Winnebago Public Health Department



Events and Gathering Form

- 1. What gathering, event or venue are you seeking approval? Please provide the event name or a brief description.
- 2. What are the dates the event or gathering will occur?
- 3. What is the address of this event or gathering?
- 4. Who is the primary contact that the WPHD should reach out to with questions about this COVID-19 Event and Gathering Safety Plan or this event?
- 5. Tell us about the Capacity of the Location (or venue) where this event or gathering will take place?
- 6. Does the venue or location of your even have a maximum capacity or occupancy of your venue/location?
- 7. How many people do you hope to accommodate at your gathering, event, or venue under this plan, if approved?

Estimated amount of people:

8. What education will you have **prior to the event** regarding physical distancing, handwashing and use of hand sanitizer, staying home if sick, wearing a cloth mask or face covering, and other safety guidelines to prevent the spread of coronavirus please circle?

Website Social Media Ticket Purchasing site

Emails & Push notifications Mobil Apps Event Registration

Signage on Site Guest Services Staff & Volunteers

9. What education will you have **during the event** regarding physical distancing, handwashing and use of hand sanitizer, staying home if sick, wearing a cloth mask or face covering, and other safety guidelines to prevent the spread of coronavirus please circle?

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- 10. Describe any other ways you plan to educate your attendees about how to limit the potential to spread the coronavirus at your gathering, event or venue.
- 11. Please provide links to where your online messaging will be available?
- 12. In the event of an outdoor venue or gathering if there is inclement weather what will the plans be?
- 13. Which of the following will be conducted?
 - Physical Distancing is being followed and able to maintain 6 feet from the person closest to them.
 - Sanitation and Disinfection Procedures have been increase and proper cleaning supplies and hand sanitizer are available.
 - Personal Protective Equipment (PPE) protocols are in place and PPE is available for workers and volunteers.
 - Fever (100.4 deg F) and Symptom Screening are in place for employees and volunteers.
 - Employees and volunteers who are running a temperature (100.4 deg F) or showing symptoms will be sent home.
- 14. How will you promote the use of cloth face covering or masks by attendees?
- 15. How will you provide opportunities for attendees to wash and sanitize their hands while at your event?
- 16. How will you stagger arrival times to allow for maintaining 6 feet of physical distance between attendees?
- 17. What tools will you use to manage lines and keep people 6 feet apart?
- 18. What screening procedures will you have in place to minimize the chance of ill attendees participating in your gathering or event?
- 19. How will you manage access to restrooms that allow attendees to maintain 6 feet of physical distance?
- 20. How will you manage seated admission to maintain 6 feet of physical distance between individuals and groups?
- 21. How will you mange general admission to maintain 6 feet of physical distance between individuals and groups?
- 22. Will you offer food and beverage service? Y N



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23. Self serve buffets are prohibited. Workers must serve food directly to customers.We understand.
24. All workers should wear face coverings that are washable. Please chose which apply: We will educate our workers on how to safely use masks.
We will provide facemask for workers.
We will require all workers to wear masks.
Sign Here
Please give us your contact information.
Name:
Email Address:
Phone Number:

