Updated Guidance to Event Hosts (effective 3/12 - 5/15/20)

As the potential risk of COVID-19 exposure on campus and in the local community is evolving, Stanford continues to update its preventive health recommendations based on CDC and other health organization recommendations.

As an update to our 3/3/2020 message to the campus community on COVID-19, Stanford is now strongly encouraging University units to cancel or postpone events between March 12th and May 15th that involve more than 50 participants. If possible, plan alternative ways for participants to enjoy the events by television, radio, or online.

For events that are proceeding, organizers and staff should take the following protective measures:

Pre-Event Planning:
1. **Communicate to participants and staff.**
   a. Discourage people who are sick from attending events. Refer to the CDC document for symptoms on COVID-19.
   b. When planning your event, be cognizant that high-risk groups are considered to be at increased vulnerability for severe illness and complications from COVID-19.
   c. Where possible staff should be assigned roles with minimal contact with event participants.
2. **Social Distancing.** Consider seating/ticketing participants at a comfortable distance apart to reduce density and promote social distancing, for example, using a larger room than typically required, limiting attendance, having partial virtual attendance, and separating into multiple sessions.
3. **Ensure adequate COVID-19 prevention supplies are at your events.** Plan to have extra supplies on hand for event staff and participants, including sinks with soap, hand sanitizer, and tissues.
   a. Ensure surgical masks are available a part of your first aid kits/response kits; masks should ONLY be used if someone (worker or attendee) becomes sick at your event to prevent the potential spread of illness to others.
4. **Catering.** It is recommended that food and beverages be served in single-serve packaging when possible (ideally no buffets or open-serve platters).

During the event:
1. **Post signage at entrances to remind attendees and staff of everyday preventive actions.** Stop the Spread of Germs (CDC Poster)
2. **Increase the frequency of cleaning** commonly touched surfaces (e.g., door handles, paper towel dispensers, stair railings, elevator buttons). Use cleaning products as recommended on manufacturer labels, including wearing disposable gloves where directed. EPA-recommended cleaning products can be found here.
3. **Participants and staff who become ill should be instructed to go home or seek emergency care, if necessary.** Refer to preventing the spread of COVID-19 if someone is sick.