
TOAST OF



THE TOWN

1. REGISTRATION/CHECK-IN

- a. Contact tracing
 - i. Will have the questionnaire to complete via a QR Code provided to each attendee upon registration
 - ii. Volunteer will be standing in line ensuring each participant completes
- b. Line Management
 - i. Sponsor check in a second line typical attendees to avoid overcrowding
 - ii. 6 ft distance markers will be present
- c. Color-coded wristbands available to clearly identify touch/no-touch preferences at the event.
 - i. Red = wear a mask; maintain 6 feet of distance
 - ii. Yellow = wear a mask; comfortable being in proximity
 - iii. Green = masks optional outdoors; comfortable being in proximity
 - iv. Please respect the boundaries of fellow attendees
- d. Signage will be posted at entryways stating clearly that any person with symptoms consistent with COVID-19 may not enter the event.

2. COMMUNICATION

- a. Communicate with vendors, employees, and attendees about:
 - i. Staying home if they feel unwell
 - ii. Protocols at the event, such distancing, face-coverings, traffic flow, limit crowding

3. SOCIAL DISTANCING

- a. Remind attendees upon arrival to stay at least 6 feet away from people who don't live with them.
- b. Signage throughout the event will be visible encouraging distance and reminding attendees of best practices.

4. FACE COVERINGS

- a. Face coverings will be required indoors per ANHC policy
- b. All attendees will be strongly encouraged to wear face coverings
- c. Staff, board members, volunteers and vendors will be required to wear face coverings indoors and outdoors
- d. Face coverings will be offered upon arrival

5. HYGIENE AND RESPIRATORY ETIQUETTE

- a. Signs in bathroom to wash their hands frequently with soap and water for at least 20 seconds
- b. Encourage guests to avoid singing or shouting, especially indoors.
- c. Hand sanitizer stations will be set up around the event in high touch areas including the silent auction, bar, and food areas.
- d. Event signage to not touch silent auction items will be present.

6. CLEANING & DISINFECTION:

- a. Venue has implemented a schedule for routine cleaning and disinfection.
- b. Cleaning high touch surfaces and shared objects once a day is usually enough to sufficiently remove viruses that may be on surfaces unless someone with confirmed or suspected COVID-19 has been in your facility.

7. HEALTH SCREENINGS

- a. We are requiring that all guests be vaccinated, no matter their age.
- b. **Guests will be required to present their vaccination card.** Proof of vaccination must be in the form of a card or record *or* a photo of a vaccine card.
- c. Temperature checks will be taken at registration upon guest arrival.
- d. All attendees are encouraged to get a COVID test after the event

8. VENUE LAYOUT

- a. Seating layout allows for 3ft of distance between tables
- b. Larger footprint for the reception area than normal to allow for distance between groups
- c. Encourage people to stay at least 6 feet apart by providing signs or other visual cues in areas of high traffic such as bar lines.

9. SHARED OBJECTS

- a. Limit any sharing of food, tools, equipment, or supplies by staff members.
- b. Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible; otherwise, limit use of supplies and equipment to one group of staff members or attendees at a time, and clean and disinfect them between use.

10. VENTILATION:

- a. Confirmed with the venue that the ventilation systems operate properly.

11. SIGNAGE & TRAFFIC FLOW

- a. Pedestrian traffic flow plans to reduce bottlenecks and ensure the ability to maintain physical distance at the event. Signage and arrows will be provided to encourage traffic flow.

12. FOOD SERVICE

- a. Individual food boxes and single service items will be provided for attendees.
- b. Staff serving food will be required to use gloves and wear face coverings

13. STAFF TRAINING

- a. All staff, volunteers, and vendors will be trained on safety protocols.
- b. A staff member (Vicki) will be a designated administrator responsible for responding to COVID-19 concerns. All staff and attendees should have information about who this person or office is and how to contact them.

14. IN CASE SOMEONE IS SICK DURING EVENT

- a. Individual will be isolated and transported out of the event immediately
- b. Venue will be cleaned and disinfected
- c. Organization will notify Health Officials and Close Contacts within 24 hours

15. IN CASE SOMEONE IS SICK FOLLOWING THE EVENT

- a. Organization will let people know they may have been exposed to COVID-19 and should monitor their health for signs and symptoms
- b. Event organizers will collaborate with their local health department to facilitate case investigation and contact tracing for event attendees, as indicated.