COVID-19 EVENT MANAGEMENT TEMPLATE

In accordance with the state of Utah COVID-19 Transmission Index, formal organizations are required to complete the following event management template to assist in their efforts to plan and execute a safe event. This document must be kept and available for inspection by the local health officer or their designee.

<table>
<thead>
<tr>
<th>EVENT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Name:</td>
</tr>
<tr>
<td>Event Location:</td>
</tr>
<tr>
<td>Party Responsible for Organizational Oversight:</td>
</tr>
<tr>
<td>Event Date(s):</td>
</tr>
<tr>
<td>Anticipated Number of Attendees:</td>
</tr>
</tbody>
</table>

Event Type
- **Static**: events where the attendees primarily enter, watch and depart
- **Interactive**: events where attendees create a traffic flow and interact with each other
- **Participant**: events where attendees primarily participate in an activity or production
- **Community**: events with many activities and populations centers and likely a random traffic pattern

<table>
<thead>
<tr>
<th>Employees, Volunteers, Players, Performers, Actors, Etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checklist:</td>
</tr>
</tbody>
</table>
- Symptom checking symptoms checked (checklist or verbal), including temperature checks when feasible
- Face coverings are worn in settings where other social distancing measures are difficult to maintain (exception for performers during performance)
- Ensure that face coverings are available
- Provide accommodations to high-risk employees & volunteers; minimize face-to-face contact, assign tasks that allow these individuals to maintain a 6-foot distance from other employees or customers
- Comply with distancing and hygiene guidelines

Updated 10/27/2020
Keep a record of Attendees:

*Please describe how you will record the name and contact information for each attendee, along with seating assignments or designated sitting/standing areas, to help identify and contact potential exposures.*

Physical Distancing

*Follow physical distancing requirements according to the Transmission Index. A 6-foot distance is strongly recommended between household groups at all times, including while seated, even if not required by the Transmission Index level your county is in. Congregating at any point is strongly discouraged. Please describe your plan to maintain appropriate physical distancing throughout the event.*
### Attendees at Increased Risk for Severe Illness from COVID-19

*Please describe your plan to accommodate higher-risk attendees, such as setting an established window of time for higher-risk groups to come in without pressure from crowds and/or separate entrances and queues.*

<table>
<thead>
<tr>
<th><strong>Signage</strong></th>
</tr>
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<tbody>
<tr>
<td><em>Post signage listing COVID-19 symptoms, asking attendees with symptoms to stay home, and encouraging physical distancing. Please describe your plan to maintain signage, including the number of anticipated signs and their locations.</em></td>
</tr>
</tbody>
</table>
### Payment Options

*Encourage contactless payment; disinfect between transactions at facility stores/gift shops, and comply with other retail recommendations. Please describe your plan for payment if relevant.*

### Hygiene & Sanitization

*Please describe your plan to provide hygiene and regular sanitization throughout the event.*
Additional Safeguards

*Please share any additional planned safeguards or measures being enacted at the event.*

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Signature

*Please provide the signature of the organizational representative who will be responsible for ensuring event oversight.*

________________________  ______________________
*Printed Name*             *Title*

________________________  ______________________
*Signature*                *Date*