

Commanders All Purpose Infectious Diseases Group Event Checklist

Number	Action	Yes	No	N/A
1.	Are personnel briefed on 30 SW Public Health Directives?			
2.	Is this unit or wing event? If Yes complete steps 3-17 If this is group PT complete steps 18-21			
3.	Have signs been placed throughout group event area(s) to remind personnel on use of face coverings, physical distancing etc.? If No, please use link below, print and post. <a href="https://publichealthsbcc.org/business-resources">https://publichealthsbcc.org/business-resources</a>			
4.	Has event been configured to support at least 6ft of physical distancing? If "No" review A-C and apply as appropriate? A. Can physical barriers be installed to mitigate risks? B. Can the event be televised/streamed to reduce amount of personnel attending? C. Can the event be moved to another location that will provide adequate physical distancing?			
5.	Is there a screening process for personnel coming to the event?			
6.	Is there a cleaning plan for the event to include recurrence?			
7.	If possible, are commonly used doors propped open to reduce touching of surfaces?			
8.	If possible, are windows and doors in area opened to assist with ventilation?			
9.	When possible is furniture or are surfaces used during the event easy to clean?			
10.	Does event area have cleaning supplies readily available?			
11.	Are bathroom facilities stocked with adequate soap and paper towels?			
12.	Do event staff/volunteers know how to properly use cleaning supplies to include use of PPE?			
13.	Has safety been considered for use of cleaning supplies?			
14.	Are cleaning supplies properly stored when not in use? Note: proper storage helps to reduce potential contamination with food)			
15.	Is hand sanitizer available?			
16.	Are off base guests coming to the event? If yes complete the following A. Notify the VCC and complete visitor passes or EAL B. Screen personnel prior to authorizing base access.			
17.	Will food or refreshments be provided? If Yes, and the event is not at the PCC, units must contact Public Health at 606-0648 for current recommendations. a. Ensure communal eating will support 6ft of distance side to side and across eating areas. If No, enjoy your event.			
18.	Is fitness/workout area large enough to support at least 12ft of physical distancing per person? Example—standing on the five yard lines on the football field)			
19.	Have activities been selected to minimize/eliminate person to person contact (e.g. no holding of feet for sit-ups)			

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20.	Is hand sanitizer available?			
21.	Is there a plan to clean and sanitize equipment or area before and after use?			