**Planning Template for Group Gatherings**

**Event Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Governor’s Directive released on 02/12/2021 states: “Any public gatherings or events should be managed in a way that accommodates the Center for Disease Control and Prevention (CDC) social distancing guidelines.” This template is intended to be a tool to help you plan your event. You are welcome to submit your plan to the Teton County Health Department for feedback by emailing it to [health@tetonmt.org](mailto:health@tetonmt.org).

Contact Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this event open to members of the public or private only? Public Private

**Physical Distancing**

**How many people do you plan to have in attendance? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*According to CDC following appropriate physical distancing (6 feet) is recommended at gatherings of any size.*

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| **What is your plan to allow for physical distancing during the event? Please discuss entry and exit points, registration or ticketing (if applicable), and any other place groups of people may cluster.** |
| Strategies may include: •Stagger arrival and exit times, to reduce clustering at entrance/exits. •Offer more multiple show/event times with limited occupancy to reduce gathering sizes. •Rearrange seating to comply with social distancing (e.g. only allow seating in every other row). •Space out tables and seating. •No unseated guests. •Seat no more than 6 people per table. •Remind patrons to only sit or gather near members of their household. •Utilize online ticket purchasing and seat reservation systems: Don’t allow sales to exceed gathering capacity; Ensure seat reservations allow for adequate physical distancing. •Limit cash or in-person transactions. •Place markings in areas where lines may form to guide physical distancing. •Install plexiglass shields as appropriate. •Clearly communicate building protocols through signage and floor markings. •Limit the use of touchscreens or pin pads for the public - Provide disposable wipes for patrons to clean touchscreens before and after each use. •Consider adding signage to encourage foot traffic in one direction. |
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**Food and Beverages**

**Will your event be providing food or beverage services? Yes No**

**Are you or are you using a licensed retail food establishment? Yes No**

*Licensed Retail Food establishments (i.e. caterers), should continue to follow state and local regulations.*

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| **What is your plan for safe food and beverage service? Please discuss how food will be served, handwashing set-up, illness plan for food handlers, social distancing in lines/service area, utensil type and sanitation.** |
| Strategies may include: •Eliminate any self-service, such as salad bars, buffets, beverage, etc., if not pre wrapped. •Mark 6ft distances for lines. •Utilize paper menus that can be disposed of after one use or whiteboards. •No pre-set silverware. •Supply plastic or glass shields for food handlers in buffet lines, similar to grocery stores. •Screen all food handlers for symptoms of COVID-19 prior to their shift. •Restructure so food handlers do not handle money. •Encourage frequent handwashing of food handlers.  •Use appropriate PPE for food handlers (masks and gloves) |
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**Cleaning and Disinfecting**

*Increase cleaning and sanitizing of restrooms whenever possible.*

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| **What is your plan for cleaning the facility, including restrooms and other high-touch areas? Please include who will be cleaning, how often cleaning will occur, and how you will ensure that the cleaning occurs.** |
| Strategies may include: •Clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, restrooms, etc. at least every 2 hours, or more frequently if possible. •Ensure cleaning products are available for members or have staff ready to clean before and after events. •Clean high touch surfaces after every use. •If available, use disposable gloves to clean surfaces. |
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**Hand Hygiene**

*Provide hand sanitizer or hand washing stations throughout the venue whenever possible.*

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| **How will you encourage handwashing and hand sanitizing among attendees?** |
| Strategies may include: •Hand sanitizer stations at entrance/exit, restrooms, any area where food is served, and common spaces. •Policies for staff. •Signage to encourage and indicate handwashing stations |
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**Protection of Host Community**

**Will people be coming from out or town/out of county to attend your event? Yes No**

*Large events with out-of-town guests can lead to concerns among local community members. We encourage your event to be mindful of and respectful to the local community.*

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| **How will you encourage attendees to be respectful of the host community?** |
| Strategies may include: •Encourage use of masks in public places. •Use curbside options at local restaurants and establishments. |
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