____**

Designate an administrator or office to be responsible for responding to COVID-19 concerns. All staff and attendees should know who this person or office is and how to contact them.

Support, Coping and Resilience

- ☐ **Meets Requirements**

Promote employees' ability to eat healthy foods, exercise, get enough sleep, and find time to unwind. Encourage employees to talk with people they trust about their concerns and how they are feeling. Consider posting signs for the national distress hotline: 1-800-985-5990, or text TalkWithUsto 66746;

The National Domestic Violence Hotline: 1-800-799-7233 and TTY 1-800-787-3224; and The National Suicide Prevention Lifeline: 1-800-273-TALK (8255).

Resources:

[CDC: Coping with Stress](#)

Preparing for When Someone Gets Sick

- ☐ **Meets Requirements, Page number of Mitigation Plan_____**

Event planners should consider several strategies to implement when someone gets sick. In accordance with state and local laws and regulations, event planners should notify local health officials, staff, and attendees of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)[external icon](#) and other applicable laws and regulations.

Resources:

[CDC: Staying Home](#)

[CDC: What to do if you are sick](#)

[CDC: Symptoms of COVID-19](#)

[CDC: Close Contact](#)

[CDC: If they have recently had a close contact with a person with COVID-19](#)

[CDC: Public Health Departments Index](#)

[CDC: If Tested Positive for COVID-19 but Asymptomatic](#)

After a Pandemic, Self-Evaluation

- ☐ **Meets Requirements, Page number of Mitigation Plan_____**

Meet with the emergency operations coordinator or planning team for your venue to discuss and note lessons learned. Determine ways to improve planning and implementation processes if the event will happen again. Update your plans regularly according to the state and local situation and orders.