

COVID-19 EVENT MANAGEMENT TEMPLATE

In accordance with State Public Health Order 2021-10 Updated Statewide Restrictions; regardless of a county's transmission index designation, an event host of a social gathering shall complete the following template and implement the plan throughout the event as applicable.

Event Details:			
Event Name:			
Event Location:			
	<i>Address</i>	<i>City</i>	<i>Zip</i>
Party Responsible for Organizational Oversight:			
	<i>Address</i>	<i>City</i>	<i>Zip</i>
	<i>Email Address</i>		<i>Phone</i>
Event Dates:			
	<i>Start Date</i>	<i>End Date</i>	
Anticipated Number of Attendees:			
	<i>Per Day Total</i>	<i>Grand Total</i>	
Event Type	<input type="checkbox"/> <u>Static</u> : events where the attendees primarily enter, watch and depart <input type="checkbox"/> <u>Interactive</u> : events where attendees create a traffic flow and interact with each other <input type="checkbox"/> <u>Participant</u> : events where attendees primarily participate in an activity or production <input type="checkbox"/> <u>Community</u> : events with many activities and populations centers and likely a random traffic pattern		

Post Conspicuous Signage

Please describe how you will post conspicuous signage that: (1) lists COVID-19 symptoms; (2) asks individuals experiencing COVID-19 symptoms to stay home; (3) provides notice of face mask requirements, and where applicable, physical distancing requirements

Face Mask

Please describe how you will meet the requirement as the event host to require each individual attending the social gathering to wear a face mask, including in an area of ingress and egress.

Attendee Confirmation

Please describe how on the day of the event you will require each attendee to confirm that the attendee is not subject to isolation or quarantine requirements, and is not experiencing any symptom of COVID-19.

Physical Distancing (Moderate Transmission)

An event host of a social gathering in a county designated as a Moderate Transmission Area shall: require an attendee who removes the attendee's face mask to eat or drink to maintain six feet physical distance from any individual from a separate party.

Physical Distancing (High Transmission)

An event host of a social gathering in a county designated as a High Transmission Area shall: require at least six feet of physical distance between individuals from separate parties, including in an area of ingress or egress.

Attendee Notification

Please describe how within 24 hours of receiving notice that an attendee of the event tested positive for COVID-19, you will notify each attendee who was within six feet of the positive case for more than 15 minutes cumulatively.

Additional Safeguards

Please share any additional planned safeguards or measures being enacted at the event.

Signature

Please provide the signature of the organizational representative that will be responsible for ensuring event oversight.

Printed Name

Title

Signature

Date