

**Kosciusko County Health Department**

100 W CENTER ST, WARSAW IN 46580

(574) 372-2353 OR (574) 372-3517

SPECIAL OR SEASONAL EVENT PLAN

In accordance with Indiana’s Executive order 20-36: “Special or seasonal events scheduled to occur on or after July 23, 2020, and where the total attendance is expected to exceed 250 individuals, must have an event plan approved by local health officials before proceeding.”

A special or seasonal event is “an assembly or convening of multiple people from separate households in a single space, indoors or outdoors, at the same time but where the main purpose is not necessarily for individuals to interact with others outside of one's household but to attend a single event and/ or events of limited duration - such as weekly summer concerts or movies-in-the-park, fairs, festivals, carnivals, parades, graduation ceremonies, community holiday celebrations, conventions, fundraisers, sport or racing competitions, shows, or other entertainment events.” The Indiana State Department of Health has indicated that this also applies to seasonal or special events such as outdoor concerts, outdoor movies (other than drive-ins), family reunions, conferences, or weddings that anticipate *more than 250 participants*.

Please use this form to develop and submit a written plan outlining the steps to be taken to mitigate against COVID-19. [Executive order 20-36](https://www.in.gov/gov/files/Executive%20Order%2020-36%20(Continuation%20Stage%204.5).pdf) indicates that event organizers must address the following seven issues:

1. **Capacity Limits** (outlining what steps have been taken and will be taken to ensure the overall capacity does not exceed allowable limits set out in Stage 4 or Stage 4.5 and how social distancing will be achieved)

Click or tap here to enter text.

1. **Guest Information** (identifying the appropriate information to be provided to guests to stay home if sick or part of a vulnerable population, engage in social distancing, increase handwashing, etc.)

Click or tap here to enter text.

1. **Staff & Volunteer Screening** (identifying measures to be taken to appropriately screen staff and volunteers for COVID-19 symptoms)

Click or tap here to enter text.

1. **Social Distancing Measures** (identifying measures to be employed to ensure attendees engage in social distancing such as use of multiple entrances, designated seating, one-way flow of attendees, ground markings, etc.)

Click or tap here to enter text.

1. **Increased Sanitation** (outlining steps to be taken to ensure the event space is appropriately cleaned and sanitized, that high touch areas have increased cleaning, and that additional handwashing or hand sanitizing is available)

Click or tap here to enter text.

1. **Face Coverings:** (identifying if face coverings are recommended or required)

Click or tap here to enter text.

1. **Compliance**: (identifying the number of event staff or volunteers who will be available and sufficient to monitor and ensure compliance with the approved plan and other Executive Order directives.)

Click or tap here to enter text.

Name & type of event (fair, festival, wedding, etc.): Click or tap here to enter text.

Dates of event: Click or tap to enter a date.

Location of event: Click or tap here to enter text.

Event planner signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Kosciusko County Health Department use:**

APPROVED

DISAPPROVED

Signature of approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any questions or concerns, please contact Bob Weaver (574) 372-2352 or Teresa Reed (574) 372-3517.