

Providence Housing Authority Event Coversheet

Updated October 2021

1) Requests must be made a minimum of 3 business days ahead of the planned event

Location/development

Date

Time

Organization

Contact person with Phone and Email

2) Purpose of event

_____ Partner services – email Julie Piccolo at jpiccolo@provhousing.org

_____ Political candidate– email Peter Asen at pasen@provhousing.org

3) **–What setup will you do for the event?** (Note: The PHA has been experiencing staffing shortages and will not be available to assist with event set up and break down. We may be able to supply tents and tables in some cases, depending on the request and location- but we cannot supply these for political candidate events.)

4) Anything else that you think PHA may need to know

PHA process:

- 1) Inquire & Coordinate with your PHA point-of contact – see above
- 2) Executive office approval required for all on-site events
 - a. Executive office approval for media required
 - b. Executive office approval for # of external community members at the PHA
 - c. Executive office approval for rain-date
- 3) Review outreach plan – review roles and responsibilities
- 4) Review set-up/walk through-review roles and responsibilities
- 5) Review if Security staff is required
- 6) Review parking

PHA safety protocols:

- 1) Events will take place outside-community rooms, high-rise gyms, libraries, and computer labs remained closed to the public. PHA reserves the right to change this policy based on future COVID-19 conditions.
- 2) Health screening – The requester certifies that it will notify and require that any staff and volunteers for any partner organization do not come to an event if they
 - a. Have symptoms which may be symptoms of respiratory Infection, including, but not limited to the following: fever, cough, runny nose, sense of smell, shortness of breath, severe sore throat, or muscle aches. This applies regardless of vaccination status.
 - b. They are unvaccinated and have been in close contact (within 6 feet for at least 15 minutes) within the last 14 days with anyone known to have tested positive or been presumed positive for COVID- 19.
 - c. They have been directed to quarantine by the Rhode Island Department of Health or a medical professional.
- 3) Masks are required for all staff, volunteers, and attendees except when eating or drinking.
- 4) Social Distancing required during the event – attendees must maintain a minimum of three feet and when possible, at least six feet. Partner/event requester must agree to do their part to maintain social distance at the event.
- 5) Partners will not be allowed into buildings to put up flyers. Flyers will be provided to PHA staff to put in the buildings.