

SPECIAL OR SEASONAL EVENT COVID-19 MITIGATION PLAN

In accordance with Indiana Governor Eric J. Holcomb's Executive Order 20-36:

All public meetings or gatherings (outside a single household or living unit or religious service), whether familial, social, governmental, philanthropic or otherwise, may have up to two hundred fifty (250) people provided social distancing requirements can be achieved and maintained and other sanitation measures are implemented at the site where the meeting or gathering occurs. A host of the meeting or gathering is encouraged to ensure a health screening process for attendees is instituted.

A "social gathering" is an event, assembly, or convening, that brings together multiple people, individually or from separate households, in a single space, indoors or outdoors, at the same time and in a coordinated fashion where a significant purpose is to interact with others – such as a wedding, family reunion, party, barbecue, picnic, club, banquet, or conference.

All gatherings or meetings, including social gatherings, are limited to no more than 250 people.

A special or seasonal event occurring after July 23, 2020, where the total attendance is expected to exceed 250 individuals, must have an event plan approved by local health officials before proceeding. Special or seasonal events include, but are not limited to, weekly summer concerts or movies-in-the-park, fairs, festivals, carnivals, parades, graduation ceremonies, community holiday celebrations, conventions, fundraisers, sport or racing competitions, shows, or other entertainment.

Special or seasonal 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. For events scheduled to occur between July 23 – 26, 2020, plans must be submitted as soon as practicable but at least 72 hours in advance. For events occurring on or after July 27, 2020, plans must be submitted at least 7 days in advance of the event.

The local health department must review and approve/disapprove event plans. Event planners must have sufficient event staff or volunteers present during the event to monitor and ensure compliance with the approved plan and other Executive Order directives. Should the local health department deem the event plan is not in compliance during the event, the local health department may take enforcement action on the event organizers, up to and including, immediate closure of the event.

Each plan must address the issues presented on the attached form in order to be considered for approval by the local health department.

**SPECIAL OR SEASONAL EVENT
COVID-19 MITIGATION PLAN
APPROVAL REQUEST FORM**

EVENT NAME: _____

EVENT DATE: _____

EVENT LOCATION: _____

EVENT CONTACT: _____

CONTACT PHONE: _____

CONTACT EMAIL: _____

CAPACITY LIMITS: _____

**GUEST
INFORMATION:** _____

**STAFF /VOLUNTEER
SCREENING:** _____

**SOCIAL DISTANCING
MEASURES:** _____

**INCREASED
SANITATION:** _____

FACE COVERINGS: _____

COMPLIANCE: _____

SUBMITTED BY: _____
PRINTED NAME SIGNATURE

DATE SUBMITTED: _____

APPROVED
Initials

NOT APPROVED
Initials

DEFINITIONS:

CAPACITY LIMITS:

Outlining what steps have been taken and will be taken to ensure the overall capacity does not exceed allowable limits set out in Stage 4 or Stage 4.5 and how social distancing will be achieved.

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.

STAFF/VOLUNTEER SCREENING:

Identify measures to be taken to appropriately screen staff and Volunteers for COVID-19 symptoms.

SOCIAL DISTANCING MEASURES:

Identifying measures to be employed to ensure attendees engage in social distancing such as use of multiple entrances, designated seating, one-way flow of attendees, ground markings, etc.

INCREASED SANITATION:

Outlining steps 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.

FACE COVERINGS:

Identifying if face coverings are recommended or required.

COMPLIANCE:

Identifying the number of event staff or volunteers who will be available and sufficient to monitor and ensure compliance with the approved plan and other Executive Order directives.

Should you have any questions regarding completion of the form, please contact our office.