

Pandemic Flu Checklist: Event Planners

As event planners, you can plan and make decisions now that will protect the health of attendees and the community during a flu pandemic. Attendees will be close together for a long time, making it easy for flu to quickly spread. You may be faced with making decisions to modify, cancel, or postpone an event. This decision will depend on your local pandemic situation, event duration, and attendees. Use this checklist to help you take steps to plan and protect the health of attendees and the community.



Before a pandemic: PLAN

- Work with your local health department and other partners to develop your pandemic flu plan.
- Create an emergency communication plan for your events.
- Establish flexible leave policies for staff during a flu pandemic.
- Develop refund policies for attendees during a flu pandemic.
- Identify strategies to increase space or limit contact between attendees during a flu pandemic (for example, staggering event schedules).
- Plan ways to separate and care for attendees and staff who get sick during an event.
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During a pandemic: TAKE ACTION

- Stay informed about the local flu situation.
- Work with your local health department and community partners on response efforts.
- Implement your plans and pandemic flu-related policies as needed.
- Share health messages with staff and attendees before and during the event.
- Encourage staff and attendees to practice healthy behaviors (for example, staying home if they're sick, covering their coughs and sneezes, and washing their hands often).
- Provide supplies (such as soap and tissue).
- Clean frequently touched surfaces and objects (such as handrails and door handles).
- Increase space and limit contact between attendees.
- Separate sick attendees and staff from others, and ask them to go home.
- Take steps to cancel or postpone the event, if necessary.
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After a pandemic: FOLLOW UP

- Discuss and note lessons learned.
- Improve your plans accordingly.
- Maintain community partnerships.
- Test and update your plans regularly.
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National Center for Emerging and Zoonotic Infectious Diseases
Division of Global Migration and Quarantine

