REFLECT: What is OUR why?
Why is it important to US to reduce risk and slow the spread of Covid-19?

RETHINK: What is the safest way?

VIRTUAL EVENT
How can we meet our goals in different and creative ways online that can lower risk?

OUTDOOR EVENT
How can we accommodate our guests outside and ensure physical distancing?

MASKS
How will we share our mask expectation with guests? Do we have extras to provide in case someone forgets to bring one?

INSIDE CONSIDERATIONS
Which bathroom(s) - if any - will be open for guests? How will we designate which spaces are off-limits for visitors?

REDUCE: What is the guest capacity?

• HOOS COMING? What is the plan for keeping the number of guests below 15?
• HOOS TRACKING? How will we keep an accurate list of contact information?
• HOOS BOUNCING? What is the plan if extra people show up unexpectedly?

Be sure to check the latest UVA, Charlottesville city, and Albermarle county ordinances
**START AND END TIME**

| Pre-cleaning | : | End of gathering | : |
| Start of gathering | : | Post- cleaning | : |

Consider a shorter duration for the event to reduce the risk of exposure

**CLEANING PLAN**

Who is responsible for disinfecting BEFORE, DURING, and AFTER the gathering?

Who will purchase the cleaning supplies?

**FOOD / DRINK**

- Avoid shared food
- Try individually wrapped servings

- Avoid punches
- Try canned or bottled drinks

Suggest to guests to bring their own food and beverages

**SANITIZING STATIONS**

Where will there be hand sanitizer available for guests to use (i.e. entrances, bathrooms)?

Who is responsible for ensuring all guests use hand sanitizer on their way into, during, and out of the event?

**REFLECT: How did it go?**

- Which tactics were helpful in reducing the risk-level of the gathering?
- How can you make your next social gathering safer?