Event Template: COVID-19 Control Plan

Please check ReopeningRI.com for the latest guidance updates, which may override information in this document.

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 of completing a COVID-19 Control Plan. If you have questions, please submit them using the form here. Any venue of assembly or event must not exceed the following capacity limits:

- **Beginning March 19, 2021**: 50% capacity up to 250 people indoors or 500 people outdoors
- **Beginning May 1, 2021**: In addition to the above capacity limits, for larger (500+) outdoor events, 10% capacity up to 1,000 people with DBR approval*
- **Beginning July 15, 2021**: In addition to the above capacity limits, 1,000+ person outdoor events with DBR approval*
  
  *Plans must be submitted to DBR at least 30 days prior to the proposed event

Please note that as of the above date (subject to change) social gatherings (e.g., parties, networking events) are limited to no more than 15 people indoors or 50 people outdoors. Organized events in restaurants or with a licensed caterer on-site may have up to 100 people indoors or 200 people outdoors (see Catered Events Guidance for additional information). For the most up to date information, please see reopeningri.com

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Event Information

**Name of Event:**

**Date & Time of Event:**

**Event Organizer/Manager:**

**Venue/Location Address:**

**Venue/Location Email:**

**Venue/Location Owner/Manager:**

**Venue/Location Phone:**

**Event Organizer:**

**Event Organizer Email:**

**Event Organizer Contact Name:**

**Event Organizer Contact Info:**

**Expected number of people attending:**

**Sector Guidance:** What sector-specific guidance(s) apply to this event (and do you plan to follow)?

- [ ] 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.)? ________________________________

Vendor & Third-Party Compliance: 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.
- [ ] 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/Tents/Vendors
6. Food/beverage/restaurant areas
7. Seating areas
8. Performance or entertainment areas
9. Restrooms
10. 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. See capacity limits highlighted above and please note that the six-foot distancing requirement may be more restrictive than these limits. The six-foot spacing requirement therefore should be considered first as you begin planning for your event. If you have questions about capacity restrictions, please submit them using the form here.

<table>
<thead>
<tr>
<th>Brief Description of Space within the Overall Venue/Area (e.g., Ballroom A)</th>
<th>Indoor or Outdoor Space?</th>
<th>Size of Space (e.g., in square feet, in number of seats)</th>
<th>Capacity of Space (in compliance with COVID-19 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.

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

☐ Modify advertising practices (e.g., limiting advertising); Requiring reservations in advance

☐ Issue tickets for designated time blocks

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

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

☐ Modify hours as follows: ___________________________________________________________

☐ For events with large crowds that have taken place before COVID-19 protocols were established, take 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., six-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).

☐ Designate staff to monitor for physical distancing at key spaces (e.g., lines, identified bottlenecks)

☐ Designate one-way customer flows

☐ Designate 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.

☐ Allow for additional space

☐ Move or rearrange furniture or stations

☐ Please provide additional details here: __________________________________________________________________________

Minimizing access by COVID-19-positive or symptomatic individuals

Please indicate how you intend to prevent COVID-19-positive or symptomatic individuals from accessing the event.

☐ 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.)

☐ Establish screenings 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:

☐ Supplement screening questions with temperature checks (optional).

☐ Implement 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):

☐ Inform event staff, volunteers, vendors, and attendees of the requirement to wear face masks or cloth face coverings.

☐ Procured cloth masks (or surgical masks) for all employees and volunteers.

☐ Distribute 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).

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

☐ Implement 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):

☐ 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 where applicable.

☐ Agreed to call the Rhode Island Department of Health (RIDOH) immediately upon being informed of a positive case among 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.

☐ 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.)

☐ 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:

☐ 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.
☐ Prepared your company to respond to a positive case or outbreak in the workplace by, for example:

☐ Reviewed the general business guidelines with personnel and agreeing to call RIDOH in the case of an outbreak or positive case.

☐ Ensured sick policies accommodate any required quarantine/isolation of the personnel “team” or “pod” in which a positive case is located.

☐ Close a portion or entirety of the workspace for a thorough cleaning.

☐ Describe your plan for identifying and managing employees, volunteers, third-parties, vendors, and attendees, including those in a “team” or “pod,” if or when someone tests positive for COVID-19 (and attach extra pages if needed):

___________________________________________________________________________________________

☐ Implement other procedures (attach extra pages if needed):

___________________________________________________________________________________________

___________________________________________________________________________________________

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**Handwashing and Hand Sanitizer**

To ensure proper cleaning and decontamination of the workspace, you have (check the boxes to certify):

☐ Instructed workers to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, after cleaning, after removing gloves (where applicable), and after using the restroom.

☐ Made hand-washing facilities with soap and running water available to employees, volunteers, vendors, attendees, visitors, or customers, or will be providing hand sanitizer (with at least 60% alcohol content) that can be used for hand hygiene in place of soap and water. (Sanitizer is an option only if hands are not visibly soiled.)

☐ Developed procedures for monitoring the supply of soap and/or hand sanitizer and replenishing it as needed.

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**Cleaning and decontamination**

To ensure proper cleaning and decontamination of the workspace, you have (check the boxes to certify):

☐ Made a plan to sanitize commonly touched surfaces and areas frequently.

☐ Required of vendors (e.g., in their contracts) and other third parties to sanitize all high-touch surfaces and shared objects frequently.

☐ Made a plan for or arranged for cleaning of the establishment/venue at least once per day. In addition, made a plan to comply with RIDOH regulations and Centers for Disease Control and Prevention (CDC) guidelines.
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 www.reopeningri.com, the RIDOH website, and Governor’s Executive Orders on a weekly basis or whenever notified of the availability of new guidance.