

Event Proposal Suggested Components

This table is to help guide event planners/businesses while creating their proposals during the COVID-19 Pandemic. It does not include every element needed for an event proposal, so please add anything in that may be a unique element to the event, details are appreciated.

Please allow 5 days for the initial review process and allow additional time for follow-up questions/clarifications. Follow-up questions will be communicated via email, so be sure the correct email(s) is used. Public Health Orders are subject to change at the discretion of the Public Health Director and may affect proposal review.

<p>Basic Information Required</p>	<ul style="list-style-type: none"> • Name of Event • Names of planners/businesses involved in creating proposal • Date(s) and time frame(s) • Alternate dates/times (if applicable) • Location of event • Referenced document list (if applicable)
<p>Event/ Business Responsibilities to the Public & Staff</p>	<ul style="list-style-type: none"> • Refer to the current PHO at gunnisoncounty.org/covid-19
<p>Staffing/Volunteers</p>	<ul style="list-style-type: none"> • How are staff/volunteers being utilized to help enforce/manage PHO's for this event? • Training needed and for what? Some examples are for social distancing enforcement, handling money or customer goods, cleaning/disinfecting... • Are any traveling in from outside of the county/state? Refer to current PHO for recommendations/requirements • Will Law Enforcement need to be considered to help mitigate PHO requirements?
<p>Signage</p>	<ul style="list-style-type: none"> • Included with proposal or mentioned in proposal • What will signage be for • Who will signage be for • Need signage not provided by County or State? • Translated signage will be helpful and should be considered
<p>Screening for Staff/Volunteers</p> <ul style="list-style-type: none"> • <i>A link to an example of a health screening form can be found at gunnisoncounty.org/covid-19</i> 	<ul style="list-style-type: none"> • Must be done on-site prior to starting their shift • Should records be considered in the event any positive case contacts need to be notified or provided for contact tracing? • What if staff/volunteer symptomatic at any point: what happens to that staff member and do other actions need to be taken at the event itself to prevent possible transmission

Event Proposal Suggested Components

This table is to help guide event planners/businesses while creating their proposals during the COVID-19 Pandemic. It does not include every element needed for an event proposal, so please add anything in that may be a unique element to the event, details are appreciated.

Please allow 5 days for the initial review process and allow additional time for follow-up questions/clarifications. Follow-up questions will be communicated via email, so be sure the correct email(s) is used. Public Health Orders are subject to change at the discretion of the Public Health Director and may affect proposal review.

<p>Venue and Flow of Event</p>	<ul style="list-style-type: none"> • Ventilation increased at all possible points (buildings, restrooms, separate zones) • Sketch or diagram of event venue with components listed below • How can social distancing be maintained or managed • Identify ingress/egress, hygiene stations, if event will flow in a certain direction • Pick up/drop off areas, if needed
<p>Supplies needed</p>	<ul style="list-style-type: none"> • Cleaning/sanitizing/disinfecting • Ensure the disinfectant is EPA approved and that approved concentration is used • Handwashing and/or hand sanitizing • Enough for staff/volunteers and attendees • Social distancing: physical barriers, cones, tape, chalk, signs, people, etc.
<p>Event Attendees</p>	<ul style="list-style-type: none"> • Please specify the maximum attendance you are requesting and how that number coincides with current social/physical distancing requirements • Ability to screen or discourage attendance if symptomatic • Are At-Risk populations considered (if applicable)
<p>Surface Areas & High Touch Surfaces/Items <i>(Remember that disinfection is for hard, non-porous surfaces and sanitizing is for food contact surfaces)</i></p>	<ul style="list-style-type: none"> • Specify what areas • Any unique elements for this event? • Frequency of cleaning/disinfecting • Staff/Volunteer cell phones
<p>PPE</p>	<ul style="list-style-type: none"> • For staff/volunteers • For attendees (if applicable)
<p>Industry Guidance & Executive Order D 2020 039</p>	<ul style="list-style-type: none"> • Will any other industry guidance apply to this event and provide guidance in referenced list • Does the Executive Order apply to this event and how will that be accomplished

Event Proposal Suggested Components

This table is to help guide event planners/businesses while creating their proposals during the COVID-19 Pandemic. It does not include every element needed for an event proposal, so please add anything in that may be a unique element to the event, details are appreciated.

Please allow 5 days for the initial review process and allow additional time for follow-up questions/clarifications. Follow-up questions will be communicated via email, so be sure the correct email(s) is used. Public Health Orders are subject to change at the discretion of the Public Health Director and may affect proposal review.

Plans for Inclement Weather or varied conditions	<ul style="list-style-type: none">• Weather has the potential to affect PPE usage so how is that element covered in this event proposal• Keep in mind heat and activity will affect a person's ability to safely wear some PPE; example of chef's in hot kitchens/cooking areas• If moving an event indoors due to weather, please have a plan prepared that addresses the lowered number of persons allowed indoors compared to outdoors
Appendices	<ul style="list-style-type: none">• If there are unique elements to this event that require more detail• Elements not covered in the above sections