

COVID-19 Guidance for Program/Service Cancellation



If there is uncertainty as to whether you should cancel an upcoming program/ service due to the COVID-19 pandemic, please follow these steps:

Is it necessary* to hold this program/service in the next 6-8 weeks?
 *Will there be a negative medical or safety implication without the program/service.

Yes

No

If Yes, please consider the following:

Cancel or Reschedule.

Could program/service be provided in an alternative format (phone, video, one-on-one coaching)?

Yes

No

Is the audience size larger than 10 people?

Yes

No

Is the program/service intended for a high-risk* audience?

**CDC advises that those at risk of serious illness from COVID-19 include older adults and those with serious chronic medical conditions (heart disease, diabetes, lung disease). Additionally, pregnant women and children as well as individuals in homeless shelters are considered special populations who at this time are not at particular risk of COVID-19 but are at increased risk of serious illness from other infectious diseases.*

Yes

No

Will the program/service take place in a location where high-risk* community members frequent?

**CDC advises that those at risk of serious illness from COVID-19 include older adults and those with serious chronic medical conditions (heart disease, diabetes, lung disease). Additionally, pregnant women and children as well as individuals in homeless shelters are considered special populations who at this time are not at particular risk of COVID-19 but are at increased risk of serious illness from other infectious diseases.*

Yes

No

Is the program/ service intended for clinical providers/ healthcare professionals who are NOT attending for licensure or credentialing requirements?

Yes

No

Would holding the program/ service utilize supplies (hand sanitizer, disinfecting wipes, etc.) that might be needed elsewhere in the event of a supply shortage?

Yes

No

Does this program/service obstruct social distancing*?

**Social Distancing means maintaining distance from others when possible. Your program may inhibit social distancing if:*
 - Food is being served
 - Participants will use/ touch shared equipment
 - Participants will be less than 3 feet from one another throughout the program/ service

Yes

No

**If you answered 'Yes' to any of the above, please consider cancelling.
 If you answered 'Yes' to more than one, Cancel or Reschedule.**