



COVID-19 Event and Gathering Approval Survey

COVID-19 Event and Gathering Safety Plan Submission

During the COVID-19 response, local health departments are working with businesses and private individuals to develop event safety plans. **The goal of the COVID-19 Event and Gathering Safety Plan is to limit the spread of the coronavirus and keep workers and attendees safe at gatherings, events and venues.**

This electronic form will help you write your own event safety plan. Please complete this form, providing detailed descriptions where appropriate. Your local health department will review your plan and get back to you to confirm that it is approved or to suggest changes.

Before starting to complete this form, you may want to download and review the [Event Safety Alliance Reopening Guide](#) developed by the Event Safety Alliance. This guide will help you consider what steps you will need to take to host safe and successful gatherings or events. Other resources that you may find helpful include [CDC's Considerations for Restaurants and Bars](#) and the [COVID-19 Nebraska Guidance Documents](#). These sites are updated regularly.

If you have questions about this form or your plan, contact your local health department: Lincoln-Lancaster County Health Department. You can find your health department at this link: [https:// lincoln.ne.gov/city/health](https://lincoln.ne.gov/city/health)

Now let's start building your event safety plan...

COVID-19 Event and Gathering Approval Survey

1. **What gathering, event or venue are you seeking approval for?**

Please provide the event name or a brief description.

2. What are the **dates the event or gathering will occur**? Please enter the month and day. Include start and end dates, if this is for a multi-day event.

Start Date

End Date

3. Will there be multiple events utilizing same plan?

Yes

No

4. If there will be multiple events utilizing the same plan, please provide additional event dates.

Start Date

End Date

Start Date

End Date

Start Date

End Date

5. Will this event occur in Lancaster County?

Yes

No

6. What is the **address** of this event or gathering?

Venue Name

Address

Address 2

City/Town

State/Province

ZIP/Postal Code

7. Will you have this event at additional venue/site?

Yes

No

8. If yes, please provide additional venue/site address

Address

City/Town

State/Province

ZIP/Postal Code

9. Who is the **primary contact** that LLCHD should reach out to with questions about this COVID-19 Event Plan?

First Name

Last Name

Cell phone number

Other phone number (If no other number, enter NONE)

Email address

10. Who is the **secondary contact** that the local health department should reach out to with questions about this COVID-19 Event Plan? If you do not have a secondary contact, you can skip this question.

First Name

Last Name

Cell phone number

Other phone number

Email address

Tell us about the **CAPACITY OF THE LOCATION** (or venue) where this event or gathering will take place.

11. Does the venue or location of your event have a **state-designated maximum capacity or occupancy**?

Yes

No

Not sure

12. If known, what is the state-designated maximum capacity or occupancy of your venue/location?

13. What is 25% of the state-designated maximum capacity or occupancy of your venue/location? (7 square feet/person for standing room, 15 square feet/person if table or chair seating provided)

14. How many people do you hope to accommodate at your gathering, event or venue under this plan, if approved? Type in the actual number of employees, volunteers, and attendees you expect.

ATTENDEE EDUCATION

Attendees and hosts all play important roles in allowing live events and gatherings to occur safely. Because COVID-19 is a highly contagious disease, everyone – attendees, hosts, and workers – must do their part to prevent the spread of coronavirus. **How will you help your attendees understand their role in being safe and avoiding the spread of coronavirus?**

15. Please mark **all** methods (below) that you will use before and during your event to **educate your attendees about LLCHD’s current guidance** such as:

- physical distancing,
- hand washing and use of hand sanitizer,
- staying home if sick,
- wearing a cloth mask or face covering,
- and other safety guidelines to prevent to spread of coronavirus.

	Before the event	During the event	Both
Website			
Social Media channels			
Ticket purchasing site			
Emails and push notifications			
Mobile apps			
Signage on site			
Event registration and badge check-in			
Guest services staff and volunteers			

16. 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.

17. Please provide links to where LLCHD can go to see your online messaging when it is available. Contact the LLCHD if you need assistance with your messaging before publishing it.

WORKER HEALTH AND HYGIENE

COVID-19 can be a very serious illness. It is caused by a coronavirus and is highly contagious. Currently we have limited testing for this virus and no vaccine. **Workers and volunteers must protect themselves and each other when working together in event spaces.**

18. As described in the Event Safety Alliance Reopening Guide, an **Infection Control Mitigation Coordinator** can be responsible for completing the functions below. Please select (click on) ***all*** of the tasks below that you will ensure will be assigned to a specific individual on your event team.

Coordinate and communicate with the LLCHD to help implement public health guidance.

Work closely with the event producer or venue operator to develop and implement event health plans.

Ensure that existing safety plans are modified for compatibility with new health plans and current public health guidance.

Help create worker training that applies current information about hazards and infection control measures, including social distancing, hand washing, temperature checking, and disinfecting high-touch surfaces.

Determine, in conjunction with the venue or event organizer, if a worker or attendee may safely enter the event space when there is a health concern.

Other, please describe.

19. Please provide the contact information for your Infection Control Mitigation Coordinator or other specific individual responsible for the tasks you selected above.

First Name

Last Name

Cell Phone Number

Other Phone Number

Email Address

20. From the list below, select the **Practices for Healthy Workers and Volunteers** that will be in place for your event, gathering or venue. Please select ***all*** that apply.

Physical Distancing is being followed.

Workers and volunteers maintain at least 6 feet (about 2 meters) from the person closest to them. Where a task cannot be accomplished working alone, workers can limit their exposure by forming a “work team” in which people routinely work together, but they keep their distance from everyone else.

Sanitation and Disinfection Procedures

have been increased 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. Employers should ensure that in addition to face coverings and other appropriate PPE, workers, volunteers, vendors, and independent contractors have PPE appropriate for their work. PPE will not be provided by the local health department.

Fever (100.4 F) and Symptom Screening are in place for employees and volunteers. If any employee/volunteer are symptomatic then they should not attend the event.

Employees and volunteers who are running a temperature (100.4 F) or showing symptoms (see: <https://www.cdc.gov/coronavirus/2019-ncov/symptomstesting/symptoms.html>) are sent home **to isolate and encouraged to be tested for COVID-19. They will not be allowed to return to work until authorized by LLCHD or they have been home for a minimum of 10 days since symptom onset and 3 days have passed with no fever (without the use of fever-reducing medications) and with improvement in respiratory symptoms (e.g., improved cough, no shortness of breath).**

Employees with COVID-19 are paid sick leave under the Families First Coronavirus Response Act.

Other

21. Organizer will **work with LLCHD responding to and investigating any positive cases of COVID-19** associated with gathering, event or venue?

I agree

22. I agree to maintain a log of contact names and information for all event employees and volunteers associated with gathering, event or venue?

I agree

23. Provide more details on what COVID-19 mitigation strategies you will use to protect the health of employees and volunteers at your event.

SANITIZING and DISINFECTING THE VENUE

24. Have you reviewed and **will you follow the [CDC Cleaning and Disinfecting Your Facility](#)** guidelines?

Yes

No

Not sure

25. From the list below, select all of **that apply for increased sanitizing and disinfecting of high-touch areas** at your event, gathering or venue. Select **all** that are included in your plan.

Public Areas (lobby, hallways, dining and food service areas) such as: Door handles, handrails, push plates, Bike rack or other barricades the public may touch, Handrails for stairs, ramps, and escalators, Elevator buttons – inside and out, Reception desks and ticket counters, Telephones, Point of Sale terminals, and other keypads, Tables and chairs, including highchairs and booster seats, Beverage stations, water fountains, vending and ice machines, Trash receptacle touch points.

Restrooms (front and back of house as well as portable units) such as: Door handles and push plates, Sink faucets and counters, and toilet handles, Lids of containers for disposal of women’s sanitary products, Soap dispensers and towel dispenser handles, Baby changing stations, Trash receptacle touch points.

Back of House Offices, Dressing Areas, Green Rooms, Production Areas such as: Individual office and other room furniture, Door handles, push plates, doorways, railings, Light switches and thermostats, Cabinet handles, Telephones, computers, other keypads, mouse, Microphones, Backstage and technical equipment, Trash receptacle touch points.

Back of House Kitchen and Food Preparation Areas such as: Handles of all kitchen equipment doors, cabinets, push pads, Counter surfaces, Light switches, Handles of beverage and towel dispensers, Handles of sinks, including hand washing sink and mop sink, Cleaning tools and buckets, Trash receptacle touch points.

26. Does your venue or event have **Cleaning and Disinfecting Logs** in place and in use?
(Click here for example: [cleaning and disinfection log](#))

Yes

No

Not sure

27. Briefly describe other ways your COVID-19 Event and Gathering Safety Plan meets sanitation and disinfection guidelines.

ARRIVING and LEAVING

Your attendees' experience at your gathering, event or venue should be consistent with the health and safety information you provide as part of communication with them. **Beginning with their first invitation, ticketing, or social media engagement, hosts can help attendees be ready to keep themselves and other attendees safe.**

28. Will you require face coverings? Select ***all*** that apply to your plan.

Employees and Volunteers

Attendees

Both

Neither

29. How will you **provide opportunities for attendees to wash and sanitize their hands while at your event?** Select ***all*** that apply to your plan.

Stations with either soap and water or hand sanitizer containing at least 60% ethanol or 70% isopropanol are provided **at all entry points.**

Stations with either soap and water or sanitizer containing at least 60% ethanol or 70% isopropanol are provided at **other well-marked and illuminated locations throughout the venue.**

Stations that allow **no-touch activation.**

Assigned team members responsible for **regularly checking and refilling supplies.**

30. How will you **promote the use of cloth face coverings by attendees?** Select ***all*** that apply to your plan.

Encourage face coverings in pre-event ticketing, invitations, and social media.

Display the event's health rules before and during the event, including promoting face coverings.

Provide face coverings for attendees.

31. Will **parking lot attendants/operators ensure that event attendees are physical distancing** (maintaining 6-feet of physical distance from other individuals/groups) when arriving or returning to their vehicles?

Yes

No

32. Describe how parking lots will be managed at your event or venue.

33. How will you **stagger arrival times** to allow for maintaining 6-feet of physical distance between attendees? Select ***all*** that are in your plan.

We will schedule attendee arrival times and location.

Attendees will select their arrival time and location.

Other (please specify)

34. What systems will you have in place so that attendees and workers can maintain **6-feet of physical distance while waiting at Will Call and the Box Office?** Select ***all*** that are in your plan.

Windows/plastic barriers are in place separating ticket staff and attendees.

A clear protective shield is used to separate ticket staff and attendees.

Only electronic tickets by advanced purchases are available.

Not applicable.

Other (please specify)

35. What tools will you use to **manage lines and keep people 6-feet apart?** Select ***all*** that are in your plan

Display the event's health rules before and during the event, including social distancing requirements and face covering guidelines.

Workers will provide information about anticipated wait time and entrance procedure and also enforce social distancing and face covering.

Lines marked on the ground at the event - depending on the surface painters tape, spray chalk, and spray paint can work.

Rope and stanchions

Fencing or bike rack

Other (please specify)

36. What screening procedures will you have in place to **minimize the chance of ill attendees** participating in your gathering or event? Select ***all*** that are in your plan.

In the days leading up to the event, proactively ask attendees to stay home from the gathering, event, or venue if they are ill or have symptoms (including: fever, sore throat, dry persistent cough, shortness of breath, new loss of taste or smell, etc.).

Offer full or partial refunds to ticketed attendees who stay home because of illness.

Provide all workers who are helping with screenings at the event with appropriate PPE, as advised by our local health department. (We understand procuring PPE for this event, gathering or venue is the host/organizer's responsibility).

At the event ask attendees to report symptoms (including: fever, sore throat, dry persistent cough, shortness of breath, new loss of taste or smell).

See <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Temperature check by thermometer at the event.

Temperature check by attendee disclosure.

Immediately send anyone home to isolate who is symptomatic and strongly encourage them to be tested for COVID-19.

We will not screen attendees.

37. How will you **stagger exits/departures** to maintain 6-feet of physical distance between attendees? Mark ***all*** that are in your plan.

Patrons nearest the exits leave first.

Display the event's health rules before and during the event, including social distancing requirements and departure instructions.

Workers and volunteers present to assure attendees understand the procedure and comply with social distancing requirements until they are in their vehicles or otherwise outside the venue.

Other

38. Briefly describe other COVID-19 mitigation strategies that will be used to address safety during arrivals and departures.

ON-SITE PUBLIC PLACES, FOOD AND BEVERAGE, AND MERCHANDISE

Operational decisions will require a thoughtful balance of competing interests. On one hand, you want a capacity crowd. On the other, you must allow for 6-feet of physical distance between workers and attendees and healthy conditions in all areas of your venue.

39. How will you manage **access to restrooms that allow attendees to maintain 6 feet of physical distance**? Mark ***all*** that are in your plan.

Limiting occupancy of restrooms to ensure social distancing guidelines.

Staff will monitor waiting area to preserve appropriate space between attendees.

Staff will monitor waiting area to preserve an easily discernible line to avoid conflict about where the line begins.

Other

40. How will you manage **seated admission** to maintain 6-feet of physical distance between individuals and groups? Select ***all*** that are in your plan.

Keeping 6-feet spacing between groups of 6 people from the same household.

Remove or tape off seats in order to maintain 6-feet distance.

Staff will monitor and help attendees maintain 6-feet distance at choke points such as entrances and exits, hallways, concessions, merchants, and restroom areas.

Not applicable.

Other

41. How will you manage **general admission** to maintain 6-feet of physical distance between individuals and groups? Select ***all*** that are in your plan.

Messaging to attendees before and during the event through electronic messaging and physical signage

Rope barriers and stanchions or bike racks to physically separate attendees.

Plans in place so attendee cannot stand at the front of the stage or fence. Note: moshing and crowd surfing are violations of social distancing.

Open areas patrolled by workers performing the guest services functions of providing information, enforcing rules and modeling health behavior

Plans in place to monitor and enforce health policies in hallways and smoking areas where attendees congregate

Messaging by the performer or announcer during the event

Painters tape on floor of an indoor space to mark 6-foot spacing

Not applicable

Spray chalk, survey flags, and cones for outdoor spaces to mark 6-foot spacing

Other

42. **Will you offer food and beverage service** that follow the current restaurant guidelines in Nebraska's Directed Health Measures? (Current restaurant guidelines are at [http:// dhhs.ne.gov/Pages/COVID-19-Nebraska-Guidance-Documents.aspx](http://dhhs.ne.gov/Pages/COVID-19-Nebraska-Guidance-Documents.aspx))?

We will follow all guidelines.

No food or beverage will be available.

Nebraska's most recently issued Directed Health Measures (DHM) includes **GUIDANCE for RESTAURANTS and BARS**, developed by the Division of Public Health and the Nebraska Restaurant Association. This next section will walk you through current requirements.

43. Self-serve buffets and salad bars are prohibited. Workers must serve food directly to customers or implement buffet orders from the customer table. No customer self-service

We understand.

44. All workers should wear face coverings that are washable. Worker face coverings must be laundered or replaced daily. Workers must wash hands before and after putting on the face covering and after every time they touch it. Select **all** that apply.

We will educate our workers on how to safely use face coverings.

We will provide face coverings for workers.

We will require all workers to wear coverings.

45. Whenever possible, food service workers should **NOT** perform multiple roles (Example – servers should not also take money). Venues must ensure proper training for food service workers with new or altered duties. Select **all** that apply.

Employees will be trained in their duties.

Employees will not perform multiple roles.

Create food service workers “contact pods”. Pod members should exclusively work together. Redesign workflow to eliminate cross-pod interactions that meet the close contact criteria (contact within six (6) feet for several minutes or more).

46. Close contacts of a COVID-19 positive individual are required to self-quarantine. Working in “contact pods” may reduce the number of employees that must self-quarantine for 14 days in the event that an employee is diagnosed with COVID-19

We will use pods in our venue.

Pods are not applicable to our venue.

47. Merchants' Infection Control Plans are necessary because event retail workers may touch many other workers and attendees and handle materials that people hold, or wear. How will you manage this? Select **all** that are in your plan.

Not applicable. No merchants will be used at the event or venue.

Merchants are contractually required to present their own infection mitigation plan as a condition of engagement to work the event.

48. How will you manage the sale of merchandise at your event? Select **all** that are in your plan.

Plans in are place to use contact-less ordering.

Plans in are place to use contact-less payment.

Plans in place to manage lines to maintain 6-foot physical distance between attendees.

Merchandise sellers will be spaced far enough from each other so attendees can view the merchandise and wait in line while and allowing others to pass by, all while keeping 6-feet of physical distance.

Not applicable. There will be no merchandise sold at this event/venue.

49. Briefly describe any other COVID-19 mitigation strategies related to on-site public places, food and beverage service, and merchandise:

PRODUCTION/ENTERTAINMENT

Produced in-house, touring or production workers. Agreements/contracts should be mutually supportive rather than imposing a disproportionate burden on one side or the other – the tour wants to know the venue is clean and the venue want to know the tour will not bring unreasonable risk onto their premises. Both parties have a vested and mutual interest in agreeing to the kinds of measures that will prevent the spread of coronavirus.

50. How will you allow for **booking your event space**? Select ***all*** at that are in your plan.

Site visits and venue tours for marketing and booking are being done virtually.

Companies booking a space submit a health and safety plan consistent with our COVID-19 mitigation strategies that attends to the risks particular to their event.

Not applicable.

51. How will you ensure **social distancing for musicians**? Select ***all*** at that are in your plan.

Six feet (two meters) social distance is provided for singers and musical instrument players.

Performance space, including on stage and in orchestra pits, are being arranged to maximize social distancing while allowing at least some of them to perform together.

Sixteen (16) feet social distance will be provided between performer(s) and attendees.

Not applicable.

52. How are you handling production equipment and cargo? Select ***all*** at that are in your plan.

Production equipment and cargo are sanitized before loaded at the warehouse and unloaded at the venue.

Face coverings will be used by all workers.

Not applicable.

Physical distancing applies to production crew working in confined spaces, such as inside trailers.

53. In addition to adhering to the Materials Handling guidance above, **how will you handle equipment deliveries?** Select ***all*** at that are in your plan.

Delivery truck drivers will be asked to not leave the cab during offloading

Workers will wash or sanitize their hands between each delivery

Delivery truck drivers will receive the same screening and follow the same health procedures as other workers

Workers will wear face coverings when they do not interfere with essential work functions

Deliveries will be scheduled to minimize the time workers load and unload close together

Not applicable.

Other

54. The general need for distancing should not cause other unsafe working conditions for technical and construction crew. For example, if a piece of equipment takes four people to lift, then each worker should protect themselves from infection to the best of their ability while lifting the load together.

Workers will wear face coverings when they do not interfere with essential work functions, particularly when they cannot maintain social distance.

Other (please specify)

55. How will you control the risk associated with high-touch equipment? Select ***all*** at that are in your plan.

Plans in place to frequently disinfect items such as motor controllers, microphones, mic stands, presentation remotes, and audio/video cable.

Equipment will be dedicated to individual users where possible.

56. What considerations are you making with heavy equipment? Select all that are in your plan.

We are able to designate one operator for each piece of equipment such as tractors, forklifts, boom lifts, and scissor lifts.

We are not able to designate one operator for each piece of equipment such as tractors, forklifts, boom lifts, and scissor lifts and will disinfect between operators.

Not applicable. We do not use any heavy equipment.

57. In addition to adhering to the Materials Handling guidance above, how **will you handle equipment deliveries**? Select ***all*** at that are in your plan.

Delivery truck driver will be asked to not leave the cab during offloading.

Workers will wash or sanitize their hands between each delivery.

Delivery truck drivers will receive the same screening and follow the same health procedures as other workers.

Workers will wear face coverings when they do not interfere with essential work functions.

Deliveries will be schedule to minimize the time workers load and unload close together.

Not applicable.

Other (please specify)

58. Briefly recap the key ways your COVID-19 mitigation strategies meet safety guidelines for preventing the spread of COVID-19. Which strategies will you implement?

59. Please describe what additional COVID-19 mitigation strategies you will employ to increase protection for at-risk employees, volunteers, and attendees. Examples may include: Encourage at-risk individuals not to attend, At-risk employees and volunteers will be assigned duties that minimize COVID-19 risk, At-risk individuals will be provided with a separate entrance/exit and seating area etc.

60. Will there be any onsite lodging or camping?

Yes

No

61. If yes to previous question then, what strategies will you use to manage this aspect?

62. You will be required to provide a site plan for your venue/event. The site plan is a site map drawing that details all tents, activities, portable gates, cooking equipment and fences, including the approximate sq. ft. area to be use. Please e-mail the site plan to bdavy@lincoln.ne.gov.

63. By submitting this plan, I am agreeing to work with LLCHD officials and to comply with their guidance and comply with all current Directed Health Measures. (Type your Name)

64. Please give us your contact information.

Name as you signed above

Email Address

Phone Number

Thank you for creating an event safety plan. If you have any questions, **please contact your local health department**. Please submit completed form and venue site plan to bdavy@lincoln.ne.gov. Make sure you save a copy for your records.