

Checklist to Prepare for Hosting an Event or Gathering This Holiday Season

Encourage social distancing

- Host outdoors, when possible. If not, make sure the space is well-ventilated (for example, open a window).
- Arrange tables and chairs to allow for social distancing. People from the same household can be in groups together and don't need to be 6 feet apart.
- When guests arrive, minimize gestures that promote close contact. For example, don't shake hands, do elbow bumps, or give hugs. Instead wave and verbally greet them.

Clean hands often

- Make sure to have adequate soap or hand sanitizer containing at least 60% alcohol available in the restrooms and encourage guests not to form a line at the door.
- Wash your hands for at least 20 seconds when entering and exiting social gatherings. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Remind guests to wash their hands before serving or eating food.
- Use single-use hand towels or paper towels for drying hands.

Limit the number of people handling/serving food

- Encourage guests to bring their own food and drinks.
- Limit people going in and out of the areas where food is being prepared or handled, such as in the kitchen or around the grill, if possible.
- Use single-use options or identify one person to serve sharable items, like salad dressings, food containers, and condiments, so that multiple people are not handling the items.

Limit contact with commonly touched surfaces

- Use touchless garbage cans. Use gloves when removing garbage bags or handling and disposing of trash. Wash hands after removing gloves.
- Clean and disinfect commonly touched surfaces and any shared items between use when feasible.
- Wash, clean, and sanitize any reusable shared items (tablecloths, linen napkins, etc.)

Remind guests to stay home if they have been exposed to COVID-19 in the last 14 days or are showing COVID-19 symptoms. Anyone who has had close contact with a person who has COVID-19 should also stay home.

And don't forget to wear your mask!