



Revised 2/24/2021

Tri-County Health Department
In-person Graduation Plan Form

The purpose of this tool is to help schools plan graduation for the Class of 2021. The graduation requirements are listed on the left side of the chart, and schools are encouraged to document the details of how they will address each requirement in the corresponding space. This plan does not need to be submitted to Tri-County Health Department and is intended for planning and communication purposes.

Please reach out to COVIDschools@tchd.org with questions.

Graduation Requirements	School's Plan to Address
No school may hold a high school graduation ceremony that would otherwise violate CDPHE Public Health Order 20-28 without written approval from TCHD.	
Written plans must include a fully virtual option in the event incoming data indicates community conditions no longer support hosting in-person ceremonies.	
Ceremonies held outside must have weather contingency plans of transition to virtual-only, tents or indoor.	
Ceremonies will be performed with minimal staff required to manage students and flow of ceremonies.	
Limit the number of speakers and performers to the smallest number possible to keep events short in duration.	
All students and staff must meet 6-foot social distancing at all times, including when entering and exiting the ceremony.	
If outside facilities cannot accommodate the 6-foot distancing, ceremonies must be held	

<p>in the number of shifts necessary to allow for such distancing.</p>	
<p>Guests are permitted but schools must consider capacity limitations and must restrict the number of event tickets to a number that ensures social distancing can be achieved at all times.</p>	
<p>No associated social gatherings of students or staff are permitted at ceremony facilities prior to or following the ceremony.</p>	
<p>All students, guests and staff are required to wear cloth face coverings over the nose and mouth.</p>	
<p>A no-touch or no-contact procedure for receipt of the diploma must be implemented, such as presentation on a table by staff to be picked up by the student.</p>	
<p>Individuals experiencing COVID-19 or flu-like symptoms should refrain from attending the event. All individuals in attendance need to complete a symptom screen prior to the graduation event.</p>	
<p>Proposals to address students with special needs or who may require assistance must be included.</p>	
<p>A plan must be developed to include families or students not wishing or not able to participate in person.</p>	
<p>Students should be encouraged to avoid vulnerable persons for the two weeks following their participation in the graduation ceremony.</p>	
<p>A robust communication plan must be in place to address steps to be taken before, during and after the ceremony to ensure that participants are aware of safety protocols at the ceremony and explicit instructions to graduates not to congregate outside of school sponsored ceremonies or events. Communication to the students should include a recommendation that they do not</p>	

participate if a household member is vulnerable.	
Specific plans should be developed for arrivals and departures to ensure appropriate social distancing.	
Provide hand sanitizer that is accessible at all entrances and exits and throughout the ceremony area.	
Post signs to remind attendees of face covering requirements, social distancing and proper hygiene guidelines.	
Designate staff to monitor social distancing requirements and to aid in managing attendee flow into and out of ceremony area and parking lots.	
Graduation caps must not be thrown.	
All food and beverage service are prohibited. Attendees are encouraged to bring personal water bottles for hydration.	
In-person rehearsals are prohibited.	
Arrivals and Departures must occur in outdoor groups no larger than indicated in the indoor or outdoor events guidance based on the local level dial capacity limits .	
Outdoor graduations must be arranged in distinct group sizes indicated in the outdoor events guidance based on the local level dial capacity limits . Each distinct group must be separated by 50 feet.	
Utilize all entrances and exits for arrivals and departures to limit density wherever possible.	
Music performance, a soloist or duet only, distanced greater than 25 feet from any other person is allowed.	
Ensure frequent cleaning and disinfection of high touch surfaces throughout the event.	
Other Protection Measures Implemented	