# SHELBY COUNTY HEALTH DEPARTMENT

## COVID-19 PLAN FOR EVENTS IN SHELBY COUNTY

**Purpose:**

The COVID-19 Risk Mitigation Event Plan outlines the procedures and guidelines instituted to protect the public health during the COVID-19 Pandemic. This guidance document will assist event planners in developing a COVID-19 Risk Mitigation Event Plan. Events with total attendance of more than;

Guest total that is over 250 people (indoors or outdoors) <u>if</u> Shelby County is in **Blue Level**, and

Guest total that is over 100 people (indoors or outdoors) <u>if</u> Shelby County is in **Yellow Level**, and

Guest total that is over 50 people (indoors or outdoors) <u>if</u> Shelby County is in the **Orange Level**, and

Guest total that is over 25 people (indoors and outdoors) <u>if</u> Shelby County is listed in the **Red Level**,

per the ISDH Home website, you must have a plan approved by the local health department. The Executive Order can be found here:  https://www.in.gov/gov/2384.htm

**Scope:**

The COVID-19 Risk Mitigation Event Plan aligns with the Centers for Disease Control and Prevention (CDC ) Occupational Safety and Health Administration (OSHA), Indiana State Department of Health (ISDH), and the Shelby County Public Health Department (SCHD) recommendations and mandates to the greatest extent possible.
The resumption of event activities will be made based on guidance from CDC and the requirements of Governor Holcomb's Executive Order.
- Events are encouraged to be outdoors whenever feasible.
- Events must meet social distancing guidelines (currently 6 square feet per person)
- Air ventilation should be increased to maximum capacity, or at least 6 air changes per hour.
- Individuals age 65 and older, individuals who are immunocompromised and individuals of all ages with serious underlying medical conditions are strongly recommended to avoid all public gatherings.

**Resources**

As these resources are frequently updated, please stay current on local, state, and federal guidance issued in response to COVID-19.

**General Information**

Shelby County Health Department:  www.co.shelby.in.us/health-deptartment
- Office: (317) 392-6470
- Weekdays: Monday thru Thursday 7:00 AM – 5:00 PM

https://www.coronavirus.in.gov/Centers for Disease Control and Prevention

https://www.cdc.gov/coronavirus/2019-nCoV/index.html

Revision Date:  11/16/20

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**COMPLETED PLANS SHOULD BE SUBMITTED TO:** [www.co.shelby.in.us/health-deptartment](http://www.co.shelby.in.us/health-deptartment) at least 7days in advance of the event.

**Event Plan:**
Event planners must develop and submit to the local health department a written plan outlining the steps to be taken to reduce the spread of COVID-19. Each plan must address the following issues:

1) **Capacity Limits** - outlining what steps have been taken and will be taken to ensure the overall capacity does not exceed allowable limits based on Shelby County's status or local public health orders, and how social distancing will be achieved. How will this be communicated to attendees with as much notice as possible.

2) **Guest Information** - identifying the appropriate information to be provided to guests to stay home if sick or part of a vulnerable population (individuals age 65 and older, individuals who are immunocompromised, and individuals of all ages with serious underlying medical conditions), engage in social distancing, increase hand washing, etc.

3) **Staff and Volunteer Screening** - identifying measures to be taken to appropriately screen staff and volunteers for COVID-19 symptom.

4) **Social Distancing Measures** - identifying measures to be employed to ensure attendees engage in social distancing such as use of multiple entrances/and exits, designated seating, one-way traffic flow of attendees, signage, ground markings, etc.

5) **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 hand washing, or hand sanitizing is available

6) **Face Coverings** – identify any activities that would require an exception to the face covering requirement.

7) **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.

8) **Communication** - *This section should include communication procedures. How will guests be informed of event expectations prior to arrival? How will guests be reminded of expectations during the event example: signage at entrances/exits)? Provide details and locations of signage.*

*Example language:*
*--Stay home if you are sick or are exhibiting any of the following symptoms: couch, shortness of breath, fever, chills, muscle pain or sore throat.*
*--Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions (hear disease, chronic lung disease, asthma, etc.) might be at higher risk for severe illness from COVID-19, and should not attend the Event.*
*--An inherent risk of exposure to COVID-19 exists in any public space where people are present.*
*--COVID-19 is an extremely contagious disease that can lead to severe illness and death.*

**Event Monitoring and Enforcement:**
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 for the duration of the event.

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## COMPLETED PLANS SHOULD BE SUBMITTED TO www.co.shelby.in.us/health-deptartment

## WITHIN 7 DAYS OF EVENT

| | |
|---|---|
| **Event Organizer: Contact Name** | |
| **Event Organizer Phone Number:** | |
| **Alternate Contact Name and Phone Number** | |
| **Event Name/Purpose:** <br> Will this event be held indoors or outdoors? If outdoors, please provide details for weather related alternate plans. | |
| **Events Dates and Hours of Operation:** | |
| **Anticipation Daily Attendance:** | |
| **Capacity Limits** | |
| **Guest Information** | |
| **Event Staff and Volunteer Screening** | |
| **Social Distancing Measures** | |
| **Increased Sanitation** | |
| **Face Coverings** | |
| **Enforcement and Compliance** | |
| **Communication** | |