

PHASE 3 PUBLIC EVENT SAFE START TEMPLATE

Each agency offering a public or private event in Phase 3 of Safe Start Washington, must develop a written Safety Plan outlining how its event will be managed to prevent the spread of COVID-19. The event will include protections for guests as well as protections for employees that is at least as protective as the requirements from the Department of Labor & Industry found [here](#).

An event producer may fill out this template to fulfill the requirement, or may develop its own Safety Plan. While the producer of the event is required to create the plan, a copy of the plan should be retained by the owner of the site or the public agency that permits the event as well. Plans should be made available to Washington State regulatory agencies or local health or safety authorities in the event of an inspection.

Producers are required to follow the [Safe Start](#) Washington – Phased Reopening County-by-County and industry specific guidance. This form only allows for a variance in capacity limits (51-250) when other protections can be preserved.

COVID-19 Reopening Safety Plan

Name of Event:

Date(s) of Event:

Venue of Event:

Site Capacity:

Address of Event:

Producer of the Event:

Contact: (Name, email, phone)

Permitting Agency:

Permitting Contact: (Name, email, phone)

PEOPLE

To ensure event attendees comply with physical distancing requirements, you agree to do the following:

A. Physical Distancing.

Set a capacity for the event that has no more than 250 attendees in one contained area of the park or facility at a time.

- Select open, well-ventilated spaces that can host an event at 50% capacity of the space. State your method of determining this capacity.
- Separate the attendees into family units and/or groups of 50 that have no cross contact with other groups of 50 or less.
- Set up the venue, including entrance/exit, staging, passages and event areas in a way that maintains a minimum six-foot separation between all guest groups by using barriers, staggering access and controlling patterns of flow.

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To ensure event attendees comply with physical distancing requirements, you agree to do the following:

B. Staff, Vendors and Performers

- Require all staff, vendors and performers to do a health screening (self-assessment and temperature check) before working. Have a specified process/check in area for this purpose.
- Provide and require all staff and vendors to wear personal protective equipment such as gloves, facemasks and others as appropriate or required for the work to be performed.
- If performers cannot wear a mask, ensure performers remain 6' from others on stage and 24' from audience members.
- Provide proper touchless receptacles for the staff, vendors and performers to discard PPE.
- Have all staff, vendors and performers sign in certifying self-screening and receipt of protective equipment. These individuals must also sign out so the producer has a log of who was present during the event, and which areas of the event they were located.

C. Event Guests

- Use a registration system to track guests to ensure capacity is not exceeded. The roster must include names, ages and contact information for guests.
- Promote the event only within your County to County residents to reduce cross-county travel.
- If children are attending, ensure guests know that the children are to remain with the family group for the duration of the event.
- Provide advance guidance and prominently post signage strongly encouraging cloth facial coverings.
- Designate food ordering and pick-up process to limit contact to the maximum extent possible.
- Limit the sharing of objects and discourage touching of shared surfaces. Vendors must have protective shields and display wares in a way that reduces contact prior to purchase.
- Activities must not require or promote the mixing of populations outside of family-groups or designated activity groups.
- Vendors must have protective shields and display wares in a way that reduces does not allow for customer contact prior to purchase.

D. Hygiene and Cleaning

- Touchless handwashing and hydration stations must be provided.
- If the event is separated into 'areas' each area must have its own restrooms, handwashing and hydration areas.
- Staff must be assigned and properly equipped to monitor and remove excessive trash; a station of sanitation and cleaning supplies must be available for vendor, performer, staff and guest use.
- Plan for pre and post event cleaning of structures, such as picnic tables, playgrounds, restrooms, shelters and stages in the event area. If separate groups/sessions are hosted throughout the day, a cleaning of common use areas must occur between session.