



Arkansas Department of Health

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Governor Asa Hutchinson
José R. Romero, MD, Secretary of Health

ADH Guidelines for Small Indoor Meetings and Events

The Directive for Large Indoor Venues requires plans to be submitted to the Arkansas Department of Health for any event that exceeds one hundred (100) persons. Events with one hundred (100) persons or fewer shall ensure compliance with the Directives are maintained but a plan is not required. These events often include, without limitation: meetings, trainings, lectures, birthday parties, and weddings. To limit the spread of COVID-19 at these events, the following guidance is provided to ensure compliance with the Directive(s):

- Event capacity is always dependent on the ability of attendees to maintain six (6) feet physical distance. Should occupancy become such that physical distancing becomes untenable, the event should limit access to the event, temporarily suspend event activities, or otherwise intervene to ensure physical distancing can be assured.
 - To estimate the maximum number of individuals in a venue: Divide the occupiable space of the room (sq. Ft.) by 36 sq. Ft.
- Seating should be adjusted to ensure six (6) feet distancing is provided between all persons. Household groups may sit together but six (6) feet must be provided between groups. This may require reservations and assigned seating to ensure physical distancing is maintained.
- Face coverings are required for all persons present, except for children under ten (10) years of age, who are not required, but strongly encouraged, to wear a face covering. Children less than two (2) years of age should not wear a facial covering. The facility should have a supply of face coverings available for those who may not have one.
 - When seated and maintaining six (6) feet physical distance, face coverings may be temporarily removed for consumption of food or beverage but shall be in place at all other times.
- Hand sanitizer stations shall be located at the entrance/exit of the venue.
- Signage pertaining to COVID-19 symptoms and exclusions must be posted at the entrance to the venue. Signage may be found [HERE](#).
- Performers/presenters must be separated from the attendees by at least twelve (12) feet and microphones, lecterns, etc. should be sanitized between use.
- Frequently touched surfaces must be cleaned periodically during the event. Follow the manufacturer's instructions for these products.
- Areas where lines may form (entrance/exit, food/beverage service, registration, etc.) should be marked or monitored to ensure physical distancing is maintained.
- If food is served, caterer-served plated meals or buffets are preferred. If attendee self-service is necessary:
 - Tables should be released one-at-a-time to limit lines.
 - Face coverings are required while moving through the line

- Hand sanitizer use and subsequent use of single-use food service gloves are required to self-serve food.
- Serving utensils must be replaced every sixty (60) minutes and/or every time a food item is replaced on the buffet.
- Event activities such as games, ceremonies, or demonstrations should be modified to ensure six (6) feet physical distance is maintained.
 - For weddings and other events where dancing is a common activity, dancing is prohibited due to the close personal contact that is required/anticipated. Dancing involving the bride, groom, and their respective parents is allowed provided they maintain physical distance from all other attendees.

To view the Directives for Large Indoor Venues or other COVID-19 Directives from the Secretary of Health please click [HERE](#).