



Event Review Application During COVID-19

Please email completed applications to landuse@tchd.org.

General Information and Public Health Orders

The novel coronavirus (COVID-19) is a new disease with a range of health impacts including death. COVID-19 is spread from person to person. Proper precautions can help to reduce the spread of COVID-19, thus reducing health and economic impacts on our community.

Guidance Links

- State Public Health Orders (PHO) and Guidances can be found here: <https://covid19.colorado.gov/public-health-executive-orders>
- Tri-County Health Department Public Health Orders can be found here: <https://www.tchd.org/825/Public-Health-Orders>
- Colorado's COVID Dial Information can be found here: <https://covid19.colorado.gov/data/covid-19-dial>
- COVID-19 Guidance by Sector information and guidance links can be found here: <https://covid19.colorado.gov/guidance-by-sector>
- Additional resources and guidances can be found here: <https://covid19.colorado.gov/guidance-resources>

TCHD does not review applications to approve events, instead we work with the applicant to ensure that best practice efforts are in place to prevent the spread of COVID-19 and that the event is held in compliance with the most current PHO. Any matter not addressed below shall remain subject to PHO. Please note that the State orders can be added or amended at any time. The applicant will receive a response in the form of a comment letter no later than a week after submission. A re-submittal of the plans will not be required unless indicated in the letter.



The applicant shall adhere to the most current Order. Any matter not addressed below shall remain subject to PHO. Please note that the PHO can be amended at any time.

Event Name:

Event Dates:

Event Hours of Operation:

Event Location:

Event Operator Name:

Phone Number:

Email:

Mailing Address, city, state, zip code:

Event narrative (Briefly describe the nature of the event):

Provide a site plan, drawn to scale, that shows the general layout of the event and illustrates the requirements for events including the following: size of the usable space in each designated activity area of the event, the distance between activity areas, location and layout of performance areas, vendor booths, tables, restrooms, hand wash stations, traffic flow markers, barriers, distance markers, etc. Write response in the box under Social Distancing and Event Capacity on page 3.

It is the responsibility of the Event Operator to ensure that the event is operated in compliance with the current PHO. We recommend that the Event Operator develop plans to address the following and communicate this broadly to all event personnel and vendors: Event layout and traffic circulation to ensure social distancing, mask wearing, cleaning and sanitation, communications to event personnel, vendors, performers and attendees.

Public Health Order Considerations to Prevent the Transmission of COVID-19

Event operators are the first line of defense when it comes to the health and safety of all attendees, employees, and vendors. The following requirements must be adhered to at all times.

Employee, Vendor, and Volunteer Screening for COVID-19

- Implement employee screening protocols for all employees of the event and exclude ill or symptomatic individuals. Common symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Require employees that have been in recent contact with a known positive case to stay home.
- Provide appropriate protective gear like gloves and face coverings to event employees

Explain how you will address symptom screening for employees, vendors, and volunteers.

Explain how you will provide appropriate protective gear for employees, vendors, and volunteers.

Signage

- Provide and display signage at the entrance and throughout the event venue that encourages the following:
 - Individuals that are ill, especially if experiencing fever, cough, shortness of breath, shall not participate in the event.
 - Proper techniques for covering coughs and sneezes (into the sleeve or elbow, not hands).
 - Hand-washing reminder statement.
 - Proper social distancing.
 - Requiring face masks while attending the event.
 - Do not loiter, partake in the event and then leave the event.

Printable signs can be found here: <https://www.tchd.org/831/Print-Materials>

Explain how you will address the signage requirement.

Social Distancing and Event Capacity

- The applicant can determine the County COVID-19 status here: <https://covid19.colorado.gov/data/covid-19-dial/covid-19-dial-dashboard>. Each level corresponds with different mitigation requirements including capacity restrictions. More information can be found here: <https://covid19.colorado.gov/data/covid-19-dial>. Where a level indicates using a calculator to determine maximum capacity, refer to the Social Distancing Calculator found here: <https://covid19.colorado.gov/safer-at-home/social-distancing-calculator-for-indoor-and-outdoor-events>.
- Monitoring of the number of attendees in the event at any given time. If there are more than one designated activity area at an event, monitoring and managing traffic flow between designated activity areas to minimize or eliminate mixing of groups is required. To do so, there must be a minimum amount of 50 feet of spacing between designated activities, along with separate entrances and exits to each designated activity area.
- Develop a traffic flow management plan between each designated activity area and the overall event, as well as a plan for monitoring compliance and enforcing the PHO. This should include plans for cleaning and sanitation, enforcing social distancing, and communication to event attendees. Include a description of the usable space at the event.

Include a description of the usable space at the event. Please include the square footage for the usable area, the number of designated areas, and the number of event attendees.

- Establish a single entrance and exit that directs a one-way traffic flow through the Event.
- Take precautions to ensure attendees can maintain a 6' separation between other attendees, and, if applicable, vendors. The use of double tables to maintain 6' between the vendor and attendee may be necessary.
- Vendor booths shall be set up with at least 6' distance separating them.
- Where a line may form, place floor markers 6' apart to guide social distancing.
- If the event is catered, do not allow for self-service stations or buffets. Catering services or food services should be seated-only. Food and drink services must follow the same guidelines as restaurants and bars as set forth by Appendix I of the Public Health Order 20-28.
- Limit, wherever possible, the sharing of tools, equipment, or other shared resources (not involved in games or activities).
- Remove games or activities that require or encourage standing around, congregating, or shared materials. This includes things like board or recreational games, bouncy houses, ball pits, shared dance floors (not for performances), or amusement booths or rides at fairs.
- Implement contactless payment, no-touch trash cans, and touchless hand sanitizer dispensers where possible.
- Seating at events must be appropriately spaced, to reduce mingling and reinforce the necessary distance between individuals in different households.
- Restrooms shall be provided and conveniently located. The number of restrooms shall be a minimum of two, this is based on the minimum requirements recommended by Portable Sanitation Association International. Portable toilets should be spaced at least 6 feet apart to allow for social distancing while standing in line. In permanent restrooms, every other stall shall be closed to allow for social distancing.

Explain how you will achieve social distancing throughout the event including the above topics such as the overall traffic flow and spacing of event activities, distance between vendors, food service methods, provision of restrooms, and how foot traffic and spacing will be monitored.

Workplace Coordinator

- Deputize a Workplace Coordinator(s) charged with addressing COVID-19 issues.

Provide the name and contact telephone and email for the designated Workplace Coordinator.

Face Coverings

- Operators, employees, attendees must wear facial coverings at indoor and outdoor events unless doing so would be detrimental to their health, in which case reasonable accommodation should be made.
- Post signage at entrances instructing individuals of the legal requirement to wear face coverings.
- Provide personal protective equipment to employees, including face coverings.

Explain how you will enforce face covering requirements at the event.

Event Performers and Competitors

- Performances must be a min. of 25 feet distance from event attendees. Performers/competitors should have to participate in a health screening. If ill or symptomatic, they should be excluded from the event. If they have come into contact with a known positive case recently, they should be excluded from the event.
- Adopt seating and spacing modifications to increase physical distance from a performer. Where necessary, install barriers to minimize travel of aerosolized particles from performers, or implement alternative placement of performers. Please note that installing barriers is not a substitute for meeting the distance requirement of 25 feet between performers and event attendees.
- Maximize physical spacing between performers on-stage.
- Performers should use a separate entrance/exit than patrons where possible.
- If performers join the patron spaces, they must be included in the capacity limit numbers.

Will the event include entertainment? Yes No

If yes, explain how you will achieve the requirements listed above.

Vendor Booths

- Vendors must follow the requirements in the PHO for Retail Businesses. A Link to the guidance can be found here: <https://covid19.colorado.gov/safer-at-home/retail>
- Allow spacing for vendor load-in and loadout such that vendors and staff can maintain a distance of at least 6 feet from each other as much as possible.
- Add a minimum of 6 feet in between booths.
- Create a single line of booths instead of double rows. If this is not possible, create at least a 16 feet thoroughfare between the two sides allowing for a single file, one-way path down the middle.
- Create one-way traffic flow through the booths to prevent crowding or mingling. Use ropes, cones or tape to define the entrance, exit and flow.
- Encourage online payment and, if applicable, pre-ordering.
- If applicable, designate an area that allows for curbside delivery of products that have been preordered.
- If payment occurs at booth, regularly disinfect payment devices with an approved disinfectant.
- If the vendors are serving food, please see the “Food Service” section of this application for further

Will the event include vendor booths? Yes No

If yes, explain how you will meet the requirements listed above.

Cleaning and Disinfection

- High touch surfaces such as restroom surfaces, including in portable toilets, door handles, faucet handles, and payment systems shall be cleaned and disinfected frequently. Guidance for cleaning and disinfecting can be found here: <https://covid19.colorado.gov/cleaning-guidance>.

Explain how will you ensure frequent disinfection of high touch surfaces including the products that you will use to disinfect areas.

Other Measures to Prevent the Spread of COVID-19

Collect contact information of attendees to help with potential exposure notification.

If applicable, provide generous and flexible cancellation policies so that if guests start experiencing symptoms, they can cancel. As recommended above, we recommend that the Event Operator a communication plan to track communication to attendees, before, during and after the event.

Ensure ventilation at the venue is in line with or exceeds OSHA guidance. Consider shorter event duration times or limited admission windows to reduce the need for patrons to use restroom facilities, which can be a source of transmission. Share other measures you will implement to prevent the spread of COVID-19.

Food Service

Food vendors must be licensed by the State of Colorado and approved by TCHD. Food vendors shall comply with the Colorado Retail Food Regulations and all requirements for restaurants under the Public Health Order(s) in place at the time of the event.

A link to guidance for restaurants can be found on the first page. Please contact: EHCVID@tchd.org for assistance with obtaining necessary licenses and approval.

Will the event include vendors? Yes No

If yes, provide information on all participating in the Food Vendors table on page 9.

Water

Water for attendees must be provided in a manner that protects water quality. Bottled water is acceptable for most events. Attendees should be encouraged to bring their own water. If the water support is from a well(s): Protect wellhead from contamination by maintaining adequate distance from wellhead, providing proper drainage, managing manure accumulation, keeping animal holding areas away from the well, etc.

Explain how attendees will have access to drinking water and how you plan to protect wellheads if applicable.

Wastewater

Wastewater from food booths, mobile food vendors, and other sources shall not be disposed of on the ground or in storm drains. Wastewater must be disposed of through a sanitary sewer system.

Explain the method for handling wastewater at the event including the disposal of wastewater.

Toilets

- An appropriate number of toilets must be provided for attendees.
- Portable toilets should be spaced at least 6 feet apart to allow for social distancing while in line.
- Handwashing stations with running water, soap, paper towels, and a waste bin should be provided near the toilets.
- Arrangements should be made to clean and disinfect high touch surfaces in restrooms, including portable toilets frequently during the event.
- Arrangements should be made for service or replacement of portable toilets as needed during and after the event.
- Arrangements should be made to monitor supplies including toilet paper, soap, and paper towels

Explain how you will provide and properly sanitize toilets. This description shall include the number of toilets, the type of toilets provided (permanent or portable), and a plan for properly disinfecting and servicing the toilets.

Solid Waste

Trash and recycling receptacles should be provided at the event. They should be emptied regularly, and managed in such a way that nuisances are avoided. Due to COVID-19, touch-less containers are recommended. Explain how you will provide trash and recycling receptacles, including dumpsters, throughout the event site and the frequency of service for trash.

Noise

Events shall comply with Colorado's noise abatement statute and shall not create a nuisance for nearby receptors. TCHD recommends the applicant consider measures to mitigate noise impacts to neighbors. Will the event be a source of noise from music or other sound amplification, or from attendees? Yes No
If yes, explain how will the applicant ensure noise does not impact neighbors.

Petting Zoo

Illness causing organisms such as E. coli have been known to spread through contact with animals in settings such as petting zoos. A petting zoo would promote gathering of people in a confined space and are not recommended per the PHO that discourages activities that cannot maintain consistent social distancing.

If a petting zoo is included, place signs encouraging hand washing at the exit of the petting zoo area to remind the public to wash their hands after exiting this activity area.

Is a petting zoo proposed? Yes No

If yes, explain how will traffic be controlled and social distancing maintained and how you will ensure that event attendees will have access to a hand wash station near the petting zoo exit.



Food Vendors

Business Name	Health Department that issued License	Sales Tax No.	Telephone no.