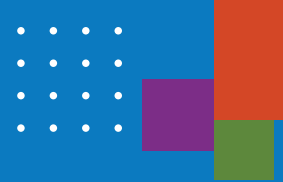


Checklist for School Event Planners – Communication to Attendees



Communicate with attendees how you're creating a Safe and SMART Event

To create a Safe and SMART environment for all, this event will have the following in place:

The event:

- This event is in compliance with all current local and state public health recommendations and K-12 school public health recommendations and requirements.
- This event is utilizing strategies to improve [ventilation](#), filtration and air quality indoors.
- This event will make outdoor spaces available for attendees.
- This event is following safe food and drink preparation and consumption practices.
- This event is encouraging all attendees to sign up for [CA Notify](#) as an added layer of protection for themselves and the community to receive alerts when they have been in close contact with someone who tests positive for COVID-19.
- This event will not prevent anyone who chooses to mask from entry into the event.

Staff:

- Teachers and school staff are [vaccinated](#) or have tested negative prior to working this event.
- Teachers and school staff will be wearing masks throughout the entire event when indoors and have been properly trained on how to wear a [well-fitting mask](#).
- Teachers and school staff, prior to leaving home, have been informed to monitor their own health and stay home if sick or have [symptoms](#).
- All teachers and school staff have been encouraged to sign up for [CA Notify](#) as an added layer of protection for themselves and the community to receive alerts when they have been in close contact with someone who tests positive for COVID-19.
- Teachers and school staff are fully trained on all protective measures that are in place for this event.

Attendees:

- The school will notify attendees if they are required to show proof of [vaccination status](#) or show proof of negative tests results prior to attending.
- The school will notify attendees if they will be required to mask during the entirety of the event when indoors, unless actively eating or drinking.
- The school will be providing masks for all attendees that don't have one.
- The school will be providing on-site testing for all attendees.



For more information about planning or attending Safe and SMART events please read our [Safe and SMART Events Playbook](#).

