

ELKHART COUNTY HEALTH DEPARTMENT
SPECIAL OR SEASONAL EVENT - COVID-19 PLAN REVIEW REQUEST

Pursuant to Indiana Executive Order 20-36 and Elkhart County Public Health Order 03-2020, special or seasonal events scheduled to occur in Elkhart County on or after August 1, 2020, with attendance expected to exceed 250 individuals, must have an Event COVID-19 Plan ("Plan") approved by the local health officials before proceeding. This Review Request must be submitted to the Department of Health in accordance with the procedures and deadlines set forth in Public Health Order 03-2020. By submitting this request, I understand that my failure to properly implement the procedures and protocol set forth in an approved Plan may result in (1) immediate revocation of my Plan approval, (2) Notice(s) of Violation issued by the Elkhart County Health Department, and (3) penalties as set forth in Public Health Order 03-2020.

Event Name: _____

Event Address: _____

Date(s) of event: _____ Event hours each day: _____

Number of people expected daily: _____

Total square footage of each area, designated separately, open to the public (not including space occupied by equipment, stages, vendors, etc..) as shown in an attached map/diagram of the event area: _____

(dividing each of the above areas by 36 establishes the total number of 6 square foot spaces available in each public area)

Maximum number of attendees permitted in each separately designated public area: _____

Will food vendors or concessions be available? Yes No If yes, how many will be attending? _____

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

Organization's Legal Name _____

Organization's Address, City, State, Zip _____

In addition to submitting this Public Event – COVID-19 Plan Review Request, the requesting party must include a copy of the formal Plan that includes a detailed description of how the PIC, and his or her agents, will implement the steps to be taken to mitigate against COVID-19. Each Plan must be organized in eight different sections containing the information and in the order outlined on the next page.

The Person(s) in Charge of event ("PIC") are those individuals that accept responsibility personally or on behalf of their company to ensure compliance with all aspects of the Plan and federal, state, and local laws.

Signature(s) of PIC: _____

Printed Name(s) of PIC: _____

Title(s) (if any) of PIC: _____

Phone number(s): _____ E-mail address(es) _____

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 be in the following order and address the following issues:

Section 1: Capacity Limits

Outline what steps have been taken and will be taken to ensure the overall capacity does not exceed the allowable limits based upon the size of each designated area open to the public and how social distancing of at least 6 feet between all attendees will be achieved and maintained. Outline what steps are being taken to ensure each designated area open to the public does not permit individuals to enter the area once the total attendance reaches the maximum capacity permitted for the designated area.

Section 2: Guest Information

Identify the appropriate information for guests to receive prior to or at the event, including copies of any written correspondences to be sent to guests, published online, and posted at the event. Ensure guest information includes, but is not limited to, warnings to stay home if sick or if part of a vulnerable population, reminders of the social distancing requirements, description of the sanitation measures expected of guests, arrival and departure procedures, requirements while attending the event, and a warning that if the Plan procedures are not followed the event will be canceled.

Section 3: Social Distancing Measures

Identify 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, and other appropriate measures necessary under the circumstances.

Section 4: Staff & Volunteer Screening

Identify measures to be taken to appropriately screen staff and volunteers of COVID-19 symptoms.

Section 5: Increased Sanitation

Outline 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 throughout the event for all attendees.

Section 6: Face Covering

Outline steps to be taken to ensure face coverings are required and face covering procedures are followed at the event.

Section 7: Compliance

Identify the number of staff or volunteers, with specific training (if any), who will be available and sufficient to monitor and ensure compliance with the approved Plan or other Executive Order directives. Outline procedures that will be taken if noncompliance is identified.

Section 8: Other Mitigation Efforts

Outline any additional steps to be taken to further mitigate the spread of COVID-19 at the event.

Map/Diagram: Designated Public Areas

Attach a map and/or diagram showing the event location layout, with each designated public area listed on the Review Request identified by name and total square footage.