

## MARION COUNTY PUBLIC HEALTH DEPARTMENT COVID-19 RISK MITIGATION EVENT PLAN

This guidance document will assist event planners in developing a COVID-19 Risk Mitigation Event Plan. Events with total attendance of **more than 250** people (indoors or outdoors) must have a plan approved by the local health department. The Executive Order can be found here:

<https://www.in.gov/gov/2384.htm>

### **Event Plan:**

Event planners must develop and submit to the local health department a written plan outlining the steps to be taken to reduce the spread of COVID-19. Each plan must address the following issues:

- a) *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 4.5 or local public health orders, and how social distancing will be achieved*
- b) *Guest Information - identifying the appropriate information to be provided to guests to stay home if sick or part of a vulnerable population (individuals age 65 and older, individuals who are immunocompromised, and individuals of all ages with serious underlying medical conditions), engage in social distancing, increase hand washing, etc.*
- c) *Staff and Volunteer Screening - identifying measures to be taken to appropriately screen staff and volunteers for COVID-19 symptoms*
- d) *Social Distancing Measures - identifying measures to be employed to ensure attendees engage in social distancing such as use of multiple entrances/and exits, designated seating, one-way traffic flow of attendees, signage, ground markings, etc.*
- e) *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 hand washing or hand sanitizing is available*
- f) *Face Coverings – identify any activities that would require an exception to the face covering requirement, and;*
- g) *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.*

### **Plan Submission Timeline:**

For events occurring on or after July 27, 2020, plans must be submitted to [HealthDept@MarionHealth.org](mailto:HealthDept@MarionHealth.org) at least 7 days in advance of the event.

### **Event Monitoring and Enforcement:**

Event planners must have sufficient event staff or volunteers present during the event to monitor and ensure compliance with the approved plan and other Executive Order directives for the duration of the event.

*To learn more about the different stages and the associated dates to get a better understanding about where we're going as a state, click here to see the full plan: [BackOnTrack.in.gov](https://www.marioncountypublichealth.org/backontrack).*

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### Purpose

The COVID-19 Risk Mitigation Event Plan outlines the procedures and guidelines instituted to protect the public health during the COVID-19 Pandemic.

### Scope

The COVID-19 Risk Mitigation Event Plan aligns with the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), Indiana State Department of Health (ISDH), and the Marion County Public Health Department (MCPHD) recommendations and mandates to the greatest extent possible.

The resumption of event activities will be made based on guidance from CDC and the requirements of [Governor Holcomb’s Executive Order](#) and the latest [Marion County Public Health Order](#).

- Events are encouraged to be outdoors whenever feasible.
- Events must meet social distancing guidelines (currently 6 square feet per person)
- Air ventilation should be increased to maximum capacity, or at least 6 air changes per hour
- Individuals age 65 and older, individuals who are immunocompromised, and individuals of all ages with serious underlying medical conditions are strongly recommended to avoid all public gatherings.

Unless otherwise specified in Marion County Public Health Order 20-2020 (or latest version) the restrictions imposed by Governor Holcomb’s “Stage 4.5” of the Back on Track Indiana Plan apply.

### Event Overview

|  |  |
|--|--|
| <b>Event Organizer Contact Name</b>  |  |
| <b>Event Organizer Phone Number</b>  |  |
| <b>Alternate Contact Name and Phone Number</b>   |  |
| <b>Event Name</b>  |  |
| <b>Event Location</b>  |  |
| <b>Will this event be held indoors or outdoors? If outdoors, please provide details for weather-related alternate plans.</b> |  |
| <b>Event Dates and Hours of Operation</b>  |  |
| <b>Anticipated Daily Attendance</b>  |  |

**Events serving food in Marion County must submit a temporary food establishment application. For more information, contact Kelli Whiting, Coordinator of Temporary Events at (317) 221-2256 or visit our website at <http://marionhealth.org>.**

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### Capacity Limits

- *This section should include information on how the event will adhere to maximum occupancies allowed in [Stage 4 or 4.5 of Indiana's Back on Track Plan](#). How will this be communicated to attendees with as much notice as possible?*

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### Guest Information

- *This section should include information on how guests will be informed to stay home if sick or part of a vulnerable population (individuals age 65 and older, individuals who are immunocompromised, and individuals of all ages with serious underlying medical conditions). Be sure to include details on guest screening procedures before entering the event. Who will conduct the screening? Who will not be permitted access? Will attendees have in and out access to the event?*

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### Face Coverings

- *This section should include information on the requirement of [face coverings](#) for event staff, volunteers, vendors, and attendees. Will the event provide face coverings to attendees? What other personal protective equipment will be provided?*

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**Event Staff and Volunteer Screening**

- *This section should include information on [health screening procedures](#) for event staff and volunteers. What will be included in the screening (health survey, temperature check)? Will the screening be conducted daily? Who will be responsible for performing the screening, and how will those individuals be trained?*

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### Social Distancing Measures

- *This section should include information on how [physical and social distancing measures](#) will be implemented during the event. Be sure to include details on physical and social distancing protocols during the event, attendee entrances/exits, floor plans with one-way traffic flow, and directional/physical distancing signage. How will seating areas be modified to allow for social distancing?*

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### Increased Sanitation

- *This section should include information on how routine cleaning/sanitation/disinfection will be increased during the event. Will hand washing or hand sanitizing stations be available to attendees? Will vendors and exhibitors be required to clean and disinfect their displays? How often? Are cleaning products in accordance with EPA guidelines? How often will restrooms be sanitized? How will the event allow for the maximum amount of fresh air intake? Will doors be kept open? Has the HVAC or Ventilation system been set to allow for 6 air changes per hour?*

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### Enforcement and Compliance

- *This section should include information on how event planners have identified the number of event staff or volunteers who will be available (Example— ratio of one event staff/volunteer to every 25 persons based upon anticipated attendance) during the event to monitor and ensure compliance with the approved risk mitigation plan and other Executive Order directives. How will staff or volunteers make sure attendees are adhering to requirements?*

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### Communication

- *This section should include communication procedures. How will guests be informed of event expectations prior to arrival? How will guests be reminded of expectations during the event (example: signage at entrances/exits)? Provide details and locations of signage.*

*Example language:*

- *Stay home if you are sick, or are exhibiting any of the following symptoms; cough, shortness of breath, fever, chills, muscle pain or sore throat.*
- *Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions (heart disease, chronic lung disease, asthma, etc.) might be at higher risk for severe illness from COVID-19, and should not attend the Event.*
- *An inherent risk of exposure to COVID-19 exists in any public space where people are present.*
- *COVID-19 is an extremely contagious disease that can lead to severe illness and death.*

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### Resources

As these resources are frequently updated, please stay current on local, state and federal guidance issued in response to COVID-19.

#### **General Information**

##### **Marion County Public Health Department**

<http://marionhealth.org/homeslider/latest-on-coronavirus/>

##### **Indiana State Department of Health**

<https://www.coronavirus.in.gov/>

##### **Centers for Disease Control and Prevention**

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

#### **Contact Information**

##### **Marion County Public Health Department (MCPHD)**

- Call Center: (317) 221-5500
  - Weekdays: 8:00 AM – 5:00 PM
  - Voicemail available during all other times
- Public email: [COVID-19GeneralInfo@MarionHealth.org](mailto:COVID-19GeneralInfo@MarionHealth.org)
- Provider email: [COVID-19ProviderInfo@MarionHealth.org](mailto:COVID-19ProviderInfo@MarionHealth.org)

##### **Indiana State Department of Health**

- Call Center: (877) 826-0011
  - Open 8:00 AM – 5:00 PM; Queue option for public and providers
- Email: [epiresource@isdh.in.gov](mailto:epiresource@isdh.in.gov)