



# COVID-19: Planning and Executing Events



## CDC & Government

Before planning and implementing an event, we ask that you be aware of any guidelines offered by the CDC and state/local governments. Remember, these guidelines can change, so please check in regularly. Please abide by these regulations and discuss with your program director any plans that may conflict with your ability to do so.



## Your Partners

The next protocol to abide by is whatever your management or ownership group decides is best for their own community. Some partners may be more willing to have events with direct engagement, while others may strictly want virtual engagement only. Please be aware of this preference and plan your events accordingly. If your manager or owner asks what Apartment Life is doing locally for event protocols with other clients, please contact your program director to assist you.

## Events

- Wear a mask, and don't forget to smile!
- Allow for social distancing (6ft) by spreading things out.
- Offer hand sanitizer if possible.
- For events that require food and drink, we recommend pre-packaging for food items and individual bottles for drinks to prevent cross contamination.
- Keep a sanitary space and ensure cleanliness whenever possible.

6 ft



## What to do if you get sick:

- If you feel sick or test positive for COVID, you should quarantine ASAP. If you feel well enough to continue the program, all activities are to be virtual with permission from your manager and program director.
- If you do not feel well enough:
  - Contact your program director and activate your "back-up buddy" to continue the program responsibilities.
  - Ensure all monthly plans for events are given to the "back-up buddy" to ensure program success.

