

TCC Event Planning – COVID Guidance

Updated 07/29/2022

TCC will follow CDC, OSDH and THD guidance. The pandemic conditions are continuously monitored. TCC is currently following the CDC low occupational risk level designated for Institutions of Higher Education.

Risk Factors Considered

Several factors can contribute to the likelihood of attendees getting and spreading COVID-19 at large events. In combination, the following factors will create higher or lower amounts of risk:

- **Number of COVID-19 cases in your community**—High or increasing levels of COVID-19 cases in the event location or the locations the attendees are coming from increase the risk of infection and spread among attendees. Relevant data can often be found on the local health department website or on CDC’s COVID Data Tracker County View.
- **Setting of the event**—Indoor events, especially in places with poor ventilation, pose more risk than outdoor events.
- **Length of the event**—Events that last longer pose more risk than shorter events. Being within 6 feet of someone who has COVID-19 for a total of 15 minutes or more (over a 24-hour period) greatly increases the risk of becoming infected and requires quarantine.
- **Number and crowding of people at the event** – Events with more people increase the likelihood of being exposed. The size of the event should be determined based on whether attendees from different households can stay at least 6 feet (2 arm lengths) Physical distancing at events can reduce transmission risk—for example, blocking off seats or modifying room layouts.
- **Behavior of attendees during an event**— Events where people engage in behaviors such as interacting with others from outside their own household, singing, shouting, not maintaining physical distancing, or not wearing masks consistently and correctly, can increase risk.

Community Transmission Level based Guidance

- TCC has adopted the following guidelines for events in relation to varying community transmission levels. CDC looks at the combination of three metrics — new COVID-19 admissions per 100,000 population in the past 7 days, the percent of staffed inpatient beds occupied by COVID-19 patients, and total new COVID-19 cases per 100,000 population in the past 7 days — to determine the COVID-19 community level. New COVID-19 admissions and the percent of staffed inpatient beds occupied represent the current potential for strain on the health system. Data on new cases acts as an early warning indicator of potential increases in health system strain in the event of a COVID-19 surge.

Using these data points, the COVID-19 community level is classified as low, medium, or high.

Required for All TCC Events during the COVID Pandemic

Organizers should continue to assess, based on current conditions, whether to postpone or cancel large events and gatherings, or significantly reduce the number of attendees for events. If organizers are unable to put safety measures in place during large events and gatherings, they may choose instead to host a virtual event. The following is expected for any TCC event;

- Advise attendees and vendors prior to the event or gathering that they should not attend if they have tested positive for COVID-19, are waiting for COVID-19 test results, are showing COVID-19 symptoms, or if they have had close contact with a person who has tested positive for or who has symptoms of COVID-19.
- Communicate with vendors to ensure they are aware of COVID-19 safety protocols being followed at the event.
- Notify staff, attendees, and the public of cancellations and restrictions in place to limit people's exposure to COVID-19 (for example, limited hours of operation, or expanded hours with limited attendance at a given time).

Green (Low) Risk Level

Physical Distancing and Masks:

- Not required but recommended 3-6 feet spacing for larger events (100-1,000 attendees).
- Discourage physical contact amongst attendees such as handshakes.
- Recommend that attendees wear well-fitting masks.
- Make masks available at entry points for events >50 attendees.

Modified Layouts:

- Use multiple entrances and exits.
- Eliminate lines as much as possible or at a minimum encourage 3 feet distance among attendees.

Food Service:

- Food/Drinks are allowed, including buffets, salad bars and drink stations.
- Recommend disposable utensils and dishes or have a person serving the items to be gloved.

Miscellaneous:

- Notify attendees that if they are not feeling well or have COVID-like symptoms to stay home.
- Attendance sheet is not required but recommended for contact tracing purposes.
- Be prepared to cancel or delay the event if cases spike within the week leading up to your scheduled event.

Yellow (Medium) Risk Level

Physical Distancing and Masks:

- 3-6 feet spacing is recommended for all events in this risk zone.
- Discourage physical contact amongst attendees such as handshakes.
- Recommend that attendees wear well-fitting masks.
- Make masks and hand sanitizer available at entry points and in high-traffic areas.

Modified Layouts:

- Allow for distancing of at least 3 feet by hosting smaller events in larger spaces.
- Use multiple entrances and exits.
- Eliminate lines as much as possible or at a minimum encourage 3 feet distance among attendees.

Food Service:

- Food/Drinks are allowed but only as individually served/plated meals or grab-and-go options.
- Avoid self-serve food/drink options such as buffets, salad bars and drink stations.
- Recommend disposable utensils and dishes or have a person serving the items to be masked and gloved.

Miscellaneous:

- Notify attendees that if they are not feeling well or have COVID-like symptoms to stay home.
- Be prepared to cancel or delay the event if cases spike within the week leading up to your scheduled event.
- Events can be held in this Risk level with the above listed recommendations. Risk Management can provide guidance with planned events if specific questions or recommendations are needed.

Orange (High) Risk Level

Physical Distancing and Masks:

- 6 feet spacing is recommended for all events in this risk zone.
- Discourage physical contact amongst attendees such as handshakes.
- Recommend that attendees wear well-fitting masks.
- Make masks and hand sanitizer available at entry points and in high-traffic areas.

Modified Layouts:

- Allow for distancing of at least 6 feet by hosting smaller events in larger spaces.
- Use multiple entrances and exits.
- Eliminate lines as much as possible or at a minimum encourage 6 feet distance among attendees.

Food Service:

- Food/Drinks are allowed but only as individually served/plated meals or grab-and-go options.
- Avoid self-serve food/drink options such as buffets, salad bars and drink stations.
- Recommend disposable utensils and dishes or have a person serving the items to be masked and gloved.

Miscellaneous:

- Notify attendees that if they are not feeling well or have COVID-like symptoms to stay home.
- Be prepared to cancel or delay the event if cases spike within the week leading up to your scheduled event.
- Events can be held in this Risk level with the above listed recommendations. Risk Management can provide guidance with planned events if specific questions or recommendations are needed.