

H1N1 Event/Large Gathering Guidelines

Purpose: These guidelines have been prepared to assist departments and event planners with event planning, event cancelation, and holding events while the H1N1 Influenza is present in our community. The Centers for Disease Control & Prevention (CDC) has recommended that invitees and attendees for large public gatherings should be informed that H1N1 is present in the community, reminded of proper hygiene techniques to avoid spread of H1N1, and provided explicit direction not to attend a public event if exhibiting influenza-like symptoms. For details, see http://www.cdc.gov/h1n1flu/guidance/public_gatherings.htm.

Planning Events

- Consider how you would notify attendees of cancelation and inform all invitees to seek out cancelation information. Suggested methods for notification include email, broadcast email (for internal events), Facebook, and the University Calendar.
- Post your event on the University Calendar. Use the calendar to update invitees if there is a change or cancelation. If you need assistance posting information to the University calendar, please contact the Office of Communications at 202-687-4328.
- Notify invitees that H1N1 is present in our community and that if they have influenza-like illness they should not attend.

For invitations to community members only: As you are aware, H1N1 Influenza is present in our community. In an effort to limit the spread of influenza, individuals exhibiting influenza-like illness (including fever with cough or sore throat) should not attend this or any other public events. All individuals should practice proper hand washing practices (or use alcohol-based hand sanitizer), and cough or sneeze into a tissue or the inside of your elbow. For more information about H1N1 prevention see preparedness.georgetown.edu/h1n1.html.

For invitations that include individuals other than students and employees: Please be aware that the H1N1 flu is present in the D.C. Metropolitan Area. In an effort to limit the spread of influenza, individuals exhibiting influenza-like illness (including fever with cough or sore throat) should not attend this or any other public events. All individuals should practice proper hand washing practices (or use alcohol-based hand sanitizer), and cough or sneeze into a tissue or the inside of your elbow. For more information about H1N1 prevention see preparedness.georgetown.edu/h1n1.html or cdc.gov/h1n1flu/

- Notify facilities work management at 202-687-3432 that you are holding a large event and request hand sanitizer stations for your event.
- If you make a reservation for a large space through OCAF, OCAF will provide large signage for event entrances that instructs attendees with influenza-like illness not to attend the event and for attendees to use appropriate respiratory and hand hygiene precautions. The sign is available at preparedness.georgetown.edu/h1n1.html at the [Download PDFs of H1N1 Fliers and Posters](#) link.

- For athletic events, the Athletics Department will have signage on hand for posting at event entrances inside and outside.
- For space scheduled outside of Athletics and OCAF (Alumni House, Performing Arts Center, Alumni Lounge, Hariri Building, Leo's, Medical Center, Law Center, Conference Center, Jesuit Community) signage will be provided to the administrators of that space.
- Hygiene flyers (handwashing, proper coughing/sneezing etiquette) should be printed and posted in conspicuous places at and around your event, including entrances, registration desks, elevators, and restrooms. Flyers are available at: preparedness.georgetown.edu/h1n1.html at the [Download PDFs of H1N1 Fliers and Posters](#) link.

Holding Events

- Post flyers (available online at preparedness.georgetown.edu/h1n1.html) in conspicuous places around the event, including entrances, registration desks, elevators, and restrooms.
- Ensure entryways to events have hand sanitizer stations and signage explicitly stating that anyone with influenza-like illness should leave the event.

Canceling Events

Cancelation may occur under two scenarios:

1. Key participants in your event are not available due to illness and the event cannot take place without those participants. This would include athletic events where our team or the other team is unable to play, speakers at events are no longer available, or the ability to staff the event is compromised. This is a decision made by the event planners and departments involved.
2. The University, in consultation with public health authorities, decides to (or is ordered to) cancel some or all events.

In either scenario, the host should make notification to invitees and attendees that the event is canceled using the methods decided upon during event planning. On the University calendar, there is an option to flag the event as canceled. If your event is posted on the calendar, you should use the cancellation flag rather than deleting the event.

If the University cancels events as described in Scenario 2, the cancelations will be posted on the emergency preparedness website (preparedness.georgetown.edu).