

COVID-19 Social Gatherings and Event Best Practices



Below is list of choices to make your social gathering or event safer during the COVID-19 pandemic. This list is *not* exhaustive but serves as a starting point for you as you plan your event. If you have further questions, please contact the Health Department by calling 1-800-432-4121.

OUTDOOR SOCIAL GATHERINGS (including weddings)

- Have, and stick to, a guest list
- Inform guests of all rules before the event
- Require masking and social distancing
- Tents without sides are considered outdoor spaces
- Limit your numbers as much as possible
- Arrange seating for individuals from different households 6 feet apart
- Arrange tables for only individuals within the same household to be together. Space tables 6 feet apart to maintain appropriate distance between parties.
- Regularly wash or sanitize hands. Provide sanitizer for guests to use regularly.
- Follow all necessary cleaning protocols (in restroom facilities, high touch areas, tables etc.)
- Control food service areas – keep 6 feet apart, floor markings and signage, meal assembly and serving by food handlers etc.

LARGE OUTDOOR EVENTS

- Have a single entry point for all guests
- Control and contain event area
- Provide oversight for event parking
- Screen guests prior to entry
- Schedule and stagger arrival of guests and participants
- Count guests at entry (arriving and leaving) to maintain appropriate capacity limits
- Post event rules and guidelines at entry points
- Require and provide masks
- Whenever possible, utilize tents without sides
- Provide event security
- Provide hand washing and sanitizing stations, portable toilets
- Ensure guest seating and tables are 6 feet apart
- Follow all necessary cleaning protocols (in restroom facilities, high touch areas, tables etc.)
- Control food service areas – keep 6 feet apart, floor markings and signage, meal assembly and serving by food handlers etc.
- Regular announcements of event rules to remind guests
- Document all incidents

Questions?

Contact the Health Department of Northwest Michigan at 1-800-432-4121