

**HSP Checklist of Gatherings
COVID Plans
Developed 11/19/2020**

For Consideration	Action
Is the event or activity advertised to the public or offered by invitation?	This is considered a gathering and a plan is needed.
Is the event or activity occurring at a specific date, time, and location?	This is considered a gathering and a plan is needed.
Does the event or activity have a specific beginning and end date?	This is considered a gathering and a plan is needed.
Is the event or activity intended to draw people together for a common or particular purpose?	This is considered a gathering and a plan is needed.
Is the event or activity designed to promote or ensure that performers, speakers, or attendees share a common experience, purpose, or goal?	This is considered a gathering and a plan is needed.
For Consideration	Action
Is the event or activity outdoors?	<p>If yes- a plan can be developed and submitted for approval. The plan must come from the facility, not from an individual(s). The plan is for the facility/building, not for the event.</p> <p>-----</p> <p>If no, the facility cannot allow more than 50 people indoors and cannot submit a plan or waiver request.</p>
Is the event an activity outdoors that will gather more than 150 people meeting the criteria above?	<p>If yes, the gathering requires a plan.</p> <p>-----</p> <p>If no, a plan is not required.</p>
If a plan is required, it must address the following:	
Contact tracing procedures/information collection	In the event of an outbreak, how will attendee contact data be collected?
Mask requirements	Masks must be worn except when eating and drinking or when social distancing cannot be maintained.
Hand sanitation	Hand sanitizer must be provided throughout the facility, for both employees and customers or clients.
Social distancing procedures	Attendees must have a clear concept of 6ft of social distance. This can be done by floor/ground markers or appropriately displayed signage
Tent use	Will a tent be used? If so, opposing sides must be open to allow proper ventilation.
Table seating	Members of the same household can sit together.

For more information email: HSPcontact@delaware.gov