

**CITY OF CONCORD  
COVID-19 RISK MITIGATION EVENT PLAN**

**This guidance document will assist event planners in developing a COVID-19 Risk Mitigation Event Plan. At this time events must have a plan approved by the County Health Officer. As tier's change the document will be updated to reflect the order.**

**Event Plan:**

Event planners must develop and submit a written plan outlining the steps to be taken to reduce the spread of COVID-19. Each plan must address the following issues:

- a) Capacity Limits - outlining what steps have been taken and will be taken to ensure the overall capacity does not exceed allowable limits, and how social distancing will be achieved;
- b) Guest Information - identifying the appropriate information to be provided to guests to stay home if sick or part of a vulnerable population. Collect all guest contact information; names, contact information in case there is a need for contact tracing following the event.
- c) Staff and Volunteer Screening - identifying measures to be taken to appropriately screen staff and volunteers for COVID-19 symptoms
- d) Social Distancing Measures - identifying measures to be employed to ensure attendees engage in social distancing such as use of multiple entrances/and exits, designated seating, one-way traffic flow of attendees, signage, ground markings, etc.
- e) Increased Sanitation - outlining steps to be taken to ensure the event space is appropriately cleaned and sanitized, that high touch areas have increased cleaning, and that additional hand washing, or hand sanitizing is available
- f) Face Coverings – identify any activities that would require an exception to the face covering requirement, and;
- g) Compliance - identifying the number of event staff or volunteers who will be available and sufficient to monitor and ensure compliance with the approved plan and other Executive Order directives.

**Plan Submission Timeline:**

For events occurring on or after November 1, 2020, plans must be submitted at least 60 days in advance of the event. Prior to filling out the application, we ask producer to fill out the World Health Organization Risk Assessment for Generic Events to ensure the event is low risk; <https://www.who.int/publications/i/item/10665-333185>

**Event Monitoring and Enforcement:**

Event planners must have sufficient event staff or volunteers present during the event to monitor and ensure compliance with the approved plan and other Executive Order directives for the duration of the event.

**Purpose**

The COVID-19 Risk Mitigation Event Plan outlines the procedures and guidelines instituted to protect the public health during the COVID-19 Pandemic.

**Scope**

The COVID-19 Risk Mitigation Event Plan aligns with the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA) recommendations and mandates to the greatest extent possible.

The resumption of event activities will be made based on guidance from CDC and the requirements of Contra Costa County Health and the State of California.

## **Capacity Limits**

*This section should include information on how the event will adhere to maximum occupancies allowed. How will this be communicated to attendees with as much notice as possible? For an event in a park, include fencing layouts and entrance/exit plans.*

## **Guest Information**

*This section should include information on how guests will be informed to stay home if sick or part of a vulnerable population (individuals age 65 and older, individuals who are immunocompromised, and individuals of all ages with serious underlying medical conditions). Be sure to include details on guest screening procedures before entering the event. Who will conduct the screening? Who will not be permitted access? Will attendees have in and out access to the event? How will you be collecting guest contact information; incase contact tracing is in order.*

## **Face Coverings**

*This section should include information on the requirement of face coverings for event staff, volunteers, vendors, and attendees. Will the event provide face coverings to attendees? What other personal protective equipment will be provided by the event.*

## **Event Staff and Volunteer Screening**

*This section should include information on health screening procedures for event staff and volunteers. What will be included in the screening (health survey, temperature check)? Will the screening be conducted daily? Who will be responsible for performing the screening, and how will those individuals be trained? It is recommended to have a staff member onsite designated to Covid-19 Assurance.*

## **Social Distancing Measures**

*This section should include information on how physical and social distancing measures will be implemented during the event. Be sure to include details on physical and social distancing protocols during the event, attendee entrances/exits, floor plans with one-way traffic flow, and directional/physical distancing signage. How will seating areas be modified to allow for social distancing?*

## **Increased Sanitation**

*This section should include information on how routine cleaning/sanitation/disinfection will be increased during the event. Will hand washing or hand sanitizing stations be available to attendees? Will vendors and exhibitors be required to clean and disinfect their displays? How often? Are cleaning products in accordance with EPA guidelines? How often will restrooms be sanitized?*

## **Compliance**

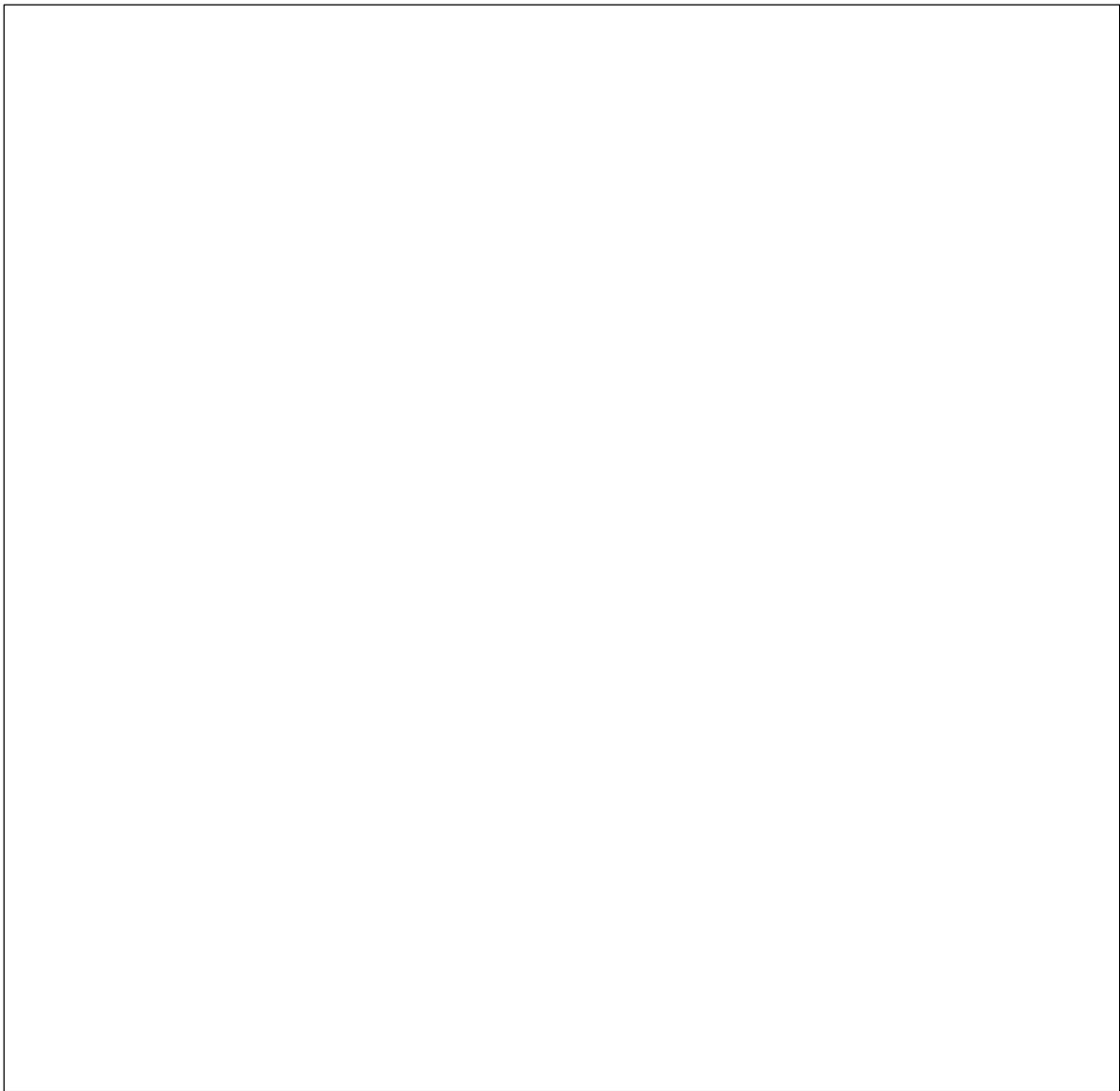
*This section should include information on how event planners have identified the number of event staff or volunteers who will be available (Example — ratio of one event staff/volunteer to every 25 persons based upon anticipated attendance) during the event to monitor and ensure compliance with the approved risk mitigation plan and other Executive Order directives. How will staff or volunteers make sure attendees are adhering to requirements? What will your plan of action be in case there is a non-compliant guest or crowd?*

## **Communication**

*This section should include communication procedures. How will guests be informed of event expectations prior to arrival? How will guests be reminded of expectations during the event (example: signage at entrances/exits)? Provide details and locations of signage.*

*Example language:*

- *Stay home if you are sick or are exhibiting any of the following symptoms; cough, shortness of breath, fever, chills, muscle pain or sore throat.*
- *Masks Required!*



## **Resources**

As these resources are frequently updated, please stay current on local, state and federal guidance issued in response to COVID-19.

### **General Information**

#### **Contra Costa County Health**

<https://www.coronavirus.cchealth.org/>

#### **State of California Reopening**

<https://covid19.ca.gov/>

#### **World Health Organization**

<https://www.who.int/publications/i/item/10665-333185>

### **Helpful Resources:**

#### **International Festival & Event Association**

<https://www.ifea.com/p/resources/ifea-coronavirus-resources>

#### **Event Safety Alliance Guide**

<https://www.eventsafetyalliance.org/esa-reopening-guide>

### **Contact Information**

#### **Contra Costa County Health**

Call Center: (844) 729-8410

#### **City of Concord- Downtown Program Manager**

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