

Checklist for Conference Approval

This checklist must be completed as a condition of conference approval and is separated into requirements before the event, during the event, and after the event. It is understood that not all of these can be accomplished prior to the event.

Conference Planning Checklist	Complete (√)
Before the Event	
Review CDC Considerations for Events and Gatherings: https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html	
Contact 100% of attendees in advance and advise them of their responsibilities to self-monitor and not attend if ill.	
Coordinate with facility managers to ensure optimal operation of ventilation and adequate hand-washing facilities. The American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) recommends a minimum efficiency reporting value (MERV) of 13 or greater to mitigate the transmission of infectious aerosols.	
Coordinate with facility managers to arrange meeting spaces to maximize physical distance between attendees.	
Adhere to local jurisdictional (facility, installation, and municipality) capacity limits; adjust event capacity accordingly.	
Obtain contact information for all registered attendees.	
Coordinate with the hosting facility to identify an area where individuals who develop symptoms during the event will be isolated.	
Designate a staff member to be responsible for responding to COVID-19 concerns that occur during the event (may be from the conference facility staff).	
Plan for physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times (such as guides for creating one-way routes).	
Prepare an information sheet for attendees with instructions on who to contact during and after the event if experiencing symptoms of COVID-19. <i>If possible, host this information electronically at the conference website or within a mobile application.</i>	
During the Event	
Conduct daily screening of all participants at entry (question about symptoms).	
Introduce the staff member designated as the point of contact for responding to COVID-19 concerns, including the development of symptoms during the event.	
Require cloth face coverings to be worn by all participants.	
Disposable surgical masks should be kept on site and used only if someone (worker or attendee) becomes sick at the event. Those who become sick should be immediately isolated from staff and participants who are not sick and given a clean, disposable facemask to wear.	
Maintain rosters of all participants, by room and by day. <i>Ideally, obtain seating charts and encourage people to use the same seats if possible. This will assist with contact tracing, if necessary.</i>	

Use signage (signs, posters, table tents, digital images) in assembly areas and restrooms to remind people to wear cloth face coverings, maintain social distancing, and practice cough etiquette and hand hygiene.	
To the extent possible, prop doors open to minimize frequent touching and risk of surface transmission.	
Avoid shaking hands, hugging, or other forms of close personal contact. Replace handshakes with greetings that do not require skin contact.	
After the Event	
Maintain contact with all participants after event for 2 weeks:	
<ul style="list-style-type: none"> • Ask attendees, via email, if they have developed any symptoms consistent with COVID-19 within 48 hours after attending the event. If so, this should be reported to the local public health department to investigate and determine whether a contact tracing should be initiated. 	
<ul style="list-style-type: none"> • Consider following up 2 weeks after the event to ask if any attendees have developed symptoms. 	

Completed by (Grade/Rank, Full Name):

Signature:

This checklist was developed by the Office of the Surgeon General, in coordination with the Army Public Health Center (APHC).

For questions/concerns about this checklist, please contact the APHC COVID-19 Task Force at usarmy.apg.medcom-aphc.mbx.covid-19-task-force@mail.mil

For telephonic/urgent requests for information, please contact the APHC Staff Duty Officer at 410-436-4375 or 800-222-9698.