

## Public Gathering/Event Plan Application

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 20-36 COVID-19 Dial and Pueblo County Public Health Order 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

Pueblo Department of Public Health and Environment (PDPHE) requires community organizations, businesses, government entities, and nonprofits to submit an event plan for review and approval. **Applications are due no later than 2 weeks prior to the scheduled event.**

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 dependent on the level in which Pueblo County currently is. Please check [covid19.colorado.gov](https://www.covid19.colorado.gov) or [pueblohealth.org](https://pueblohealth.org) to confirm the current level. You will be notified of any changes that occur. **Pueblo County is currently in Level Orange: High Risk.**
  - a. What is the normal posted occupancy limit of the facility (if indoors)? \_\_\_\_\_
  - b. What capacity does the current level allow for your event/gathering? \_\_\_\_\_
  - c. How will you ensure that maximum occupancy is not exceeded during the event?  
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## What are the capacity restrictions at each level?

Effective date: 1/6/21

	LEVEL GREEN: PROTECT OUR NEIGHBORS	LEVEL BLUE: CAUTION	LEVEL YELLOW: CONCERN	LEVEL ORANGE: HIGH RISK	LEVEL RED: SEVERE RISK	LEVEL PURPLE: EXTREME RISK
PERSONAL SERVICES	50%* capacity or 500 people †	50% capacity or 50 people †	50% capacity or 50 people †	25% capacity or 25 people †	25% capacity or 25 people †	Closed
LIMITED HEALTH CARE SETTINGS	50%* capacity or 500 people †	50% capacity or 50 people †	50% capacity or 50 people †	25% capacity or 25 people †	25% capacity or 25 people †	10% capacity or 25 people †
INDOOR UNSEATED EVENTS AND ENTERTAINMENT	50%* capacity or 500 people †	50% capacity or 175 people †	50% capacity or 50 people no calculator, (or up to 100 with calculator) †	25% capacity or 50 person capacity (with calculator) †	Closed, excluding museums, aquariums, and zoos**	Closed
INDOOR SEATED EVENTS AND ENTERTAINMENT	50%* capacity or 500 people †	50% capacity or 175 people †	50% capacity or 100 people †	25% capacity or 50 people †	Closed, excluding museums, aquariums, and zoos**	Closed
OUTDOOR UNSEATED EVENTS AND ENTERTAINMENT	50%* capacity or 500 people †	50% capacity or 250 people †	50% capacity or 175 people †	25% capacity or 75 people	25% capacity or 75 people (with calculator) †, attended only with members of your own household and 6ft spacing between groups	Closed
OUTDOOR SEATED EVENTS AND ENTERTAINMENT	50%* capacity or 500 people †	50% capacity or 250 people †	50% capacity or 175 people †	25% capacity or 75 people †	25% capacity or 75 people (with calculator) †, attended only with members of your own household and 6ft spacing between groups	Closed
OUTDOOR GUIDED SERVICES	50%* capacity or 500 people †	50% capacity or 25 people †	50% capacity or 10 people †	25% capacity or 10 people †	25% capacity or 10 people †	25% capacity or up to 10 only in your own household †

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?

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3. Restrooms and frequently contacted surfaces, doorknobs, point of sale systems, handrails, elevator buttons, tables/chairs, pens, etc.) must be disinfected every hour. Describe your cleaning procedure for this event.

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

**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](http://thedishpueblo.com).**

5. Will there be performers/speakers at this event?  YES  NO

6. Describe how employees/volunteers will be screened for COVID-19 symptoms prior to the event.

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7. Staff or attendees who report being symptomatic must be excluded from the event and must self-isolate for 10 days. Staff or attendees who have been in close contact with someone who is ill must be excluded from the event and must quarantine for 14 days. By initialing here, I agree to exclude symptomatic individuals and encourage them to be tested for COVID-19 at their healthcare provider or Pueblo County's community testing site. \_\_\_\_\_

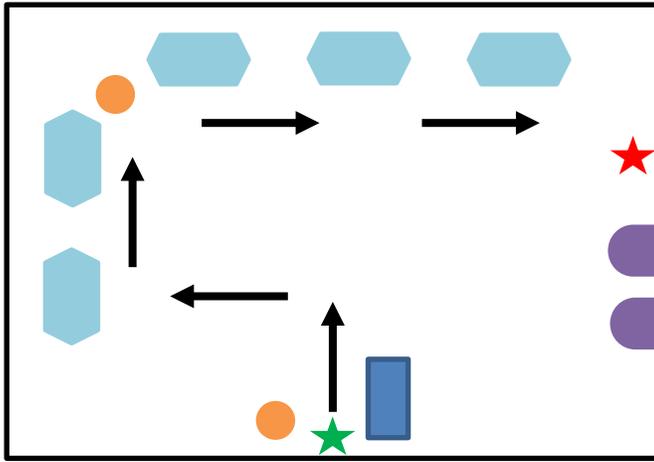
8. Attendees of any public gathering or event must register with contact information. By initialing here, I understand that this information must be kept on file for **30 days** and that I must cooperate with the Pueblo Department of Public Health and Environment in the event that there is a confirmed case among visitors or employees of this event. \_\_\_\_\_

9. The Colorado Department of Public Health and Environment and the Pueblo Department of Public Health and Environment 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. \_\_\_\_\_

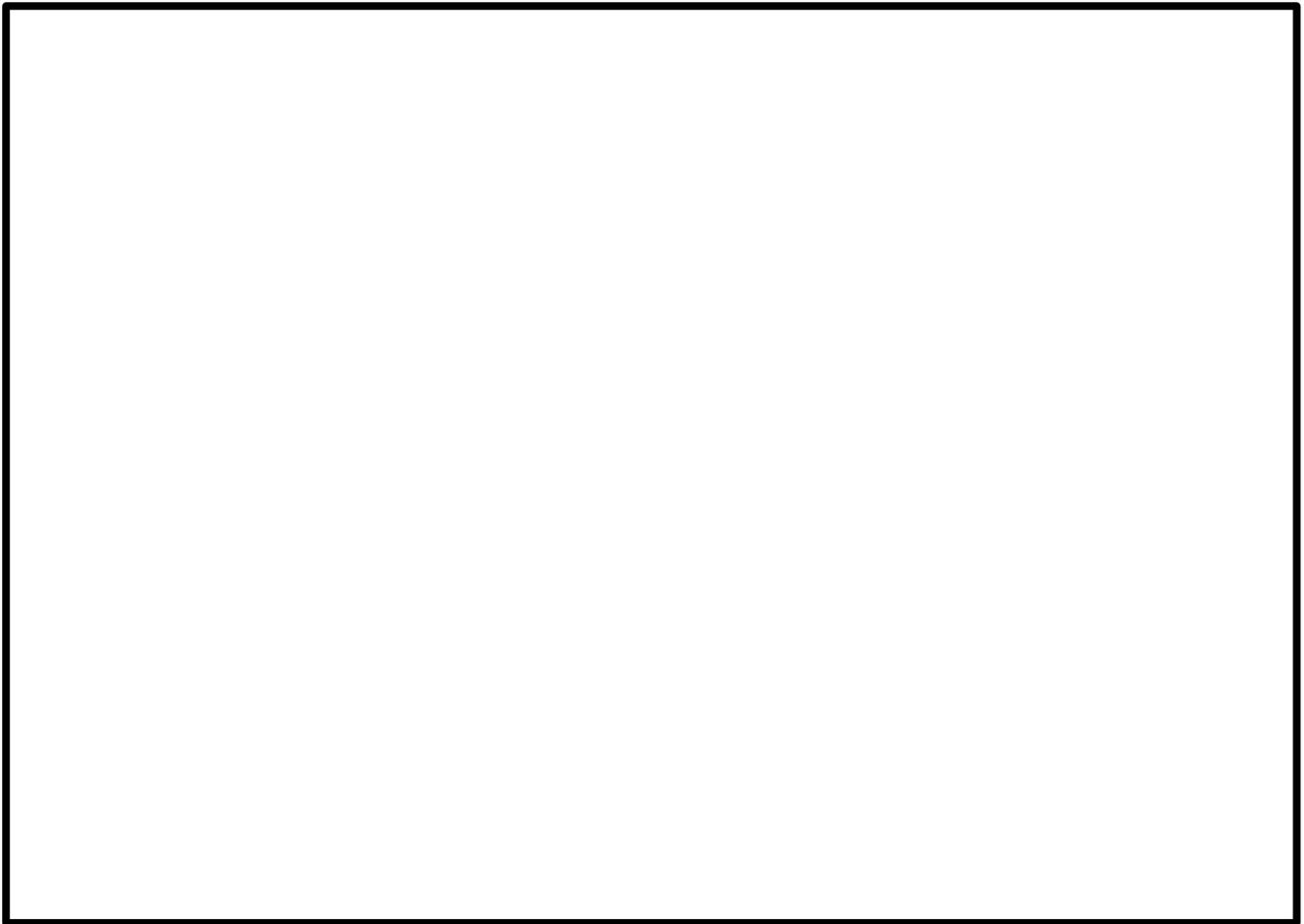
10. All participants and staff must wear a face covering. By initialing here, I agree that I may be issued a notice of violation for failing to require face coverings at all times, indoors and outdoors. \_\_\_\_\_

11. A site map including entrances, exits, restrooms, handwashing/sanitizing stations, symptom screening stations, and vendor locations needs to accompany this application.

Example:



Site Map



Legend



Initial the following to acknowledge that these precautions can and will be observed as outlined by the COVID-19 Dial Guidance.	
	There will be no games or activities that require or encourage standing around, congregating, or shared materials. This includes things like board or recreational games, bouncy houses, ball pits, shared dance floors (not for performances), or amusement booths or rides at fairs.
	Catering services or food services should be seated-only. Food and drink services must follow the same guidelines as restaurants and bars. No self-service buffets/condiments or bar seating will be available to patrons.
	Queues at entrances will ensure a minimum of 6 feet of physical distancing between individuals and entry will be paced to prevent congestion.
	Entrances will be monitored and will operate on a one-in-one-out basis when at capacity.
	Signage will be posted with easy to interpret graphics in commonly used languages reminding everyone to maintain 6 feet of distance, wear masks, wash hands, etc.
	Single-direction traffic flow in and out of venue and seating areas will be established, utilizing separate entrances and exits whenever possible.
	<p>If booths/vendors will be at the event:</p> <ul style="list-style-type: none"> <li>• Allow spacing for vendor load-in and load-out such that vendors and staff can maintain a distance of at least 6 feet from each other as much as possible.</li> <li>• Add a minimum of 6 feet in between booths.</li> <li>• Create a single line of booths instead of double rows. If this is not possible, create at least a 16 feet thoroughfare between the two sides allowing for a single file, one-way path down the middle.</li> <li>• Require vendors to have market booth layouts that promote social distancing. Provide them with the space to do this.</li> <li>• Create one-way traffic flow through the booths to prevent crowding or mingling.</li> <li>• Use ropes, cones or tape to define the entrance, exit and flow.</li> </ul>
	Performers, competitors, speakers, presenters, etc. will be a minimum of 25 feet away from the spectators/audience.
	Performers, competitors, speakers, presenters, etc. will be included in the capacity numbers if they join the patrons at any time and/or do not use separate entrances/exits.

Describe what guidance/training will be provided to employees regarding the above requirements:

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## 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](http://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.