



Checklist for In-person Programming During PHASE III in Virginia

PRE-EVENT or PROGRAM

- Check with locality to ensure compliance with any local regulations
- Total group size should be limited to 50% occupancy of the event space, if applicable, or 250 participants, whichever is less.
- Pre-registration process for monitoring group size
- Written Arrival and Departure Procedures
- Advance communication with youth/parents/volunteers as to expectations for participation
- PPE supplies (should have some extra masks on hand just in case needed)
- Hand washing stations (if outdoors need portable, indoors ensure stocked and available)
- Alternative plan for those who cannot or choose not to participate in-person
- Train all leaders and volunteers on health and safety protocols
- If equipment required, enough available for every participant without sharing

DURING EVENT or PROGRAM

- Ensure frequently touched areas disinfected regularly or between users
- Sign-in process for all participants (including event staff) - Name, Email, Phone Number
- Review safety procedures and protocols prior to beginning and throughout the event, if applicable
- Ensure signage and markers for social distancing are visible and in place to assist in maintaining social distancing.

AFTER EVENT or PROGRAM

- Disinfect the facility or frequently touched areas, if applicable
- Disinfect any reusable equipment or supplies
- Maintain registration documentation

Program/Event Name: _____

Program/Event Date: _____

Signature: _____