

COVID SAFETY PLAN CHECKLIST

Masks

- In outdoor spaces, all individuals over age __ should wear a mask if they cannot physically separate more than 6 feet from individuals not in their household.
- In indoor spaces, all individuals over age __ should wear a mask.

Physical Distancing

- How will physical distancing (of at least 6 feet between groups) be achieved and maintained?
- How large will each 'group' be?
- Stages should be set a minimum of 10 feet from patrons.

Cleaning/Disinfecting

- Will there be handwash or hand sanitizer stations available?
- If restrooms are provided how often are they cleaned and/or restocked with supplies?
- How will any high-touch surfaces (counters, tables, chairs, etc.) be maintained and how often will they be cleaned?

Staff Precautions

- If food/beverage is served all staff should wear masks and gloves.
- Consider touchless payment options to cut down on person-to-person transactions.
- No staff/volunteer should report to the event if they are ill.