

EVENT REVIEW APPLICATION DURING COVID-19

Please email completed applications to landuse@tchd.org.

See **Other Limits on Indoor Events** below to determine the appropriate form to complete.

General Information and Public Health Orders

The novel coronavirus (COVID-19) is a 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) 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>
- COVID-19 Guidance by Sector information and guidance links can be found here: [https:// covid19.colorado.gov/guidance-by-sector](https://covid19.colorado.gov/guidance-by-sector)

Other Limits on Indoor Events

In Level Blue, complete the form to request [Public Health Approval to Host a Mass Gathering](#) if:

- You are requesting public health approval, as required under CDPHE Public Health Order 20-38, to host an indoor event with more than 500 individuals
- You are a school requesting public health approval, as required under CDPHE Public Health Order 20-38, to host an indoor prom or graduation with more than 500 individuals, and in compliance with CDPHE Prom and Graduation guidance



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. The applicant shall adhere to the most current guidance. 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.

Event Name:

Event Dates:

Event Hours of Operation:

Event Location:

Event Operator Name:

Phone Number:

Email:

Mailing Address, city, state, zip code:

Expected Number of 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. TCHD recommends the following COVID-19 guidance as best practices to prevent the transmission of COVID-19.

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

It is the responsibility of the Event Operator to ensure that the event is operated in compliance with the current PHO or guidance. 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.

Exclusion of Symptomatic and Exposed Individuals

- The operator must require that employees, volunteers, and performers showing any symptoms or signs of sickness, or who have been in contact with a known positive case stay home. Attendees who are showing any symptoms or signs of illness, or who have been in contact with a known positive case must stay home and not attend the event. More information can be found here: <https://covid19.colorado.gov/symptom-screening>.

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.
 - How to properly wash hands
 - Proper social distancing.
 - Requiring face masks while attending the event.

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

Signage should be in languages that employees and attendees will understand.

Social Distancing and Event Capacity

- Determine your country's requirement per state and/or local PHO status.
- 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.
- 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 any relevant PHO. This could include plans for cleaning and sanitation, enforcing social distancing, and communication to event attendees. Include a description of the usable space at the event.

- 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, self-service stations or buffets are allowed but caution must be taken to reduce shared utensils. Catering services or food services is recommended to be seated-only. Food and drink services must follow the same guidelines as restaurants and bars.
- Limit, wherever possible, the sharing of tools, equipment, or other shared resources
- 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.

Face Coverings

- Operators, employees, volunteers, and attendees should wear facial coverings indoors 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.

Event Performers and Competitors

- Performances should follow physical distance guidance.
- If Performers/competitors are ill/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 distancing requirements between performers and event attendees.
- Maximize physical spacing between performers on-stage.
- Performers should use a separate entrance/exit than patrons where possible.

Vendor Booths

- Vendors should follow the guidance for Retail Businesses. A Link to the guidance can be found here: <https://covid19.colorado.gov/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.
- Configure the booth layout so adequate space is provided between booths to allow for social distancing.

- 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 a 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

Cleaning, Disinfection, and Ventilation

- CDC guidance for cleaning, disinfection, and ventilation can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- High touch surfaces such as restroom surfaces, including in portable toilets, door handles, faucet handles, and payment systems is recommended to be cleaned and disinfected in accordance with CDC guidance
- Ventilation should be maximized by adopting strategies such as opening doors and changing filters frequently.

Acknowledgment of Best Practices

By checking this box, you are acknowledging that you understand and have read through the best practices to prevent the transmission 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 potential Public Health Order(s) in place at the time of the event.
- A link to guidance for restaurants can be found here: <https://covid19.colorado.gov/restaurants-food-services> . Please contact: EHCovid@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 on the last page.

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. Explain how attendees will have access to drinking water.

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.

Restrooms

- 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.

Explain your plan for providing restrooms and keeping them clean, disinfected and serviced throughout the event.

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 the applicant will 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.
- 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. TCHD recommends a handwashing station be provided at the exit of the petting zoo.
- The number of people allowed in the petting zoo at one time should be limited to the number that will allow for 6 feet of distance between parties.

Is a petting zoo proposed? Yes No

If yes, explain how traffic will 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.

Vendors

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