

COVID-19 Preparedness and Safety Plan Checklist for North Dakota Smart Restart Large Gatherings

An effective COVID-19 Preparedness and Safety Plan is essential for people to safely congregate at gatherings and events during the pandemic. This checklist is intended to help event coordinators and planners develop an effective plan which follows ND Smart Restart protocols and public health safety guidance.

Community leaders may require a temporary event permit and pre-approval for all events and gatherings in their jurisdiction. Consultation with the local health authority is strongly encouraged during this process. Local community leaders and the local public health unit should be contacted to learn more about local mandates and approval procedures.

Executive Order effective on November 16, 2020 through December 14, 2020, states all banquet, ballroom and event venues are limited to 25 percent of their maximum occupancy, not to exceed new capacity limits based on the size of the venue. Physical distancing and face coverings is required for the safety of all venue personnel and patrons.

The State Health Officer order effective on November 14, 2020 through December 14, 2020, requires face coverings to be worn in indoor businesses and indoor public settings as well as outdoor public settings where physical distancing isn't possible.

The following areas and information should be included in the plan:

General Event & Venue information:

- Event Coordinator name(s) & contact information, including how they can be reached before, during, and after the event.
- Event name, location & specific hours of operation (including set up and tear down)?
- How do you plan address enforcement of the rules and requirements outlined in your plan?

Pre-Event/Gathering Communication to Attendees:

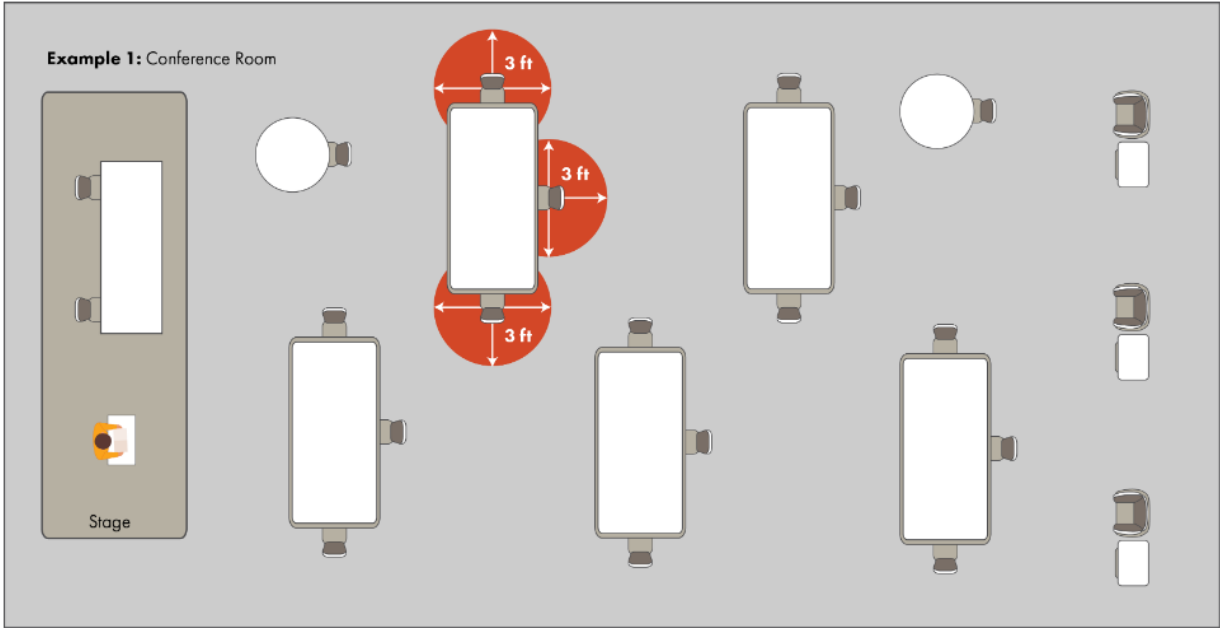
- What communication will be sent or distributed to the attendees, so they know what requirements to expect at the venue to attend in a safe manner? Examples of communication may include digital content, printed materials, E-mail, text messaging, etc.
- Will you require or recommend attendees to download the Care19 apps to increase success levels with contact tracing. The Care19 app can be downloaded here: <https://ndresponse.gov/covid-19-resources/care19>

Post-Event Communication to Attendees:

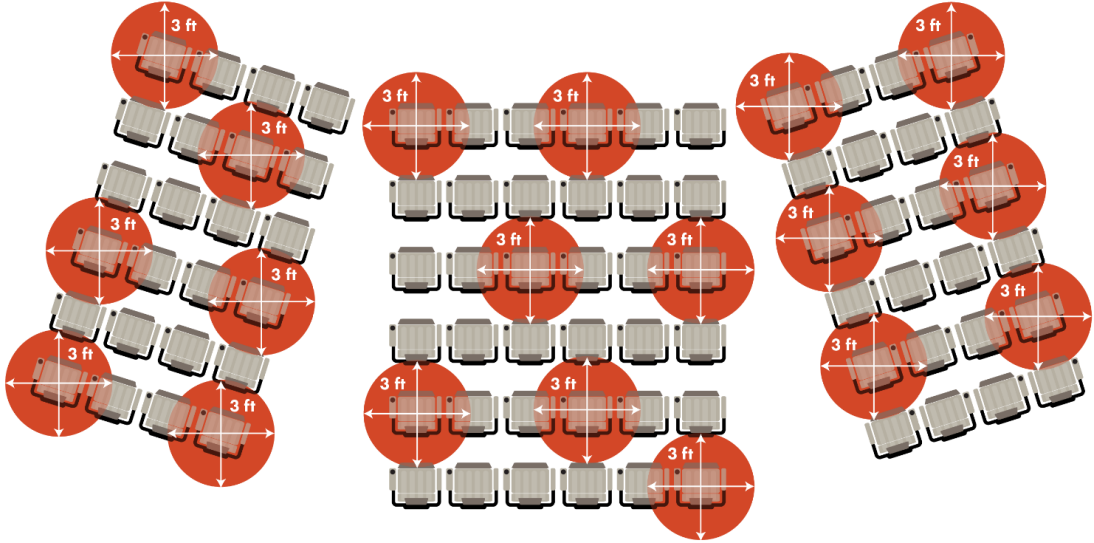
- How can attendees notify the venue/promoter following the event if they become ill with COVID-19 symptoms or test positive for COVID-19 within 14 days of attending the event?
- Designate a primary contact from the event organizer that will be responsible for collecting and retaining contact information (name, phone, email, etc.) for all attendees following the gathering or event to assist the local health authority with contact tracing should there be a positive case identified from the gathering or event

Large Gatherings Tiered Capacity Limits

- Include whether spectators are seated or standing in a description.
- Include the Event Tier based on size of the event space (net square feet number), number of seats and regular occupancy level using the attendee calculator provided in the Large Gatherings Tiered Capacity document.
- Include total number of attendees over the course of the event and maximum number of attendees at any one time in compliance with ND Smart Restart protocols.
- Discuss how compliance with the maximum number of attendees will be achieved. For example, will attendees be together in one group, will there be separate sections, will you use 10-person-max pods, will people cycle in and out of the event?
- Discuss how the planned number of attendees will be enforced.
- Off limits areas of buildings must be clearly delineated.
- Provide a map and/or plot plan of the venue showing physical distancing or tables, seats, marked areas on floors, etc.



Example 2: Theater With Permanent Seating



Require Use of Face Coverings:

- For spectators, coaches, players not in play, officials, vendors, event staff
- As of November 14, 2020, through December 14, 2020, follow the State Health Officer Order requiring use of Face Coverings.
 - Discuss how the event will comply with face covering requirements.

- What signage will you have in place informing attendees, vendors and performers of the face covering requirements?
- How will you enforce proper wearing of face coverings?
- Do you have an adequate supply of face coverings to distribute to attendees and staff?

Registration/Check-in:

- Describe the registration and check-in system you will use to avoid crowding at the entry point. Contactless registration and online check-in options preferred.
- The registration system must include first and last names of all attendees and spectators, and either reliable email addresses or telephone numbers if needed for contact tracing.
- Identify the communication protocols with all attendees prior to arrival, upon arrival, and throughout the event.
- See section on Hygiene, Health Screenings & Isolation below.

Social Distancing:

- Who will be responsible for enforcing social distancing? Family groups or pods attending the event together should be a maximum of 10 people.
- How will entrance points be controlled to ensure distancing (example ticketing can include timed entry)?
- How will restrooms, concessions, and egress points be clearly delineated and controlled to avoid choke points?
- How will you ensure attendees within their pods remain at least 6 ft apart within the venue?
- What other engineering controls (e.g. plexiglass partitions, physical separation) are you implementing to accomplish social distancing?
- How will you inform attendees of the social distancing requirements? (e.g. signage, announcements, etc.)
- Who will be responsible for enforcing social distancing requirements?

Hygiene, Health Screenings & Isolation:

- Handwashing stations and/or hand sanitizer must be readily available – provide hand sanitizer at or near entrance and cashier locations for use by the public.
- Daily Staff/Volunteer Safety Check In: A specific location on site where all staff/volunteers will check in to document their temperature, possible symptom questionnaire, use/provided face coverings, daily safety briefing and a signature with arrival time.

- Will you pre-screen staff, attendees, vendors, and/or performers? How? (e.g., medical questionnaire or temperature checks)
- Will you designate a medical professional who must always be located on-site (EMT, nurse, physician)?
- What will you do if someone on-site does not pass your screening requirements?
- What will you do if someone becomes ill with COVID-like symptoms on-site?

Employee Training, Hygiene & Sanitation Schedule:

- Develop enhanced cleaning protocols for workstations, tables, equipment, restrooms, and other high-touch surfaces. A list of sanitizers and/or disinfectants is available at [EPA "N" List](#).
- How will you train staff on cleaning, sanitizing, and disinfecting?
- Who will be responsible for sanitizing each area identified including restrooms, concession stands, high-touch items such as door handles, shared equipment, etc.?
- How frequently will you sanitize or disinfect various surfaces/items?
- How will HVAC systems be assessed for sufficient ventilation and frequent replacement? What date was the HVAC system last assessed and maintained by a qualified professional?
- Where will hand sanitizer be placed, how often will it be checked for restocking and who will be responsible for restocking?

Submission Instructions:

- For all large gatherings and events requiring a permit, submit the plan to the local planning and zoning board and local public health unit.
- For local leaders who require a plan, all proposals must be submitted 30 days prior to the event. Note that local jurisdictions may have other approval requirements that also need to be met.
- Provide a written copy of the plan to local health authority for consultation and alignment with local health guidelines.