

# Special Events Covid-19 Operating Plan

A written COVID-19 operating plan is required for your event. The plan must be submitted with the special event application. **The plan must include the following:**

**Isolation-** Employees, vendors, and participants that are showing symptoms of Covid-19 should not be permitted to work/enter the event. Please provide detail about screening policies that will be implemented and who will be enforcing them.

**Masks/Facial Coverings-** All persons within the perimeter of the event must always wear a facial covering. The only time a facial covering can be removed is when the person is seated at a table and actively eating/drinking. How will your event ensure event staff, vendors, and the public all wear facial coverings?

**Distance-** six (6) foot distance must always be maintained. Households that arrive together should remain 6-foot distance from others considering vertical and horizontal distance. The six (6) foot distance should also be maintained with live entertainment to ensure they are distanced from each other as well as patrons. How will you ensure the six (6) foot distance is maintained during live entertainment? How will you ensure that participants maintain the required distance? How will you ensure the six (6) foot distance is maintained between customer and vendor and between employees?

**Reduce Crowds-** The sponsor of the event is required to limit the number of people in close contact with each other. This includes while walking in the event, while seated, and while standing in lines. How will you ensure that crowding does not occur? Please be specific and include signage and employees designated to aid in the reduction of crowding. The governor's mitigation orders for limited capacity must always be enforced. This includes all staff, volunteers, and attendees.

**Barriers-** Physical barriers are required at any area where six (6) feet cannot be maintained. Will each individual vendor be responsible for taking orders, payment, etc.? will you require that each vendor have physical barriers? If not, how will you enforce the six (6) foot distance requirement?

**Hand Washing-** Hand washing is essential for prevention and transmission of Covid-19. How many handwashing stations do you plan on having? Will they be for the public? Will the vendors provide their own? Please provide details of location, type, and how they will be maintained. (Please see "Hand Washing at Temporary Events" document for further instructions.)

**Clean-** High touch surfaces should be sanitized frequently. How will this be done? Who will be responsible for doing this?

**Communication-** Please provide details about signage and social distance markers, including number, type, and placement. Please provide details about how you will ensure that these Covid-19 requirements are enforced and followed. Identify personnel who will be responsible for ensuring these guidelines are followed.

**Outdoor-** For an outdoor event, how do you plan to enclose the event footprint to determine the allowed capacity? Will you sell advanced tickets? Will you have someone monitoring how many groups/people enter/exit to ensure maximum capacity is not exceeded?

The CDC has provided guidance for operating safely during the Covid-19 pandemic. For more information about this guidance please see here- [COVID19-events-gatherings-readiness-and-planning-tool.pdf \(cdc.gov\)](#)

The plan should be specific for the location and include requirements for the event sponsor, employees, volunteers, overall vendor guidelines and the public. Please email [events@allentownpa.gov](mailto:events@allentownpa.gov) with any questions.