Event Template: COVID-19 Control Plan

This COVID-19 Control Plan Event Template is designed to address common issues for events and other venues of assembly to reduce the risk of spreading COVID-19. An establishment may fill out this template to fulfill the requirement that it complete a COVID-19 Control Plan. If you have questions, please ask them by emailing: planquestions@reopeningri.com. Any venue of assembly, event, or activity with a designated start/end time or times (or having limited duration) must not exceed 125 people for indoor settings and 250 people for outdoor settings, municipalities or state agencies may request to review and/or approve plans for venues of assembly, events, or activities subject to the 125- or 250-person cap with capacities greater than 100 people as part of local or state agency approval processes. Please note that social gatherings (e.g. parties, receptions, networking events) are limited to no more than 15 people whether indoors or outdoors. An exception is social gatherings in restaurants or where licensed caterers follow the restaurant guidelines, in which case they may not exceed 50 people indoors or 100 people outdoors.

Event Information

Name of Event: ____________________________
Date & Time of Event: ______________________
Event Organizer/Manager: __________________
Venue/Location: __________________________
Venue/Location Address: ____________________
Venue/Location Owner/Manager: _____________
Venue/Location Email: ______________________
Venue/Location Phone: ______________________
Event Organizer: __________________________
Event Organizer Contact Name: _______________
Event Organizer Email: _____________________
Event Organizer Contact Phone: ______________
Event description: ___________________________

Expected number of people attending: ____________________________

What setting-specific guidance(s) apply to this event (and do you plan to follow)? (All guidance can be found at www.reopeningri.com)

☐ Outdoor Retail
☐ Retail
☐ Restaurants (e.g. for food and beverage operations)
☐ Recreational, Historical, Cultural, and Entertainment Establishments
☐ Youth and Adult Sports (e.g. for tournaments)
☐ Other (please specify): ____________________________

Staffing, volunteers, vendors, and other providers. Which staff, volunteers, vendors, service providers, or others will be on-site (e.g. sanitation companies, staffing agencies, etc)? ____________________________

What measures will the event undertake to ensure vendors and third-parties follow applicable guidelines?

☐ Included requirements in vendor and other third-party contracts that their staff will follow COVID-19 guidelines and regulations.
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 Reviewed COVID-19 Control Plans of vendors and other third-parties (e.g. service providers).

 Restricted access to deliveries and other staff.

 Other: ________________________________

 Event Map
 Please attach a map of your event area and label the following:

 1. Entrances and exits
 2. High-traffic areas
 3. Lines/queues
 4. Handwashing and hand sanitizer stations
 5. Buildings
 6. Tents
 7. Vendors
 8. Food/beverage/restaurant areas
 9. Seating areas
 10. Performance or entertainment areas
 11. Restrooms
 12. Potential bottlenecks

 Physical distancing and organizing personnel and event/venue layout

 Please explain the venue/area where your event will occur. For large or complex venues/event layouts, please note individual spaces within the venue/area (if applicable). Please use the table below to list each space within the venue/area, its size, its capacity limit, and the number of attendees expected. Capacity limits can be calculated using 1 person per 100 square feet for unstructured settings or areas of general circulation. Capacity of seated or structured areas is determined by the ability to maintain 6-foot spacing between parties (or up to 66 percent of normal seating capacity, if applicable). Please note that the 6-foot distancing requirement may be more restrictive than the 66 percent rule; the 6-foot spacing requirement therefore should be considered first as you begin planning for reopening.

<table>
<thead>
<tr>
<th>Brief Description of Space within the Overall Venue/Area (e.g. ballroom A)</th>
<th>Indoor/Outdoor Space</th>
<th>Size of Space (e.g. in square feet)</th>
<th>Capacity of Space (in compliance with COVID guidelines)</th>
<th>Number of Attendees Expected</th>
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 Entrance process, capacity and crowd control. Please use the checklist below to explain how you will ensure that the above capacity limits are maintained and the processes you will use for maintaining physical distance while entering the event area. Examples of best practices include issuing timed tickets or reservations, allowing entrance in shifts, and maintaining physically distanced lines.

 Designating staff to monitor for capacity at key spaces (e.g. entrances and exits)

 Modifying advertising practices (e.g. limiting advertising); Requiring reservations in advance

 Issuing tickets for designated time blocks

 Implementing measures (e.g. signage and 6-foot physical distancing demarcations) to allow queues to form outside of entrance(s)

 Conducting event rehearsal/walk-through to identify unanticipated bottlenecks or high-traffic areas

 Modifying hours as follows: ________________________________
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For events with large crowds that have taken place before COVID-19 protocols were established, taking measures to ensure that capacity is not exceeded, including: _____________________________

Other: _____________________________

Ensuring physical distancing. Please indicate and describe below how the event will facilitate physical distancing (e.g. 6-foot spacing, one-way customer flows, signage, designated staff) among event attendees, including in high traffic areas (e.g. entrance and exit points, lines for vendors).

- Designating staff to monitor for physical distancing at key spaces (e.g. lines, identified bottlenecks
- Designating one-way customer flows
- Designating six-foot distancing (e.g. using signs, stanchions, chalk, tape, or other means) in queues and other spaces where distancing will be hard to maintain.
- Allowing for additional space
- Moving or rearranging furniture or stations
Please provide additional details here:______________________________

Minimizing access by COVID-19-positive or symptomatic individuals

- Communicate with employees, volunteers, vendors, service providers, and attendees about the need to stay home if they test positive for, have been exposed to, or have symptoms of COVID-19. (Please retain a copy of this communication or communications.)
- Established screenings can be conducted verbally, by app, by phone, or by another method of the venue or organizer’s choosing including, if necessary, the posting of an informational poster that communicates the screening requirements. Describe your screening process and the communications that have been or will be issued instructing them to stay home if they test positive for, have been exposed to, or have symptoms of COVID-19:

Supplementing screening questions with temperature checks (optional).

Implementing other procedures. Please describe them here (and attach extra pages if needed):

Face masks and coverings

To ensure compliance with face covering requirements, you have (check the boxes to certify):

- Informed event staff, volunteers, vendors, and attendees of the requirement to wear face masks or cloth face coverings unless one can easily, continuously, and measurably maintain at least six (6) feet of distance from others for the duration of his or her work and/or time on premises.
Procured cloth masks (or surgical masks) for all employees (and volunteers).

Distributed cloth face masks (or procedure masks) to all employees (including volunteers) who need one at no cost and have a plan to distribute additional face masks as the need arises (e.g. in the event of loss or damage).

Established a protocol or process for requiring mask wearing among event staff, volunteers, and attendees:

Implemented other procedures. Please describe them here (and attach extra pages if needed):

Preparing for and responding to a positive case or outbreak

To ensure proper management of a positive COVID-19 case or outbreak, you have (check the boxes to certify):

1. Developed a plan to retain contact information (name, phone number, time onsite) of employees, volunteers, third-parties, vendors, and attendees for the purposes of contact tracing.

2. Agreed to call the Rhode Island Department of Health (RIDOH) immediately upon being informed of a positive case amongst your employees, volunteers, third-parties, vendors, or attendees at 401-222-8022, or 211 after hours, so they can assist in contact tracing and provide further instruction.

3. Developed a COVID-19 sick policy and communicated it to employees, volunteers, third-parties, vendors, and attendees. (Please retain a copy of this communication or communications.)

4. Assigned a minimum of one representative to work with RIDOH on testing, contact tracing, case investigation, isolation and quarantine, and any other follow-up related to outbreak containment. Please identify that representative here and update this information on this form if it changes:

5. Planned to minimize/isolate the number of people interacting with one another at the event in order to reduce the number of people who would be required to quarantine in the event of a positive case.
   - Created timed shifts where employees, volunteers, third-parties, vendors, and attendees do not overlap
   - Segregated employees, volunteers, third-parties, vendors, and attendees into “pods” by space/zone or shift to reduce the number of people who interact with one another.

Please provide additional details here:

6. Prepared your company to respond to a positive case or outbreak in the workplace by, for example:
   - Reviewing the general business guidelines with personnel and agreeing to call RIDOH in the case of an outbreak or positive case.
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[Text continues from the image]
compliance with CDC guidelines. Please describe your procedures here (and attach extra pages if needed):

Implemented other procedures. Please describe them here (and attach extra pages if needed):

Communication with employees, volunteers, attendees, and vendors

To make sure you, your employees, and other participants have a shared understanding of how to operate during Rhode Island’s phased reopening, you have (check the boxes to certify):

- Shared information with your employees, volunteers, attendees, vendors, and other third parties to remind them of the requirement to stay home if they are sick and inform them of sick-time policies.
- Posted signs or posters describing the rules for wearing of masks, physical distancing of six feet between parties, and specifying, at the entrance of facilities, that sick individuals should stay home.
- Determined the steps you will take upon learning of an employee, volunteer, attendee, vendor, or other third party who has tested positive for COVID-19, including how you will work with RIDOH to identify which individuals will need to be quarantined and how you will communicate this information to other employees, volunteers, attendees, or vendors while respecting health privacy laws.
- Communicated this information to employees, volunteers, attendees, vendors, and other third parties in their preferred language or easiest mode of communication. (Please retain a copy of this communication or communications.)
- Discussed with or distributed information to employees and other participants about how the company will address employee concerns. (Please retain a copy of this communication or communications.)
- Implemented other procedures. (Please describe them.)

Staying up to date on guidance

To ensure that you stay up to date on the guidance that is being issued by the State both in general and regarding events, venues, or related business settings, you will (check the boxes to certify):

- Consult [http://www.reopeningri.com/](http://www.reopeningri.com/), the RIDOH website, and Governor’s Executive Orders on a weekly basis or whenever notified of the availability of new guidance.
- Stay in touch with industry association(s) or chamber(s) of commerce regarding your industry’s guidance or pledge pertaining to business operations. Please fill in the name of at least one industry association or regional RI chamber of commerce: ____________________________

*If you have questions regarding your local industry associations or chambers of commerce, please email: planquestions@reopeningri.com.*