

CORONAVIRUS DISEASE 2019 (COVID-19)



How to keep onsite holiday celebrations safe



Audience: Colleagues

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COVID-19 Response Team Owner: Planning

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What's changed: Added links to general events/gatherings guidance.

Holiday celebrations in Trinity Health locations have always been a favorite activity for colleagues this time of the year. Given the pandemic, we are all called to be creative and rethink the way we celebrate together onsite in our facilities to reduce risk of transmitting the virus. There are many ways to celebrate together while following CDC and state and local health authority guidance.

Continue following Trinity Health events/gatherings safety guidance for [Health Ministries](#) and [System Office buildings](#).

Guidance

Create alternatives to traditional potluck and other food events

Conference rooms and other locations should not be used for events that gather colleagues together, as it makes proper physical distancing difficult and increases risk of transmission. Alternatively, we should:

- Designate a drop-in holiday celebration location such as a breakroom table where colleagues can stop by when they're able for grab-and-go treats to take back to their workstation, where possible
- Share items in a way that doesn't involve contact with others
- Bring individual, pre-packaged treats such as bagged cookies
- Avoid food that requires shared utensils
- Limit in-person interactions
- Wear face coverings and follow all PPE requirements
- Wash hands before and after eating

Share holiday greetings with each other in new ways

- **Email custom greetings** – Send a brief personal email to the colleagues and leaders wishing them and their families good health, safety and holiday greetings. Consider highlighting something specific that the colleague did through the pandemic for which you are grateful. The most meaningful gifts can come in the form of heartfelt words.
- **Set up a cooking recipe exchange by email** – Learn about your colleagues' traditional holiday family dishes and desserts by swapping recipes by email.

Distributed teams should plan virtual holiday gatherings and consider adding festive holiday attire contests and games such as trivia and charades.

[More Information](#)

[CDC Small and Large Gatherings guidance](#)

[CDC Safer Ways to Celebrate Holidays](#)