# Event Details

**Event Name:**

**Event Date(s):**

**Event Time:**

**Event Location:**

**Maximum Attendance At Any Time:**

**Event Tier (if known):**

**Event Description:**

**Has this event been held previously?**
- [ ] This is the first event of its kind
- [ ] This is a repeat of a similar previous event

**Key Event Changes from Previous Years:**

**Name** | **Phone** | **Email**
---|---|---
Organizer |  |  
Safety Coordinator |  |  
Medical |  |  

## Select all that apply for this event:

**Style of Event:**
- [ ] Car Parade
- [ ] Drive-in Concert
- [ ] Attendees
- [ ] Open Event
- [ ] Other:

**Event Movement:**
- [ ] Stationary (Festival, Concert, Carnival)
- [ ] Moving (Parade, March, Race)

**Attendee Entry:**
- [ ] Tickets Online
- [ ] Tickets In-person
- [ ] Online RSVP
- [ ] Free Admission

**Access:**
- [ ] No Fencing
- [ ] Partial Fencing
- [ ] Full Fencing

**Event Type:**
- [ ] Public
- [ ] Private

**Structure:**
- [ ] Tent
- [ ] Stage
- [ ] Platform
- [ ] Other:

**Alcohol:**
- [ ] None
- [ ] Sold
- [ ] Distributed
- [ ] Bring Your Own

**Food and Beverages:**
- [ ] None
- [ ] Sold
- [ ] Distributed
- [ ] Bring Your Own

## Safety Coordination & Self-Enhancement Procedure

**SAFETY COORDINATOR**

Detail the roles and responsibilities of Safety Coordinator:

**Will this staff member have other key event production roles?**

**How will event leadership support this role and what support will be requested from City Staff?**

## Health Screening, Isolation, & Case Reporting Procedure

**CASE NOTIFICATION PROCESS**

Process for reporting of a positive case (symptomatic or asymptomatic) identified before, during, and/or after event.

How will self-identification of positive cases be reported to Austin Public Health?
Prior to Event

SAFETY COORDINATION & SELF ENFORCEMENT PROCEDURE

TICKETING OPTIONS:
Detail the options for attendees to purchase and receive entry credentials (tickets/access passes/face passes):

* ❌

How will contactless options be encouraged or preferred? *

Will on site transactions be available? *
☐ Yes ☐ No

PUBLIC MESSAGING PRIOR TO EVENT:
How will attendees acknowledge safety protocols and agree to adheres to policy? *

Webpage containing detailed information for general public: *

Social Media official accounts that will release messaging:

Direct Messages content and schedule: *

STAFF SAFETY REQUIREMENTS:
Staff Send Home / Return to Work:
Is there a "sick-off" policy and return to work criteria if a staff member is diagnosed with COVID-19 or has symptoms?

☐ Yes ☐ No

Event Entry and Exit

SAFETY COORDINATION & SELF ENFORCEMENT PROCEDURE

PUBLIC MESSAGING ON SITE:
Detail plan for effective health messaging to the public within event grounds. Ample signage should include positioning throughout the venue reminding individuals to practice social distancing, properly wear their face coverings, practice frequent hand washing, cover coughs/noses, and avoid touching their face.
- Describe concise messaging regarding face coverings, sanitization, and social distancing

* ❌

Who is responsible to ensure messaging remains visible and legible? *

How is gathering discouraged at points of interest? *

PERSONAL PROTECTION/EQUIPMENT PROCEDURE

PERSONAL PROTECTIVE EQUIPMENT (PPE)
Austin Travis County EMS requires:
- The event organizer must detail a minimum level of PPE for staff and patrons and must include who is responsible for supplying PPE.
- "PPE Donning/Doffing: The event organizer must detail a procedure outlining the expected donning/doffing procedures for PPE that will be used by event staff and medical staff working the event."

Requirement: Face Coverings: Personal Protective Equipment (PPE) or face coverings are required to be worn by all within the permitted event space.
Detail plans regarding the provision of PPE and enforcement:

* ❌

Who is providing PPE?

How will PPE requirements be enforced?
ENHANCED CLEANING AND SANITATION PROCEDURE

Detail methods used to ensure proper sanitization and hygiene:

- Designate a cleaning coordinator and backup.
- Ensure regular, frequent sanitization of all commonly touched surfaces. Equipment should be sanitized before and after use.
- Provide sufficient hand washing stations and soap. Hand washing procedures: Wash hands upon entering; wash frequently while touching food or objects; wash after touching face or mask.
- Utilize contactless transactions and exchanges as much as possible.
- Provide sufficient number of hand sanitizer dispensers and stations throughout the event, especially near paths of ingress/egress, food stations, and near restroom doors.

*Gloves are not a substitute for hand washing.*

SOCIAL DISTANCING PROCEDURE

SOCIAL DISTANCING:

Austin Fire Department requires the event organizer to detail a procedure for how social distancing will be maintained during the event, including ingress and egress.

Detail methods used to reinforce social distancing at entry:

- Require social distancing of at least six feet, except for household and groups of less than 10 persons attending the event together.
- Staff and volunteers must work in their assigned pods of less than 10 persons to maintain social distancing.
- Provide signs, such as signs and floor decals to maintain social distancing.
- For densely attended events, incorporate a minimum of 50 feet wide or 20 feet wide two-way traffic patterns to minimize personal interactions.
- Drive to limit number of people at a time to six, but never exceed 10.
- Keep all tables at least six feet apart, or four feet apart with a solid barrier at least six feet high.
- Use booths to structure a time and space for entry or departure.

How will social distancing be enforced?

- Staff (on site), back of house, leadership:
- Attendees:

Who will enforce social distancing requirements?

HEALTH SCREENING, ISOLATION & CASE REPORTING PROCEDURE

SCREENING:

Austin Travis County EMS requires the event organizer to detail a procedure for health screening, such as temperature checks, isolation rooms or areas and their plan for reporting positive cases to Austin Public Health.

Detail methods used for health safety screening at entry or event start/finish; consult this list [www.cdc.gov](http://www.cdc.gov).

*Note: fever is 99.6 degrees f or greater – established by Austin-Travis County Health Authority

GENERAL HEALTH PRE-Screening criteria:

1. Sending email screening questionnaires prior to event; asking questions intended to find out if a worker is experiencing symptoms or has been exposed to someone with COVID-19 (requiring timely answers and repeating upon entry to event).
2. Monitoring a public health requirements and.
3. Checking for symptoms:
   - Who is conducting the screening and their training have they received?
   - How will health safety screening be conducted - List frequency, methods, signs and symptoms screen?
   - Staff (frontline, back of house, leadership)
   - Attendees:

KNOWN SYMPTOM PROTOCOL:

- Procedures to treat and isolate attendees who exhibit signs and symptoms at entry screening, during the event, or at exit
- Prepare for situational awareness training, seasonal scans on a hot day above 99.6 F
- If a staff or attendee exhibits signs and symptoms consistent with COVID-19, will event provide PPE?

ISOLATION ROOM / POSITIVE TEST RESPONSE:

Detail isolation areas separate from medical area, procedure to offer care, and if aware of a positive case report positive cases to Austin-Public Health
EVENT EXIT

EXIT PROTOCOL:
Detail process for safely exiting attendees from the permitted event area.

ENHANCED CLEANING AND SANITIZATION PROCEDURE

ENHANCED CLEANING AND SANITIZATION PLAN:
Austin Public Health requires that the event organizer must detail a procedure for how they will manage enhanced cleaning and sanitation requirements.

Requirements: A visible and enhanced cleaning staffing level proportionate to minimum cleaning requirements should be dispersed throughout all shared, communal areas. Staff should be designated and assigned to disinfected high-touch areas and cleaning tasks including, but not limited to: entrance booths, hand railings, door knobs, restrooms, vending machines, and restrooms multiple times throughout the day while maintaining six feet distance from individuals.

Detail plans to maintain the following requirements:
- Regularly and frequently clean and disinfect any regularly touched surfaces.
- Schedule of cleaning / Types of chemicals / Methods
- What is responsible to implement?
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available.
- Detail Area Plan
- Detail Public Area Plan

- Specific to Moving Events (parades and races) -- Schedule/types of chemicals/methods for equipment/facility locations along route

TOILETS, HAND-WASHING, HAND-SANITIZATION

Minimum number of toilets: 2
Minimum number of ADA Toilets: 1

- Number of Standard Toilets
- Number of ADA Toilets
- Number of Handwashing Stations
- Number of Hand Sanitizing Stations

Detail plans to manage cleaning and sanitization of toilets, handwashing stations, and hand sanitizer stations: 2

Specific to Moving Events (parades and races) -- List amounts of all locations along the permitted event area:

FOOD & BEVERAGE SERVICE SAFETY PROCEDURE

FOOD & BEVERAGE OPERATIONS AND OTHER MERCHANDISE VENDORS:
Austin Public Health requires a procedure for how food and beverage service will be managed including COVID-19 safety and sanitation requirements.

Detail plans to manage health and food safety guidelines:
- How is service provided (bailed, pre-packaged, buffet, open food court, prepared / temp-controlled, or other)
- Layout of food and beverage area (description or site map)
- Specific to Moving Events (parades and races) -- If food and beverage will be available any part of the permitted event area describe service layout
- Payment methods accepted
- Detail Event will encourage or offer preference to contactless transactions
**SOCIAL DISTANCING PROCEDURE**

**STRUCTURES:**
Detail plan to ensure social distancing and capacity management on stages, platforms, and hospitality areas.

**SAFETY COORDINATION & SELF ENFORCEMENT PROCEDURE**

**ENFORCEMENT:** Onsite Safety Coordinator is responsible for enforcement.

Austin Travis County EMS requires the event organizer should designate a single point of contact on-site throughout the event who serves as a Safety Coordinator and is responsible for implementation of this plan. The Safety Coordinator can be an existing staff member or event organizer.

Detail the staff and attendees processes of Health Safety Protocols management and enforcement.

**State:**
- How will social distancing, use of face coverings, sanitization, and staying home if sick be managed and enforced among staff?
- Provide progression of enforcement action plan if the above Health Safety protocols are violated by staff.

**Attendees:**
- How will social distancing, use of face coverings, sanitization, and staying home if sick be managed and enforced?
- Provide progression of enforcement action plan if the above Health Safety protocols are violated by Attendees.

**Outdoor Stationary Events (Pod Events)**

Outdoor stationary events, often called pod or pod seating events, are a way to allow for larger events while still enforcing social distancing. In this concept, attendees are assigned a designated seating area with members of their household and are restricted from wandering except to use the restroom or, depending on the site layout, visit vendors. Most all of the aforementioned safety requirements are relevant to stationary events but here are a few more things to consider when planning your event.

Stationary events may have different sound requirements. As attendees may be sitting farther away from stages than at pre-pandemic events, it’s important to consider how to amplify sound for all your guests while minimizing disturbances to surrounding neighbors. The ACE Team will help you work through this when reviewing your sound impact plan.

When ticketing, how will you ensure attendees are only seated with members of their household? Will you require that one attendee purchase tickets for everyone in their group or will you allow individuals to select their pod? *

The site space and layout are important considerations for stationary events. Will you have enough room to space groups at least six feet apart? How will you ensure attendees can keep social distance when they leave their pod or exit the event? *

**Submit**

Any pertinent documents (ie. Staff Send Home Policy) to include can be uploaded here:

*Choose File: No file chosen*

I certify that I am authorized to act on behalf of the Applicant and the Company or Organization listed in the Application. The information contained in this Health Safety Form is true and correct to the best of my knowledge and will be upheld through event policy and procedure.

*Sign*

**Your Name:** *

**Today’s Date:** *

**Your email address:** *