



COVID-19 Prevention Plan Recommendation During in-person Registration

Highly recommended is online registration and payment.

If your organization decides it unable to hold online registration and payment methods, please ensure **To Use Safe Practices and Social distancing guidelines set forth by our public health.**

Your plan could consider measures like:

- Restricting contact by having a registration station set up for registration forms pick & drop off.
- Cleaning station and disposing of waste more often

Physical distancing: Your Members, need to be aware of the safety precautions they must follow. Your plan should consider:

- Signage to limit numbers, physical distancing
- Markings for line-ups using 6ft distance and to reduce opportunities for close contact
- Separating pick registration-stations & drop off registration and payment
- Consider Staggering registration and drop off hours

If you have equipment or tools shared by multiple people, think about whether you can limit who uses it and clean surfaces and objects you touch frequently. Such as, desks, cash boxes, pens, pencils, etc.

- Regularly scheduled cleaning and disinfecting throughout the day
- Frequent disinfecting of high-touch surfaces such as countertops, door handles and debit machines you may have.