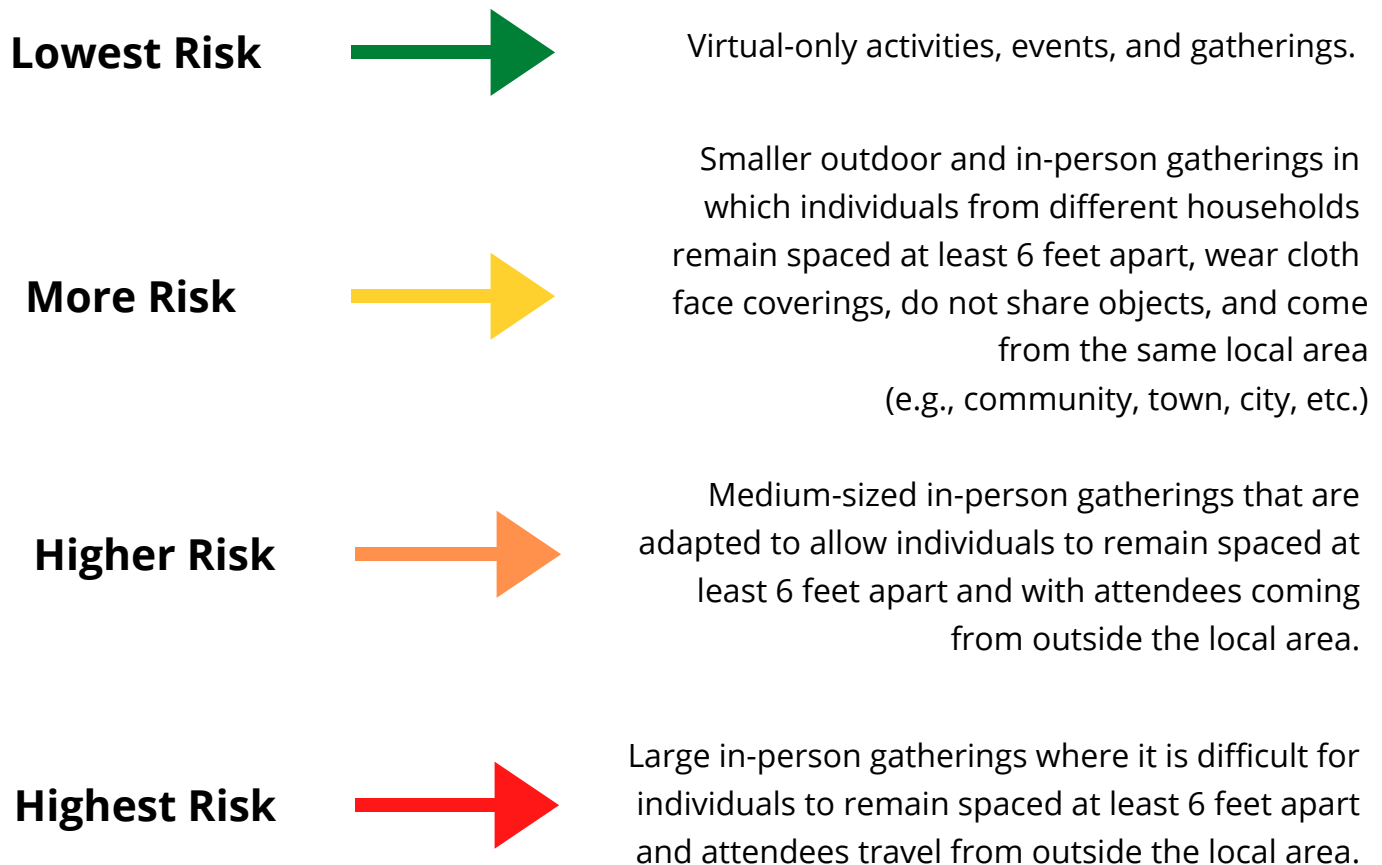


Health Safety for Public Events

Sourced from the Center of Disease Control and Prevention (CDC)

The risk of COVID-19 spreading at events and gatherings increases as follows:



Pre- Event Planning

- *Ask attendees ahead of the event to bring and use cloth face coverings at the event.*
- *Encourage attendees to bring their own water to minimize touching and use of water fountains.*
- *Advise attendees before the event that they should not attend if they have symptoms of, a positive test for, or were recently exposed (within 14 days) to COVID-19.*

Healthy Hygiene practices

Ensure adequate supplies to support healthy hygiene are available.

- **Supplies include soap, water, hand sanitizer containing at least 60% alcohol, paper towels, tissues, disinfectant wipes, paper or cloth face coverings (as feasible), and no-touch trash cans.**

Room Arrangement

Change seating layout so that people can remain 6 feet apart and limit group size to the extent possible (offer online attendance options in addition to in-person attendance to help reduce the number of attendees).

Appropriate Signage

Post signs to promote protective measures such as socially distancing (6 ft) from others, wearing cloth face coverings in public settings, frequently washing/disinfecting hands and covering coughs/sneezes.

During the meeting/event:

- Discourage any physical touching such as handshakes, fist bumps, high-fives, hugs etc.
- Discourage sharing of items. If food or drink is offered at any event, have pre-packaged/filled boxes, bags or bottles for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils.
- Offer hand sanitizer or encourage hand washing. Clean and disinfect frequently touched surfaces within venue between uses as much as possible – for example, door handles, tables, countertops, chairs etc.

For more information visit

[cdc.gov](https://www.cdc.gov)

ksre.k-state.edu/news/stories/about-us/covid-19-extension.html

Sign link of image: [cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf)

June 29, 2020

Checklist

- Inform attendees to bring face masks and other personal items to reduce touching other surfaces**

- Ensure that all healthy hygiene supplies are available**

- Layout room to allow for 6 feet between seats**

- Post signage with COVID-19 Health Safety information before attendees arrive**

- Remind attendees to maintain social distancing, wear face masks, and not to touch or share personal items/food**

- Offer hand sanitizer or encourage hand washing**

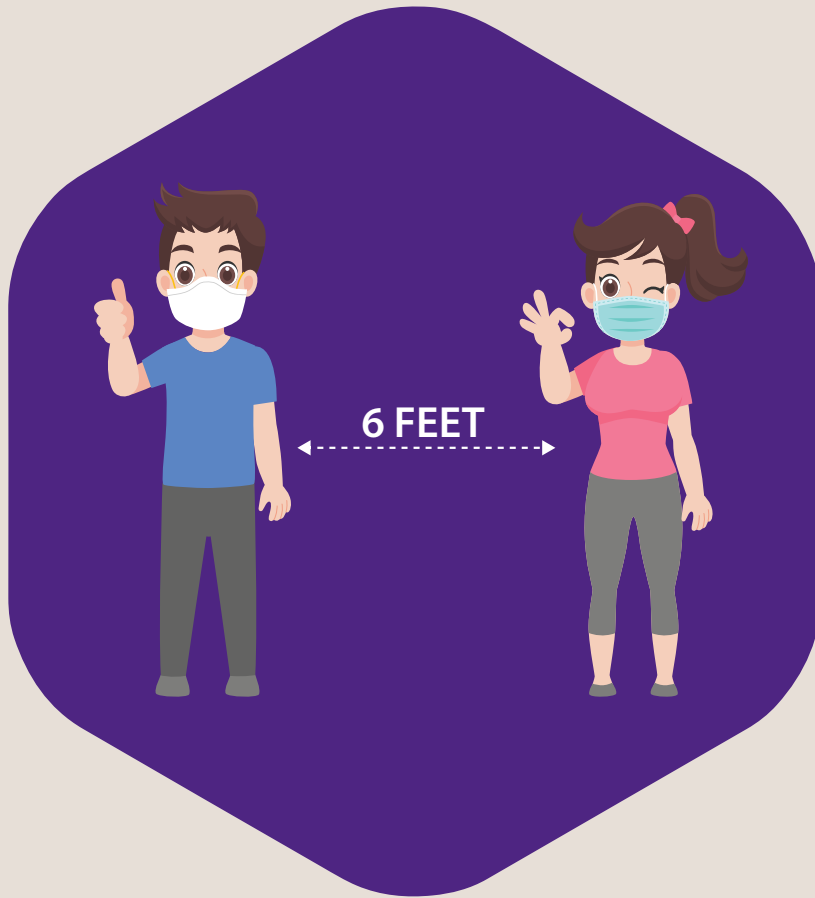
- Clean and sanitize frequently touched surfaces as frequently as possible**



HANDWASHING

Wet your hands, lather with soap, scrub your hands at least 20 seconds, rinse, dry.

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STAND 6 FEET APART

Social distancing is in effect during this fair. Please stand 6 feet from other patrons.

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WEAR A MASK

Mine protects you, yours protects me.

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FEELING SICK? GO HOME.

If you are coughing, sneezing or displaying a fever, please go home.

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Welcome!

Group Name: _____ **Date of Meeting:** _____

Location of Meeting: _____

Attendees (for contact-tracing purposes if needed):

First Name:	Last Name:	Email:	Phone:	Temp.