



**COVID-19 - PUBLIC EVENT - HEALTH PLAN REVIEW REQUEST**

Special or seasonal events scheduled to occur on or after Sept 26, 2020, and where the total attendance is expected to exceed 500 individuals, must have an event plan approved by the local health officials before proceeding. *Use "SEND" button at the bottom of this form to submit the form and attach plan documents to the email that is created by the SEND button.*

Event Name \_\_\_\_\_

Event Address \_\_\_\_\_

Date of event \_\_\_\_\_ Event hours \_\_\_\_\_

Number of people expected daily \_\_\_\_\_

Will food vendors or concessions be available?    Yes    No

Will this be a recurring event?    Yes    No    If Yes, how often:    weekly    monthly    annually

Person(s) in Charge of event (PIC) \_\_\_\_\_

PIC Phone: \_\_\_\_\_ Fax \_\_\_\_\_ E-mail address \_\_\_\_\_

Organization Name \_\_\_\_\_

Organization Address, City, State, Zip \_\_\_\_\_

Event Plan: Event organizers must develop and submit to the local health department a written plan outlining the steps to be taken to mitigate against COVID-19. Each plan must address the following issues:

- a) Capacity Limits – outlining what steps have been taken and will be taken to ensure the overall capacity does not exceed the allowable limits and how social distancing will be achieved;
- b) Guest Information – Identifying the appropriate information to be provided to guests to stay home if sick or part of a vulnerable population, engage in social distancing, increase handwashing, etc.;
- c) Social Distancing Measures – identifying measures to be employed to ensure attendees engage in social distancing such as the use of multiple entrances, designated seating, one-way flow of attendees, ground markings, etc.
- d) Staff & Volunteer screening – identifying measures to be taken to appropriately screen staff and volunteers of COVID-19 symptoms;
- e) Increased Sanitation – outlining step to be taken to ensure the event space is appropriately cleaned and sanitized, that high touch areas have increased cleaning, and that additional handwashing or hand sanitizing is available;
- f) Face Covering – identifying face coverings are required after July 27, 2020
- g) Compliance – identify the number of staff or volunteers who will be available and sufficient to monitor and ensure compliance with the approved plan or other Executive Order directives.