

## COVID-19 POLICY AND PROCEDURES FOR COMMUNITY EVENTS HOSTED BY DEPARTMENTS

This guidance shall establish and explain the necessary policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC), Arizona Department of Health Services (ADHS) and Gila River Indian Community guidelines and standards for Department’s hosting an event for Community Members.

This guidance document should be reviewed and used by the event planners and administrators to help protect staff, volunteers, and attendees to slow and stop the spread of COVID-19. This tool supports CDC’s Readiness and Planning Toolkit for Events and Gatherings.

**Guidelines on Gatherings:** A gathering is a small number of people participating or a large number of people in attendance in an indoor or outdoor setting. Examples of gatherings, small or large, include a community event, concert, festival, conference, parade, wedding, or sporting event.

- The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the individual’s potential risk of becoming infected with COVID-19 and then spreading COVID-19 to others.
- The higher the level of community transmission in the area where the gathering is held, the higher the risk of COVID-19 spreading at the gathering.

The Department’s plan should have the strong commitment of the Departments leadership and be implemented with the participation of staff and volunteers. Plan must be submitted a minimum of 45 days in advance of the event. The Community’s COVID-19 Task Force may provide technical guidance when requested by the Department Director.

| <b>The established plan will require approval via the following process:</b>   | <b>Complete</b>          | <b>Not Applicable</b>    |
|--|--------------------------|--------------------------|
| 1. Department's Program completes form beginning on page 2 of this document and develops plan.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Department COVID-19 Coordinator and Director review plan.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Department Director determines if technical guidance is required from the COVID-19 Taskforce. <ul style="list-style-type: none"> <li>a. If required, Department Director submits to Candalerian Preston, Tribal Health Director and Bruce Harvey, OEM Director.</li> <li>b. Review will take at least two weeks from the date of submittal to Taskforce.</li> <li>c. Task Force will review and provide guidance.</li> <li>d. Taskforce will submit plan with guidance back to the Department Director.</li> <li>e. Department will make necessary changes, if applicable.</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Department Director reviews and approves or denies plan.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. If approved by the Department, the Department Director submits a copy to the Office of the Community Manager. <ul style="list-style-type: none"> <li>a. If denied, the Department Director will inform the Program Manager/Supervisor.</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/> |

## COVID-19 Department Plan

The proposal from the Department should adhere to the Gila River Indian Community Executive Order, and follow and align with your Departments Return to Work Plan which establishes COVID-19 infection prevention protocols. The Department should complete the information below, review the conditions listed and add other infection prevention controls required for your event.

1. **Name of Event:** \_\_\_\_\_
2. **Purpose for Event:** \_\_\_\_\_
3. **Event Date(s):** \_\_\_\_\_ to \_\_\_\_\_
4. **Event Time:** \_\_\_\_\_ to \_\_\_\_\_
5. **Event Location:** \_\_\_\_\_  
Provide details to location such as District, Park, Ramada, Building, Church, Facility, etc.
6. **Event Physical Address:** \_\_\_\_\_
7. **Total number of attendees (including staff):** \_\_\_\_\_ **Indoor or Outdoor Event:** \_\_\_\_\_
8. **If an indoor event, what is the attendee capacity of the space/area/building being used?** \_\_\_\_\_
9. **Department Name:** \_\_\_\_\_ **Program Name:** \_\_\_\_\_
10. **“Person In Charge” of Event:** **Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Work No.:** \_\_\_\_\_ **Cell No.:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

The \_\_\_\_\_ is committed to providing a safe and healthy environment for all of our staff, volunteers and guests. To ensure we have a safe and healthy environment, we will follow our COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The Department staff and volunteers are all responsible for implementing and adhering to this plan. Our goal is to mitigate the potential for transmission of COVID-19. Only through this cooperative effort, can we establish and maintain the safety and health of our staff, volunteers and guests.

This COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC), the Arizona Department of Health Services (ADHS), the Gila River Indian Community Tribal Health Department (GRIC THD) guidelines and all Gila River Indian Community Executive Orders. It addresses the following:

- Section 1: Infection prevention and housekeeping measures
- Section 2: Leadership, staff and guest screening
- Section 3: Engineering and administrative controls for social/physical distancing
- Section 4: Communications and training for staff and volunteers necessary to implement the plan

The plan at a minimum should outline the areas below. Event planning should include infection prevention measures in all areas of the event such as attendees signing in, seating arrangements, material distribution, etc. The event is to be controlled and managed to ensure health and safety of all staff and attendees.

## Section 1: Infection Prevention & Housekeeping

The Department's "Person in Charge" will:

- 1) Require masks for staff and attendees at all times; and available throughout the venue.
  - a) Designate containers for safe disposal of PPE and cleaning cloths.
- 2) Require physical distancing of at least 6 feet from each person.
- 3) Have Physical/Social Distancing Signs prominently displayed throughout the event.
- 4) Discourage hand holding, shaking hands, hugging other personal contact practices other than with family members of the same household.
- 5) Provide Hand Washing Stations & Hand Sanitizer at all designated entrances and throughout the property with signs encouraging hand washing and use of hand sanitizer.
  - a) Signs should include information, "Wash your hands with soap and water for at least 20 seconds, before eating, and after using the restroom. Use hand sanitizer when hand washing is not available."
  - b) Hand washing is especially important before and after touching your face. Wash your hands immediately after touching your eyes, nose, and mouth.
- 6) Event policy training for staff and volunteers.
- 7) Require a written plan for infection prevention controls if food or drinks will be served or eaten at the event. Tribal Health recommends food and/or drinks at the event be limited.
- 8) Require staff and attendees to stay at home when sick/ill or when experiencing symptoms related to COVID-19.
- 9) Require staff and attendees to stay home if they have tested positive for COVID-19 or if they have been in close contact to someone with COVID-19.
- 10) Ensure staff sanitize all tables and chairs, before arrival and after attendees depart from the venue.
- 11) Ensure cleaning of all facility restrooms and common areas hourly and/or as needed.
  - a) Some areas may be required to be cleaned more frequently throughout the event.
  - b) Bathrooms should be maintained with adequate amounts of soap
  - c) All hand drying supplies should be one person use (no shared towels)
  - d) Clean and disinfect frequently touched surfaces, doorknobs, light switches, countertops, toilets, faucets and sinks, hourly and as needed. CDC approved Disinfectants can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>
  - e) Cleaning log to confirm areas are being monitored and disinfected as scheduled.
- 11) Designate a "Lead" to be in charge of PPE supply on hand and disperse to staff and attendee that does not already have one.

## Section 2: Screening

The Department's "Person in Charge" will:

- 1) Designate one entrance to conduct health screenings upon arrival.
  - a) All staff and attendees will be required to have his/her temperature checked with a touchless thermometer.
  - b) The health screening area should have on-hand disinfectant wipes, hand sanitizer, and pens.
  - c) Pens should be disinfected after each use.
  - d) Temperature checks will be conducted on all attendees and staff. Attendees with a temperature above 100.4 degrees will be asked to leave the venue and informed to seek evaluation by their healthcare provider.
- 2) Ensure staff or attendee is sent home if the person becomes sick or is not feeling well anytime during event.
- 3) Develop COVID-19 signs regarding symptoms and signs should be clearly displayed at every entry with a "please do not enter clause". COVID Symptoms information can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## Section 3: Physical Distancing, Controls & Protections

The Department's "Person in Charge" will:

- 1) Ensure gathering limit is followed according to the GRIC Executive Order.
- 2) Ensure facility can meet 6 feet of distancing from each person.
- 3) Develop a facility entry and exit flow with signage to decrease personal contact.
- 4) Place control measures in seating and standing areas for a 6-foot standard
  - a) Physical distancing floor markings/signs
  - b) Physical barriers/signs in seating areas
  - c) Families from the same household are allowed to sit together
- 5) Any equipment brought by or used by staff, attendees, vendors or contractors must be disinfected before and after every use.
- 6) Failure to comply will lead to being asked to leave and escorted off the property.

## Section 4: Communications and Training

The Department's "Person in Charge" will:

- 1) Share this information with staff and volunteers.
- 2) Share this information communication channels prior to any event.
- 3) Post information at entrances of event location.
- 4) Will be responsible for training staff and volunteers prior to any event.
- 5) Provide instructions will be communicated to staff, attendees, and vendors/contractors regarding infection prevention measures to be followed during the event such as following during drop-off, pick-up and delivery, physical distancing requirements, hand washing and hand sanitizer stations, and health screening requirements.

## Section 5: Implementation of the Plan

\_\_\_\_\_ will ensure the COVID-19 Department's Plan has been reviewed and communicated and training has been provided to staff and volunteers prior to the event.

\_\_\_\_\_ will monitor how effective the program has been implemented by communicating with staff, volunteers and attendees to gauge participation and cooperation levels during the event.

Certified by:

**Print Name:** \_\_\_\_\_ **Print Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Attach additional documentation to this plan. For example, if event requires drive thru distribution needs, provide a map outlining entry and exit points.*

## Section 6: Review of the Plan

### Supervisor/Manager Approval:

Approved or Denied: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Director Approval:

Approved or Denied: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Community Manager Approval:

Approved or Denied: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[End Document]

## Resources

- CDC Events and Gatherings: Readiness and Planning Tool  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/COVID19-events-gatherings-readiness-and-planning-tool.pdf>
- CDC Prevention  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- CDC Handwashing  
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
- CDC Coughing & Sneezing  
[https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)
- CDC Face Coverings  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- CDC Guidance for Cleaning and Disinfecting  
<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- CDC Symptoms of Coronavirus  
[https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html)
- CDC What to Do If You Are Sick  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- GRIC IAP Section- *Employee Screening & Sick Employee Guidance*  
<https://www.gric-eoc.org/gric-iap.html>