As Philadelphia residents and workers restart economic and physical activities, they must do so safely—that is, in a way that prevents the COVID-19 virus from spreading from person to person. Everyone must take precautions consistently to protect not only themselves, but also their family members, friends, colleagues, and everyone else.

The precautions will vary by the activity and setting, but some general guidelines apply to all.

Safety Checklist

**Masks**
Block the virus from spreading from infected individuals by wearing masks and requiring others to wear them.

**Barriers**
Use sneeze guards or plexiglass screens to prevent respiratory droplets expelled by infected persons from reaching others.

**Isolate**
Keep people who might be carrying the virus safely away from others (ideally at home).

**Distance**
Maintain space between people to reduce the chance that one infected individual will infect others.

**Reduce crowds**
Decrease the number of people that an infected person could pass the virus to if other steps are not successful.

**Handwashing**
Reduce the spread of virus from one person to another from touching contaminated surfaces.

**Clean**
Remove respiratory droplets that may contain virus from surfaces that people may touch.

**Communicate**
Ensure staff, customers, and others taking part in permitted activities understand this Safety Checklist.

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This Safety Checklist must be followed at all times. If an employee, customer, or participant develops COVID-19 infection or has a positive test, businesses and other organizations must take additional precautions to stop the virus from spreading further, as described in Guidance for Essential Businesses and Organizations During COVID-19. Required precautions include calling the Philadelphia Department of Public Health at 215-685-6741 to report positive cases.

If employees or customers want to report possible health and safety violations in the workplace related to COVID-19, please call 311.

If you have questions or concerns about the applicability of these guidelines to your business, please email business@phila.gov.

Note that guidance in this document is subject to change. Please check back for updates.

This document is intended as a plain language summary of rules for reopening in the Yellow Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

See also:

1. **Order** of the Secretary of Health providing for building safety measures, issued April 5, 2020.
2. **Order** of the Secretary of Health providing for business safety measures (to keep employees and customers safe), issued April 15, 2020.
5. Other future applicable Department of Health (DOH) and Centers for Disease Control and Prevention (CDC) guidance.
COMMUNITY/FAMILY GATHERINGS

Celebrations (weddings, etc.)

Gatherings of over 25 are prohibited by the state until the Green Phase. The Philadelphia Department of Public Health recommends that no gatherings of any size be held until Green Phase.

Even in the Green Phase, those planning large gatherings should follow the Safety Checklist to minimize the likelihood of spread of infection.

The following is intended as a plain language summary of rules for reopening in the Yellow Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

See also:
Order of the Secretary of Health providing for building safety measures, issued April 5, 2020.
Order of the Secretary of Health providing for business safety measures (to keep employees and customers safe), issued April 15, 2020.

Protections Needed

Mask
- Provide masks for all attendees and require them to mask when on site except while eating or drinking.
  - Attendees should be seated at least 6 feet from others (except for their household members) while eating and drinking.

Isolate
- Screen all attendees for symptoms before the event and ask them not to attend if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct on-site temperature measurement. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain on-site.
- If an attendee is found to have COVID-19 infection within 14 days after the event, contact PDPH at 215 685-6741 to report the potential exposure of other guests.

Distance
- Use signage to encourage individuals/family groups to space themselves at least 6 feet from others.
- Use floor decals or other visual cues to encourage spacing of at least 6 feet between attendees.
- Set up chairs and tables so that attendees are spaces at least 6 feet apart.
- Ask attendees to proceed to their seats on arrival and maintain physical distancing.
- Encourage non-contact expressions of affection and greeting.

Reduce crowds
- Offer remote attendance options (e.g. streaming) to offer a safe option to those at high risk and to allow for greater physical distancing of in-person attendees.
- Once in-person gatherings are permitted, follow City of Philadelphia guidance on limits of attendees.
- Even once attendee limits have been relaxed, consider limiting the number of attendees to reduce risk.
- Delay events likely to be particularly large or to which vulnerable groups such as the elderly are expected.
- Hold events outside or in large spaces that allow for physical distancing.

Handwashing
- Place handwashing stations or hand sanitizer at entry and outside communal bathrooms with prominent signage promoting use.
- Encourage frequent handwashing.

Clean
- Wipe down high-touch surfaces with disinfectant at least once every 4 hours. See CDC guidance for details.

Communicate
- Educate attendees in advance about symptoms and prevention of COVID-19.
- Post prominent signs at entrances:
  - Asking people who are sick or who have had contact with someone with COVID-19 within the past 14 days not to enter.
  - Encouraging people to cover coughs or sneezes.
  - Mandating physical distancing of at least 6 feet.
  - Mandating that all attendees wear masks.