

Cabot Elementary School PTO

Guidelines for Organizing and Hosting Events – September 2020*

- Virtual events are encouraged.
- Opt for outdoor gatherings, when virtual events are not possible. If planning an outdoor gathering, efforts to include all families (both hybrid & DLA) should be prioritized.
- All events must comply with state occupancy restriction requirements. As per the [Revised Gatherings Order issued 8/7/20](#), these restrictions are as follows:
 - **Outdoor events/gatherings** - 8 people per 1000 sq. ft. (50 people maximum)
 - **Indoor events/gatherings** - 8 people per 1000 sq. ft. (25 people maximum)
- If hosting an outdoor meetup or gathering, create a digital sign-up (that includes name, number of attendees, email, and mobile phone). Attendees must register in advance to ensure compliance with occupancy restrictions and for contact tracing purposes.
- Attendees who are not part of the same immediate household must be seated at least 6 feet apart. Members of the same immediate household are permitted to sit together and less than 6 feet apart.
- Attendees over the age of 2 must wear a face mask or covering when social distancing is not possible.

*The above guidelines were drafted September 14, 2020 and are consistent with guidelines issued by the [City of Newton Department of Health & Human Services](#) and the [Commonwealth of Massachusetts Department of Public Health](#).