Information in this document has been archived and has since been replaced with more recent guidance.
The Centers for Disease Control and Prevention continues to recommend that large gatherings be avoided, particularly if social distancing cannot be maintained. The guidance below is meant to assist schools and other facilities planning for proms and post-prom activities. All events must adhere to requirements in relevant Ohio Department of Health orders.

### Attendance
- Any attendee or employee who has COVID-19 symptoms or has been recently exposed to someone with COVID-19 should stay home.
- Anyone exposed to someone with COVID-19 should refer to guidance on Quarantine Following Possible COVID-19 Exposure and K-12 School Quarantine Guidelines before deciding to attend any event.
- Anyone who is sick with confirmed or suspected COVID-19, should follow isolation guidance before deciding to attend any event.
- If an attendee is found to be sick at an event, immediately isolate the sick person and seek appropriate medical care.
- Contact the local health district about suspected cases or exposures, and refer to additional requirements outlined in the “Director’s Order for Social Distancing, Facial Coverings and Non-Congregating.”

### Location
- Hold the event outdoors if possible.
- If held indoors, maximize ventilation by opening doors and windows and through other means. (Indoor facilities are expected to employ filtration of MERV 13 or higher as soon as practicably possible.)
- Post clearly visible signage at all entrances that states that all attendees are required to wear a mask and maintain distance while on the grounds or premises. Signage is available for download on the Posters and Signs page at coronavirus.ohio.gov. Any entity requiring assistance printing signage should contact the Ohio Department of Health Call Center at 1-833-4-ASK-ODH (1-833-427-5634).
- Communicate safety protocols with students before the event, post additional signage throughout the venue to reinforce safety requirements, and communicate reminders through announcements throughout the event.

### Masking
- All attendees who can safely do so should wear a mask.
- Note: A mask should never be placed on anyone younger than 2 or anyone who cannot remove it themselves.
- Some exemptions to state masking requirements include:
  - People with medical conditions, including respiratory conditions that restrict breathing, mental health conditions, and disabilities, that make it dangerous to wear a facial covering.
  - Anyone communicating with someone who is hearing impaired or has another disability that requires the ability to see the mouth for communication.
  - Anyone actively participating in broadcast communications.
  - Anyone seated in a restaurant and actively consuming food or beverage.
- For a full list of exemptions, see the “Director’s Order for Social Distancing, Facial Coverings and Non-Congregating.”

### Social distancing
- Maximizing distance between attendees is important. Social distancing, with at least 6 feet between people, must be maintained whenever possible.
- Choose a venue that can accommodate the amount of attendees while also maintaining social distancing guidelines.
- Use multiple entrances and exits, and discourage students from standing or sitting in large groups before, during, and after the event.
- Eliminate lines/queues if possible and encourage students to stay at least 6 feet apart in lines by providing signs or other visual cues such as tape or chalk marks.
- Where possible, in walkways and other areas, provide one-way traffic.
- Dancing and live entertainment are permitted. Face masks should be used whenever 6-foot distancing cannot be consistently maintained.
- Whenever seated, attendees should be in groups of no more than 10, with at least 6 feet in between.
Social distancing (cont.)

- If held in a restaurant or banquet facility, the venue must require attendees to be seated while actively eating or drinking. Tables should be 6 feet apart (unless separated by a physical barrier) and seat no more than 10 people per table. Masks are to be worn when not actively eating or drinking. (Food and drink are optional.)
- If held in another venue, and food or drink is served, designate food and drink areas, with tables and seating. Tables should be 6 feet apart (unless separated by a physical barrier) and seat no more than 10 people. Whenever possible, food and drink should be consumed while seated. (Food and drink are optional.)
- Available restrooms should have one-way entry and exit. Consider limiting the number of people who occupy restrooms at one time to allow for social distancing.

Sanitation

- Require attendees to wash or sanitize hands when entering the venue and provide hand-washing and/or sanitizing stations throughout venue. Ensure sanitizer products meet guidelines established by the Centers for Disease Control and Prevention.
  - Guidelines are available under “When cleaning” on the CDC's COVID-19 “Cleaning and Disinfecting Your Facility” page.
- If it has been used or occupied within the previous 14 days, clean and disinfect the venue before the event. Pay close attention to frequently touched surfaces, such as door handles, sink handles, drinking fountains, grab bars, or seat backs.
- During the event, disinfect frequently touched surfaces regularly.