

Austin-Travis County COVID-19 Health and Safety Plan

This Health Safety Plan form is to be completed along with [an ACE Application](#).

The overwhelming majority of events and venues in Austin-Travis County are locally operated and have an immediate benefit to the Austin economy, community, and culture. In the wake of COVID-19 with unprecedented impacts to the experience sector economy, the City's event partners and the general industry need more information to plan their business operations. The industry has requested clear reopening guidelines from Austin-Travis County so that they may plan for how events and venues can reopen safely.

A COVID-19 Health and Safety Plan must be submitted as part of an applicant's special event permit.

More information can be found here: [Bringing Events Back: Austin-Travis County COVID-19 Safety Guide for Venues & Special Events](#) | [AustinTexas.gov](#)

Submission Deadline: at least 4 weeks before first event setup date.

Earliest potential event setup
date:

06/21/2021

Event Details

Event Name: *

Event Date(s): *

Event Time: *

Event Location: *

Maximum Attendance At Any Time: *

Event Tier (if known):

[Tier Resource Guide Link](#)

Event Description: *

What activities and/or products will be offered at this event? *

Food and Beverage: *

☐ None ☐ Sold ☐ Distributed ☐ Bring Your Own

Safety Guidelines

PREVENTING DISEASE SIGNAGE

There must be at least one Austin Public Health "Help Prevent Disease" sign at each entrance and on each restroom door.

This sign is available for download and print here: [Help Prevent Disease](#)

Do you understand this requirement and will you comply with it during your event? *

- ☐ Yes
☐ No

[Edit](#) [Copy](#) [Delete](#) [Multi-Select](#)

Is this sign visible and legible? *

SOCIAL DISTANCING ENCOURAGEMENT

SOCIAL DISTANCING:

Austin Public Health recommends individuals keep at least 3 feet of social distance.

- Encourage social distancing of at least three feet, except for household and groups of less than 10 persons attending the event together.
- Staff and volunteers should work in their assigned pods of less than 10 persons to maximize social distancing.
- Discourage the shaking of hands, hugging or other close personal contact.
- Configure event layout and facilities to avoid queueing.
 - Where lines form, use signage and floor decals to maintain 3' social distancing.
 - For densely attended events, incorporate minimum 6 feet wide one way / 12 feet wide two-way traffic patterns to minimize personal interactions.
- Strive to limit number of people at a table to six, but never exceed 10.
- Keep all tables at least three feet apart, or use a solid barrier at least six feet high.

How will you encourage social distancing at your event?

* ?

Example: At the entrance to the event, markings will be placed on the ground three feet apart to reinforce social distancing while queuing. At vendor and restroom queuing lines markings will also be placed on the ground three feet apart. Work stations for staff will be placed at least three feet apart, as will any seating in the designated employee area. All tables for attendees will have seating for only 10 people and will be placed at least three feet apart.

RESTROOMS AND HAND WASHING

Organizers are responsible for keeping toilets clean, sanitary and operational at all times, as well as providing single use disposable paper towels, no-touch trash receptacles, and ensuring waste is properly disposed from facilities. Please detail how you will ensure restrooms are serviced regularly during the event.

Do you understand this requirement and will you comply with it during your event? *

- ☐ Yes
☐ No

Minimum number of toilets: ? 0 [Calculate](#)

Minimum number of ADA Toilets: ? 1 [Calculate](#)

*

	Quantity
Number of Standard Toilets	<input type="text"/>
Number of ADA Toilets	<input type="text"/>
Number of Handwashing Stations	<input type="text"/>
Number of Hand Sanitizing Stations	<input type="text"/>

STAFF HAND WASHING

Workers must wash their hands for at least twenty seconds at the following times:

- Before work begins
- After removing gloves
- Before and after the use of high touch items
- Before and after any meal or restroom break
- After a worker's shift or work time ends

Do you understand these requirements and will you ensure they are followed at your event? *

- ☐ Yes
☐ No

HEALTH SCREENING, ISOLATION, & CASE REPORTING PROCEDURE

If a worker is confirmed to have contracted COVID-19, the event organizer must follow all directions from Austin Public Health concerning that worker and other workers that may have come in contact with the infected worker. All instances of positive cases must be reported to Austin Public Health at: aph.preparedness@austintexas.gov

Do you understand this requirement and will you comply with it during your event? *

☐ Yes

☐ No

Is there a "send home" policy and return to work criteria if a staff member is diagnosed with COVID-19 or has symptoms? *

☐ Yes

☐ No

Submit

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

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. *

[clear](#)

Your Name *

Today's Date *



Your email address *