



**APPENDIX B**  
**to Missoula City-County Health Officer Order**  
**May 19, 2020**

**GRADUATION CEREMONY MINIMUM REQUIREMENTS**

Schools may hold graduation and commencement ceremonies only if the following requirements are met:

- Organizers must complete a Graduation Ceremony Operation Plan that shows how they will meet the minimum requirements and submit it to the Missoula City-County Health Department for approval. The plan must be submitted at least 10 working days before the event to [envhealth@missoulacounty.us](mailto:envhealth@missoulacounty.us) or 301 West Alder, Missoula, MT 59802. The Department will provide responses to completed plans within one week of receiving the plan. Responses may include specific requirements or requests for more information. A graduation or commencement ceremony shall not take place without written approval of their Operating Plan from the Missoula City-County Health Department.
- Organizers must put adequate provisions in place to ensure all staff, volunteers, students and audience members/families can maintain 6-foot physical distancing. At a minimum, that must include the following:
  - Organizers must pre-determine the number of people, including staff, volunteers, students and audience members, who can safely attend the event so that physical distancing can be maintained. The Health Officer may limit the overall number of people who may attend the event based on the submitted plan and venue. Organizers must ensure that capacity limitations are not exceeded during the event.
  - Organizers must establish provisions for how to manage participants who are waiting to get into the venue, moving within the venue, seating, and exiting the venue to maximize the ability for people to physically distance.
  - There must be adequate signage or other means of communicating what is expected of attendees once they enter the venue.
- Organizers must put adequate provisions in place to ensure personal hygiene, sanitation and personal protection.
- Organizers must put adequate provisions in place to ensure enhanced cleaning and sanitizing. At a minimum, that must include frequent cleaning and sanitization of any frequently touched surfaces, including bathroom facilities.



### RECOMMENDATIONS

- Face coverings are strongly recommended for staff, volunteers, students and audience members.
- Schools are encouraged to use remote and live streaming options or other creative alternatives to traditional graduation ceremonies.

  
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Ellen Leahy, Health Officer  
May 19, 2020