

# COVID CORONAVIRUS DISEASE 19



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## Environmental Health Risk Assessment and Risk Mitigation

*Approved for public release; distribution unlimited.*

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# Environmental Health Risk Assessment

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## Event Coordinators

- 1 Determine whether the face-to-face event is required by policy or regulation (e.g. OPORD, AR, DODI, etc.). Events required to be face-to-face by policy or regulation should be considered for an exception to policy for authorization to conduct event virtually.
- 2 Acknowledge in writing (perhaps when requesting leadership approval for the face-to-face event) that face-to-face events carry considerable risk for COVID-19 transmission which cannot be completely mitigated. Event planning decision-makers and individual attendees must understand and accept this risk.
- 3 Review and utilize 'CDC Considerations for Events and Gatherings': <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>.
- 4 Obtain and review host venue's COVID-19 preparedness plans. Understand the definitions of cleaning, disinfection, and sanitization to properly interpret host venue planning materials. Develop a plan to procure any supplies not provided by the host venue. Develop a plan to monitor the implementation of the host venue's plan where applicable (e.g., sanitation of the meeting space shared surfaces).
- 5 Review state and local regulations regarding face-to-face events. If the face-to-face event is on a military installation, review installation policies on face-to-face events and ROM for travelers. (Understand that these regulations may change rapidly depending on local epidemiology or other factors.)
- 6 Inform attendees of risk of possible isolation or quarantine at location of the event if a case is suspected or identified.

Notes: HPCON is a general reflection of the disease activity and local epidemiology of COVID-19. Other data is available and can be used; the intent is that the epidemiology near both the event venue and the attendees be considered and compared using objective metrics. The more mass transit nodes involved (e.g. airports, subways, trains, etc.), the higher the risk. The less mixing that attendees will have with other individuals, the lower the risk.

# Environmental Health Risk Assessment

|  |        | Risk Level   |  |   |  |
|--|--------|--|--|---|--|
| Event Planning Factors   |        | Low  | Medium   | High  | Very High                                    |
| Number of face-to-face attendees   |        | 2  | < 10   | 10-50   | >50  |
| Local epidemiology at attendees' originating location(s)                                   | HPCON* | HPCON A*   | HPCON B*   | HPCON C*  | HPCON D*                                     |
| Local epidemiology at event location   | HPCON* | HPCON A*   | HPCON B*   | HPCON C*  | HPCON D*                                     |
| Event Duration and face-to-face time (hrs/day, total days)                                 |        | 1 partial day  | 1 full day   |   | Multiple full days                           |
| Travel   |        | POV alone  | Shared auto  | Public transit  | Multiple public transit nodes                |
| Event meals  |        | Provided by venue with attendees remaining in venue. |  |   | Attendees depart venue for meals.            |
| Lodging  |        | On-post, sequestered group                           | On-post  | Off-post, sequestered group (e.g., dedicated hotel floor) | Off-post, comingled with other lodgers       |
| Social events associated with the face-to-face event (e.g. Dinner social, pub crawl, etc.) |        | None   | One additional event limited to a private room   |   | Multiple social events in multiple locations |
| Venue ventilation  |        | Outdoor, well ventilated                             | Outdoor, poorly ventilated (e.g. any place with confining structures such as walls or other barriers that impede free air flow.) | Indoor, well ventilated                                   | Indoor, poorly ventilated                    |
| Venue capacity for social distancing   |        | 50 sq ft/person                                      | 36 sq ft/person  | < 36 sq ft/person   | <12 sq ft/person                             |

\* Originating location and event location may not be the same and could have different HPCON levels.

# Environmental Health Risk Mitigation

## PRIOR TO EVENT

### Event Coordinators

- 1 Obtain contact information for all attendees to include home address, e-mail, and phone number.
- 2 Disseminate results of Environmental Health Risk Assessment for attendees to consider.
- 3 Identify a POC for any COVID-19-related concerns. Disseminate POC contact information to the attendees.
- 4 Coordinate with venue staff to determine which supplies will be provided and which (if any) need to be brought by event coordinators and attendees.
- 5 Assign seating and disseminate the seating chart to attendees.

### Attendees

- 1 Acknowledge in DTS travel authorization the responsibility to inform event coordinators of any COVID-19-related symptoms before, during, and for 14 days after the event.
- 2 Monitor self for COVID-19 symptoms and inform event coordinators if experiencing any symptoms.
- 3 Limit nonessential travel or contact with others in the 14 days prior to the event. Even if ROM is not specifically imposed as a requirement of attendance, risk of exposure can be significantly decreased by restricting one's own movements and limiting interactions with others.
- 4 Wear a cloth face covering while traveling to the event location unless driving alone in a car. Use a clean cloth face covering each day, either by bringing additional cloth face coverings or by washing daily with soap and warm water.

# Environmental Health Risk Mitigation

## DURING EVENT

### Event Coordinators

- 1 Conduct daily health checks at the beginning of the event, and for multi-day events, at the start of each day (ask attendees about fevers and/or respiratory symptoms, as well as any close contact with a symptomatic individual).
- 2 Capture any missing contact information from registration as well as any individuals who arrived without prior registration.
- 3 Utilize a sign-in sheet for every period/session to document who was in a given space.
- 4 Introduce POC for COVID-19-related concerns.
- 5 Discuss procedures (isolation, notification of COVID-19 POC and local public health department) if someone becomes symptomatic during the event.
- 6 Maximize use of signage to reinforce wear of cloth face coverings and maintaining social distance.
- 7 Utilize physical barriers or room dividers when possible to further reinforce social distancing.
- 8 Ensure commonly touched surfaces are cleaned and disinfected.
- 9 Bring small supply of surgical masks if some individuals develop symptoms.
- 10 Encourage frequent hand washing.
- 11 Enforce wear of cloth face coverings at all times except during meals. For meals (when wear of cloth face coverings is impractical), enforce strict social distancing.

Notes: Objective temperature assessment with oral, infrared thermometers or thermal cameras is not recommended for several reasons. First, proper use requires violating social distancing guidelines. Second, many cases of COVID-19 are afebrile or asymptomatic. Third, infrared thermometers and thermal cameras are inaccurate and not approved for medical use. (See <https://acoem.org/COVID-19-Resource-Center/COVID-19-Q-A-Forum/A-colleague-in-manufacturing-has-done-100,000-temp-screenings-and-found-1-positive-Is-there-value-i>).

# Environmental Health Risk Mitigation

## DURING EVENT

| Event Coordinators |  |
|--------------------|--|
| 12                 | Enforce assigned seating.  |
| 13                 | Discourage use of communal beverage dispensers. Recommend that attendees bring their own bottled beverages.  |
| 14                 | Restrict meals to the venue itself if possible.  |
| 15                 | If possible, limit restroom access to event attendees only.  |
| 16                 | Discourage attendees from attending social events outside the venue where the environment is less controlled and the risk for exposure is greater. |

# Environmental Health Risk Mitigation

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## AFTER EVENT

### Event Coordinators:

- 1 Maintain and document contact with all participants after event for two weeks (frequency of contact may vary; daily may be unnecessary, but contact should be regular and not only once at 14 days post-event). Contact attendees via e-mail to ask whether any symptoms consistent with COVID-19 have developed since attending the event and if so, which local public health department was contacted to investigate the need for contact tracing.
- 2 Conduct AAR to document lessons learned and identify additional opportunities to mitigate risk for future face-to-face events.

### Attendees

- 1 Self monitor for COVID-19 symptoms. Seek medical evaluation and contact event coordinators if symptoms develop within 14 days of the event.
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#### Notes:

Conference attendees are required to monitor themselves for COVID-19 symptoms for no less than 14 days following the conclusion of the conference or event. Attendees are to immediately contact their primary medical provider if they believe they are experiencing COVID-19 symptoms.

The responsibility to contact the Installation Public Health Department in the attendee's area is the medical provider that evaluates the attendee for COVID-19. Attendees must inform their medical providers of their travel history (to include face-to-face event attendance). The medical provider should provide this information to the Installation Public Health Department.

Attendees and the Installation Public Health Department are to inform the event coordinator(s) once they are diagnosed with COVID-19.

The responsibility to contact the public health department (in the venue's area) is the event coordinator.

# COVID 19

CORONAVIRUS  
DISEASE

For current COVID-19 information:

<https://phc.amedd.army.mil/covid19>

<https://www.coronavirus.gov/>

The Military Health System Nurse Advice Line is available 24/7:

Call 1-800-874-2273 option #1 or visit

<https://www.health.mil/I-Am-A/Media/Media-Center/NAL-Day-at-a-glance>

For more information, contact your installation's Department of Public Health.



**Public Health**  
Prevent. Promote. Protect.

**Army Public Health**

The Army COVID-19 Information Hotline:

Call 1-800-984-8523,

Overseas DSN 312-421-3700,

Stateside DSN 421-3700