

The Centers for Disease Control have shared guidance for large group meetings which River Street Planning recommends as communities plan and conduct community engagement strategies. We support strategies to protect individuals and communities and prevent the spread of COVID-19. Personal prevention practices (such as handwashing, staying home when sick, maintaining 6 feet of distance, and wearing a mask) and environmental prevention practices (such as cleaning and disinfection) are important ways to prevent the virus's spread. The *more people* an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.



The River Street Team

Risk Level of Events

- **Lowest risk:** Virtual-only activities and events.
- **More risk:** Small outdoor and in-person gatherings where individuals from different households remain spaced at least 6 feet apart, wear masks, do not share objects, and come from the same local area.
- **Higher risk:** Medium-sized in-person gatherings adapted to space attendees at least 6 feet apart and with attendees coming from inside the local area.
- **Highest risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the community.

Audience Targeting and Outreach

- Offer online options for low income residents, people of color and seniors. Discourage attendance by children.
- Advise those who have had close contact with a person diagnosed with COVID-19 to stay home
- Ensure that all outreach media notifies individuals of the practices that will be followed at the event.
- Offer online registration and contact information of attendees on sign-in sheets with single use pens to help with potential exposure notification.
- Debrief with staff and update your plans regularly according to the state and local situation and direction.

Selecting A Location for the Event

- Limit attendance/seating capacity to maximize social distancing. Use an online social distance calculator to account for usable square footage - posted fire limits should not be used.
- Avoid cloth covered seat which are harder to clean (auditorium's, etc.).
- Require the owner of the space to provide their written plan or demonstrate practices for cleaning and disinfection.
- Use multiple entrances and exits and discourage crowded waiting areas.
- Provide visible cues such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart.
- Establish single-direction traffic flow in and out of venue and seating areas. Eliminate lines or queues.
- Block off rows or sections of seating to space people at least 6 feet apart.
- Do not allow lines or crowds to form near the restroom without maintaining a distance of at least 6 feet from other people. Limit the number of people who occupy the restroom at one time to allow for social distancing.
- Ensure ventilation systems operate properly and increase circulation of outdoor air whenever possible.

Accessibility and Inclusiveness

- Use free CDC print and digital resources about COVID-19 and post at events. Post signage with easy to interpret graphics in commonly used languages reminding everyone to maintain 6 feet of distance, wear masks, wash hands, etc.
- Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants.
- Tailor information so that it is easily understood by various audiences and is available in alternative formats and languages. Learn more about reaching people of diverse languages and cultures by visiting: [Know Your Audience](#).

Supplies and Masks

Require the use of masks among all attendees except: Babies or children younger than 2 years old and anyone who has trouble breathing.

- Provide information to event staff on proper use, removal, and disposal of masks.
- Have a supply of masks available to attendees who did not bring their own.
- Stress that masks protect other people in case the wearer is unknowingly infected.
- Ask anyone who refuses to wear a mask to leave the event.

Obtain supplies and make them available at the meeting including:

- Soap and water sources for hand hygiene
- Hand sanitizer (at least 60% alcohol)
- Personal alcohol wipes
- Gloves
- Masks
- Surface wipes, paper towels and tissues
- Single use pens
- No-touch/foot pedal trash cans
- Cleaning supplies and EPA approved disinfection supplies



Event Format

- Designate and acknowledge a point person for COVID-19 information and problem solving at the event.
- Give reminders to observe 6 feet physical distancing before, during, and after events.
- Ask participants to remain seated for the duration of the event to the greatest degree possible.
- Don't use amplified public address systems unless single use microphone covers are available.
- Provide real time cellular comment logging through the website that can be projected. Discourage spoken public comment periods by people wearing masks.
- Provide index cards for people to record comments or ask questions to be collected by staff, read aloud by the facilitator, addressed or posted to the website. Use show of hands to gauge reactions.
- Direct participants to the website for materials and information and avoid distribution of printed documents.
- Avoid open houses or other methods that encourage touching objects like maps.

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