Small Gathering Worksheet

On March 16, 2020 Governor Kate Brown enacted an Executive Order canceling gatherings of 25 or more people. It is the expectation of Lane County Public Health that all event organizers adhere to the Executive Order.

At this time Lane County Public Health is not requiring the cancelation of events or gatherings that fall under the 25-person limit.

Small event organizers are welcome to use this tool to assess risk and determine next steps for gatherings. Circle the option under each question that best describes the event in question. The options on the left represent less risk of transmission than the options on the right.

1. **Are your guests at risk for getting very sick from COVID-19?**
   - Low risk (individuals who are young and generally healthy)
   - High risk* (older adults, people who have serious chronic medical conditions, like heart disease, diabetes, or lung disease, or weakened immune systems)

   *If many of your expected guests are high risk, you may want to consider postponing your event.

2. **Where are your guests traveling from?**
   - Local guests
   - Distant guests traveling from out of town

3. **Where will your event be hosted?**
   - Outdoor or indoor with the ability to create social distance
   - Indoor

4. **How many guests plan to attend your event?**
   - Few (less than 10)
   - Many (more than 10)

**Assessment and Next Steps**
If your guests are at high risk for getting very sick from COVID-19, or if you circled two items or more in the right column, you may want to consider postponing, canceling or modifying your event.
Modifying your event may include:

- Making your event virtual.
- Changing the location of your event to an outdoor setting.
- Transitioning your large event to become multiple events with fewer people at each session.

For all events:

- Send announcements to remind people at high risk to get very sick from COVID-19 and people who are sick to stay home.
- Display signs that encourage hand washing.
- Ensure guests have ready access to hand sanitizer and sinks with water, soap and towels.
- Politely ask people to leave if they are sick and coughing.