



COVID-19 Guidance

Should we cancel events and program activities?

Consider postponing, canceling, or rescheduling events and programs.

Factors to consider:

- Guidance from health authorities in your community and coordination with County and other local partners.
- Duration of event
- Venue type (open air vs. closed space, proximity of participants to one another)
- Demographics of participants – are they in a high-risk group? Are they required to travel?
- Complexity of event operations
- Types of onsite service and activities available

For events that are being held

Be prepared to implement the following prevention strategies, based on the advice of public health officials:

- Distribute health messages about COVID-19 to event staff and participants ahead of event and on event materials distributed during the event. Encourage people to stay home if they are sick. CDC poster: [Stop the Spread of Germs](#)
- Encourage eliminating handshakes or hugs when meeting event participants or catching up with colleagues.
- If possible, avoid buffet meals at events, use boxed lunches or packaged snacks to avoid potential cross-contamination.
- Make sure that hand-washing facilities are readily available and if possible, have hand sanitizer and disinfecting wipes available.
- Develop flexible refund policies for participants.
- Be prepared to separate those who become sick at your event from those who are well.
- Identify actions to take if you need to postpone or cancel.

Please see the [California Department of Public Health guidance for event organizers](#) or the CDC web site for the most current information about precautions and [prevention in the community](#).

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