



COVID-19 EVENT PLANNING CHECKLIST

The Chelan-Douglas Health District is providing guidelines to help event planners and businesses navigate the complexity of Washington States Phase Guidance. This is a checklist to help local vendors and event planners conduct forward planning to get the essentials of what they need. This is not an application for an event permit and the use of this checklist does not guarantee that a permitting body will approve or deny an event permit. The Chelan-Douglas Health District does not approve event permits. Please note that the phases established by the Governor and the Washington Department of Health are subject to change at any time and event plans may need to be developed for each phase of the guidance that the Washington Department of Health and the Washington State Governor's office releases. The plan used on the event date should comply with the phase that the state and Health District are in at that current time. Nothing in this checklist is intended to does not relieve or waive any liability that the vendor, event planner, or other may incur by holding a scheduled event.

- Review relevant local/state regulatory agency policies and orders, such as those related to your specific event or gathering. This checklist is designed to help ensure the event is meeting state COVID-19 guidance.

Washington State Reopening Guidance:

<https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers>

CDC Events and Planning Tool

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/COVID19-events-gatherings-readiness-and-planning-tool.pdf>

State Guidance for Fair and Special Events:

[https://www.governor.wa.gov/sites/default/files/COVID19 Fairs and Special Events Guidance.pdf](https://www.governor.wa.gov/sites/default/files/COVID19%20Fairs%20and%20Special%20Events%20Guidance.pdf)

- See additional publications included with this checklist for information on contact tracing, disinfecting public spaces, screening employees and guest, and a CDC event guidance planning tool.

Email Form to:

imt.lofr@cdhd.wa.gov

For further information call:

(509) 886-6493

For activities and gatherings allowed in the current Phase, keep in mind that the state evaluates our county's status every three weeks and can move us back Phases if we aren't meeting required criteria.

Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA, 98802 | (509) 886-6400 | www.cdhd.wa.gov

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EVENT DETAILS:

Event Name _____

Event Start Date _____ Start Time _____ End Date _____ End Time _____

Organization Name _____

Contact Name (Organizer) _____ Contact Phone # _____

Event Location _____

Approximate Number of Attendees _____ Total Number of Staff _____

EVENT TYPE:

- Religious and Faith-Based Events
- Eating and Drinking (temporary)
- Spectator Events
- Card Rooms
- Weddings, Funerals and Events
- Water Recreation
- Indoor Entertainment
- Agricultural Event
- Racing: Non-Motorized and Motorized
- Agritourism
- Theater and Performing Arts
- Miscellaneous
- Workforce Education Programs
- Outdoor Recreation (Guided ATV, paddle sports, & horseback riding, overnight group summer camps)
- Professional Sporting Activities, (school and non-school team sports, adult recreational team sports and higher education sports)

Other Event Description _____

DOES YOUR PLAN INCLUDE:

- 1) Site Safety
 - Set up procedures
 - Tear-down procedures
 - Sanitizing & cleaning
 - Hygiene stations
 - Signage
 - Ventilation
 - Records and Contact Tracing
- 2) Staff Safety
 - Screening
 - Distancing
 - Mask requirements
 - Contact Tracing
- 3) Visitor Safety
 - Screening
 - Distancing
 - Mask requirements
 - Contact Tracing

Method used for contact tracing _____

Full capacity of venue _____ Planned capacity during the event _____

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