

Public Gathering/Event Plan Application

Email application to: EHEPapplications@pueblocounty.us

EVENT INFORMATION			
Name of Event			
Address/Location of Event			
Sponsoring Organization			
Date(s) of Event			
Hours of Event			
CONTACT INFORMATION			
Event Coordinator Name			
Address, City, Zip			
Phone		Email	
Day of Event Primary Contact Name			
Phone		Email	

Failure to comply with Public Health Order 20-28 Safer at Home and Pueblo County Variance requirements could result in penalties, including jail time, fines, and may also be subject to discipline on a professional license based upon the applicable practice act.

Signature		Print Name		Date	
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HEALTH DEPARTMENT USE			
Received by		Date	
Reviewed by		Date	

	Approved
	Denied

Comments

Public Gathering/Event Plan Application

The variance for Public Gatherings/Events requires community organizations, businesses, government entities, and nonprofits to submit an event plan for review and approval by the Pueblo Department of Public Health and Environment (PDPHE).

Please provide in detail how the following precautions will be addressed during the proposed event. Attach any supporting documentation as needed.

1. The capacity limit for any event is 50% of the posted occupancy code limit, not to exceed 100 people at any given time indoors and 175 people outdoors.

- a. What is your posted occupancy limit? _____

- b. How will you ensure that maximum occupancy is not exceeded during the event?

2. Physical distancing at a minimum of 6 feet should be maintained between individuals of different households. What strategies will you use to maintain a minimum of 6 feet physical distance throughout the event?

3. Restrooms must be cleaned and disinfected regularly and frequently. Contacted surfaces must be disinfected every hour. Describe your cleaning procedure for this event.

4. Will food be served at this event? YES NO

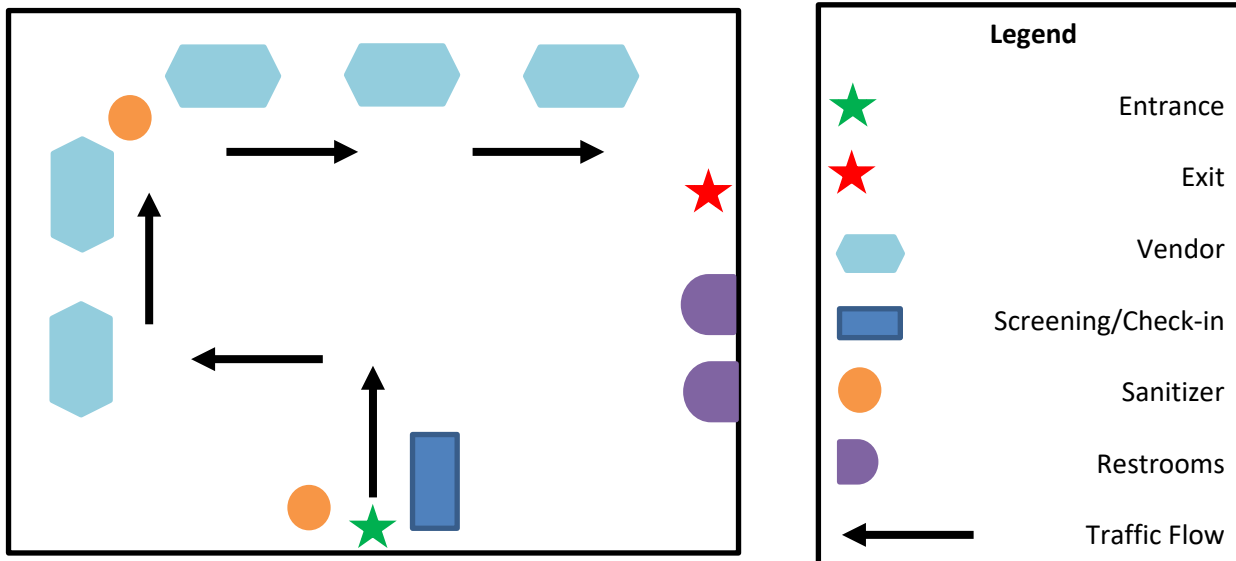
If yes, see attached guidance for food service.

NOTE: Temporary events with two or more food vendors also require a Temporary Event Coordinator Packet to be submitted with payment to PDPHE. This application is available at thedishpueblo.com.

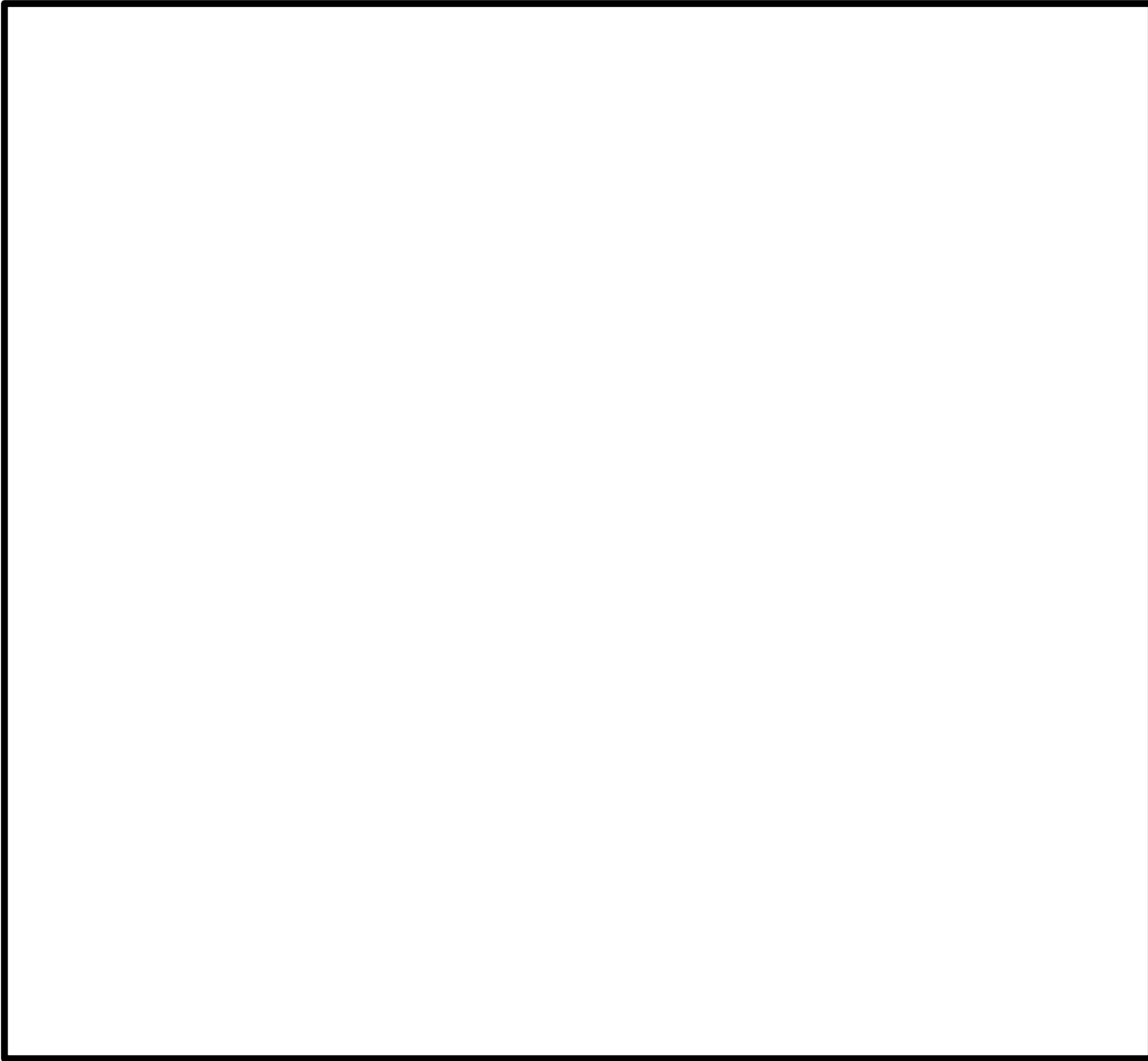
5. Will there be performers at this event? YES NO If yes, see attached guidance for performers.
6. Describe how employees/volunteers will be screened for COVID-19 symptoms prior to the event.

7. Employees who report being symptomatic must be excluded from the workplace and must self-isolate for 10 days. By initialing here, I agree to exclude symptomatic employees/volunteers and encourage them to be tested for COVID-19 at their healthcare provider or Pueblo County’s community testing site. _____
8. Attendees of any public gathering or event must register with contact information. By initialing here, I understand that this information must be kept on file for **30 days** and that I must cooperate with PDPHE, in the event that there is a confirmed case among visitors or employees of this event. _____
9. The Colorado Department of Public Health and Environment (CDPHE) and PDPHE reserve the right to modify or rescind this variance approval as circumstances warrant. By initialing here, I understand that my event may be altered or cancelled at any time in order to comply with updated public health and executive orders. _____
10. Participants must wear a face covering indoors. By initialing here, I understand that I may be served a Notice of Violation for failure to enforce Colorado’s mask mandate. _____
11. A site map including entrances, exits, restrooms, handwashing/sanitizing stations, symptom screening stations, and vendor locations needs to accompany this application.

Example:



Event Site Map



Legend



CDPHE Environmental Cleaning Guidance for COVID-19

- Cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility.
 - It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. Restrict access for two hours after the sick person has left. If possible, wait up to 24 hours before beginning cleaning and disinfection.
 - Clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces. Continue to follow all cleaning and disinfecting recommendations provided below.
- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective. Consult the manufacturer's instructions for cleaning and disinfection products used.
- Diluted household bleach solutions can be used if appropriate for the surface. Check the label on the bleach container to be sure it provides claims about disinfecting and instructions for mixing. Follow manufacturer's instructions for mixing, application and proper ventilation. Avoid using bottles of bleach that you think may be older than one year or are past their expiration date as marked on the bottle. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water. This a "standard recipe," be sure to check the label as bleach comes in different concentrations.
 - 4 teaspoons bleach per quart of water
 - Products with EPA-approved emerging viral pathogens are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.). The list of EPA-approved products for emerging viral pathogens expected to be effective against COVID-19 can be accessed at www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19 .
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely, or
- Use products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces.

Event Food Services Agreement

Initial the following to acknowledge that these precautions can and will be observed as outlined by Safer at Home guidance.

	Tables must be a minimum of 6 feet apart
	No more than 8 guests per table
	No bar seating
	No buffets
	The floor must be clearly marked to delineate 6-foot spacing for people in lines
	Single-use condiments only
	No self-service stations or multi-use utensils
	Deep clean and disinfect all shared surfaces in between parties
	When food is made available, restrooms must be disinfected every hour with cleaning logs publicly posted.

Describe how guidance/training will be provided to employees on maintaining 6-foot distancing between employees and how this training will be recorded.

Event Performers/Competitors Agreement

Initial the following to acknowledge that these precautions can and will be observed as outlined by Safer at Home guidance.

	Performances must be a minimum of 25 feet from patrons.
	Performers are included in capacity limit numbers if they join the patrons at any time.
	Physical spacing between performers will be maximized.
	High touch areas and equipment (microphones, instruments, etc.) will be disinfected between uses.
	If performers are not counted in the total capacity, they are using a separate entrance and exit, and I have included it on my site map.