



CITY-COUNTY HEALTH DEPARTMENT

115 4<sup>th</sup> St S, Great Falls, MT 59401 · 406-454-6950

## Event Planning Packet

On January 20, 2021, the Cascade City-County Board of Health voted to adopt and implement revised COVID-19 control measures in light of Governor Gianforte’s recent directives. Under the Montana Annotated Code, County health departments have the authority to implement more restrictive orders than the Governor’s during a public health emergency, in which case, the more restrictive would supersede.

THE AUTHORITY OF THE LOCAL HEALTH OFFICER DOES NOT EXTEND BEYOND THE BORDERS OF CASCADE COUNTY. SIMILAR ORGANIZATIONS OUTSIDE OF THIS COUNTY CANNOT RELY ON DETERMINATIONS AND DECISIONS MADE WITHIN CASCADE COUNTY.

APPROVAL OF THIS EVENT DOES NOT EXTEND TO OTHER EVENTS WITHIN THE COUNTY. EACH EVENT MUST SUBMIT A SEPARATE PLAN. NO EVENT IS GUARANTEED. THIS PANDEMIC IS EVER CHANGING AND CONDITIONS MAY WARRANT MOVING TO A PREVIOUS REOPENING PHASE AND/OR CANCELLATION OF EVENTS AT ANY TIME, UP TO AND INCLUDING THE DAY OF THE EVENT.

### Checklist

- Part 1: Plan for social distancing and reducing shared contact surfaces**
- Part 2: Plan for cleaning, sanitizing, and disinfecting**
- Part 3: Employee/volunteer/participant health agreement**

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Person-in-Charge Signature

\_\_\_\_\_  
Date Completed

Facility Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
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## Important Links

The Cascade City-County Health Department's COVID-19 webpage can be found at:  
<https://www.cascadecountymt.gov/180/COVID-19>

The Governor's Coronavirus Task Force webpage:  
<https://covid19.mt.gov/>

State of Montana Joint Information Center (JIC):  
<https://covid19.mt.gov/joint-information-center>

State of Montana Frequently Asked Questions (updated frequently):  
<https://covid19.mt.gov/Frequently-Asked-Questions>

CDC guidance for cleaning & disinfecting:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

CDC considerations for events & gatherings:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

CDC guidelines for isolation & quarantine:  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19-Quarantine-vs-Isolation.pdf>

This Document was published by MT DPHHS - FCS on April 28, 2020 to aid facilities in being compliant with the Directives published on April 22, 2020, and was modified by Cascade County's City-County Health Department (CCHD) on May 21, 2020 and again on January 20, 2021. It now includes space for details and additional information/resources and focuses on events. However, as new information on COVID-19 is discovered and Directives are modified, this Document may be changed to reflect the most current information and Directives.

## Part 1: PLAN FOR SOCIAL DISTANCING AND OTHER SAFETY RECOMMENDATIONS

EVENT NAME/DATE: \_\_\_\_\_

**All reasonable attempts should be made to eliminate the use of areas in which people can congregate.**

### EVENT SPECIFICS

- How many people will be attending the event? \_\_\_\_\_
- What is the population you expect? (e.g. age range) \_\_\_\_\_
- What geographical area will attendees, exhibitors, organizers, judges, etc. be coming from? \_\_\_\_\_
- Do you expect people to camp on site? \_\_\_\_\_
- Is the facility you will be using indoor or outdoor? \_\_\_\_\_
- What is the maximum capacity of the venue? \_\_\_\_\_
- Will ticket sales be done online in advance or at the door? \_\_\_\_\_
- Will arrival times/blocs be designated to avoid large amounts of people arriving at once? \_\_\_\_\_
- Will food/drink concessions be available? \_\_\_\_\_
  - If yes, all guidelines for restaurants must be followed! (Check circle to agree.)
- What information (regarding social distancing, good hygiene, and need to stay home when sick) will be available prior to and at the event? The following are required (check circle to agree):
  - Social media, advertising, and promotional information will include messaging telling individuals to stay home if sick, that hygiene stations will be available, facial coverings are mandated, and social distancing will be enforced
  - Signage will be posted at multiple locations throughout the venue

- Periodic announcements will be made to remind attendees of the need for social distancing and good hygiene
  - Other \_\_\_\_\_
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- Describe what will happen if an attendee shows signs of illness upon entrance or during the event. \_\_\_\_\_
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- Will health checks be required for participants as well as employees/volunteers? \_\_\_\_\_
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- What proactive actions will be taken to assist with contact tracing in the event a positive case is identified as attending your event?
    - Assigned seating
    - Sign-in sheet with contact information for all attendees/participants
    - Other \_\_\_\_\_

**WAITING AREAS (CHECK ALL THAT WILL APPLY):**

- This facility will use designated arrival times to keep groups small.
- This facility will use an online system or app for ticket sales.
- If the facility cannot eliminate a waiting area or line, they will ensure that groups and/or individuals in the waiting area are socially distanced from each other.

Describe the plan to maintain space between groups and any other specifics:

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**CUSTOMER AREAS (CHECK ALL THAT WILL APPLY):**

- Limit the number of customers in the facility – function at reduced capacity
- Reduce the number of attendees in line by having designated arrival times or by opening more doors with ticket takers
- Remind attendees with signs, announcements, markers, and verbally to maintain at least 6 ft between non-congregate groups (families may stay together)
- Mask usage by attendees and staff
- Rearrange the layout to provide for adequate distancing between attendees - this might include making aisles one-way, inactivating certain doors or areas, separating ordering and delivery areas, removing seats, etc.
- Implement special hours/events for at-risk populations
- Encourage attendees to pay online or by phone
- Provide hand-sanitizer

Other approaches implemented by the facility (please provide details):

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## Part 2: PLAN FOR CLEANING, SANITIZING & DISINFECTING

### Introduction

**CLEANING AND SANITIZING ARRANGEMENTS MUST BE MADE BETWEEN THE EVENT ORGANIZER AND FACILITY TO DETERMINE WHO IS RESPONSIBLE FOR ENSURING APPROPRIATE CLEANING, SANITIZING, AND DISINFECTING.**

Please review the CDC's recommendations for cleaning, sanitizing, & disinfecting:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

### CLARIFYING STATEMENTS

**Cleaning:** Refers to the physical removal of debris (dirt, food, other impurities) from a surface/object by using soap and water, sweeping, or other methods. This method does not effectively kill germs but is a necessary first step for sanitizing or disinfecting chemicals to work.

**Disinfecting:** Utilizes an EPA Registered Product to destroy most germs, reducing levels considered safe by public health standards, which serves to lower the risk of spreading infection for the purposes of this plan, this terminology is referring to the destruction of COVID-19 on a surface. These chemicals or concentration of chemicals can be dangerous in some settings, such as food preparation areas. These products should NOT be used as a substitute for Sanitizing, as these concentrations can be toxic.

**Sanitizing:** Utilizes an EPA Registered Product to destroy many germs at a level that is considered safe for sensitive areas, such as in restaurant kitchens.

Wear disposable gloves when cleaning, disinfecting, or sanitizing.

### RESOURCES:

EPA Web Site for COVID-19 Chemicals: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Cleaning and Disinfecting (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Guidance for Cleaning and Disinfecting (CDC): [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

## DECIDING WHEN TO CLEAN:

Whenever an area has visible debris, it should be cleaned before sanitizing/disinfecting. This is particularly true of high-traffic areas. This should be done at minimum once daily, or as often as needed to prevent the accumulation of debris.

## CLEANING EXAMPLES:

Examples of cleaning include sweeping, mopping floors, and wiping surfaces. These practices allow cleaner/disinfectant to work in a more optimal manner.

## DECIDING WHEN TO SANITIZE:

Sanitizing and disinfecting solutions must not be mixed. Use separate containers and wiping cloths for each. Mixing different chemicals can create toxic and, sometimes, deadly combinations that could result in extreme harm. Label containers clearly.

## SANITIZING EXAMPLES:

An example of sanitizing is wiping down clean surfaces that are frequently touched or potentially contaminated, using a clean rag soaked in bleach water solution.

## DECIDING WHEN TO DISINFECT:

Disinfect frequently:

1. Tables, chairs, and counters between patrons
2. Frequently touched surfaces, including doorknobs, light switches, pens, etc.
3. Bathroom surfaces
4. Whenever a facility has been notified that there has been a COVID-19 positive case in the facility IF the person was present within 7 days prior to notification

Considerations:

- Common surfaces should be disinfected at a frequency that is proportional to patron volume, but **at least every 4 hours**
- High-touch/high-traffic/common areas should be cleaned more frequently

*All surfaces must be cleaned between customers, including tables, chairs, booths, card machines, counters, sports equipment, etc.*

Describe how you plan to meet or exceed event cleaning/sanitizing requirements:

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This facility's cleaning frequency will be: \_\_\_\_\_

**IF AN EMPLOYEE HAS TESTED POSITIVE FOR COVID-19 AND THE ESTABLISHMENT NEEDS TO BE DISINFECTED, WE ENCOURAGE YOU TO CONTACT CCHD.**

**HOW TO DISINFECT:**

1. Use an EPA registered product that has been shown to kill COVID-19.
2. Follow manufacturer instructions for:
  - a. Concentration and concentration testing (if applicable)
  - b. WET contact time required to be effective in virus destruction
  - c. COMPLETELY AIR DRY or wipe with water, depending on label instructions

Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface you are disinfecting.



**USING BLEACH FOR DISINFECTING PURPOSES:**

Mix 5 tablespoons (one third cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water. Clean the surface with detergent & water, follow with bleach solution and allow to sit 10 minutes before wiping. Make fresh each day. Do not under any circumstances mix bleach and ammonia.

**USING ALCOHOL SOLUTIONS:**

Solution must contain at least 70% alcohol. Apply to surfaces and let sit 30-60 seconds.

**OTHER COMMON EPA-REGISTERED HOUSEHOLD DISINFECTANTS:**

Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.). List is available at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

**STAFF NOTIFICATION OF CLEANING, SANITIZING, AND DISINFECTING POLICIES (CHECK ALL THAT WILL APPLY):**

- This facility will hold in person training that will outline these changes
- This facility will provide printed copies of this plan to all staff members
- This facility will send digital copies of this plan to all staff members
- This facility will develop an alternative plan described below:

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Person-in-Charge Signature

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Date Completed

# Part 3: Employee/Volunteer/Participant COVID-19 Health Agreement

COVID-19 (also known as SARS-CoV2) is a highly contagious viral respiratory illness that easily spreads through contact with others, primarily by aerosolized droplets that are exhaled when coughing or sneezing. Excluding sick individuals is one of the best defenses against community spread. This document is not a replacement for health and hygiene requirements; and facilities are still urged and encouraged to ask individuals with symptoms of illness to refrain from attending. Please consult with your local health department for more information if needed.

This document is not a substitute for medical advice. If you have concerns about your health and COVID-19, please consult a medical provider. Indicator symptoms of COVID-19 may change as new information is discovered.

**Event Name:** \_\_\_\_\_

**I AGREE TO NOT ATTEND IF I CURRENTLY HAVE, OR HAVE RECENTLY HAD:**

- 1. A new dry cough
- 2. A newly identified shortness of breath or difficulty breathing

OR two or more of the following symptoms:

- 1. Fever (above 100.4° F)
- 2. Chills
- 3. Repeated shaking with chills
- 4. Muscle pain
- 5. Headache
- 6. Sore throat
- 7. New loss of taste or smell

I UNDERSTAND THAT OTHER SYMPTOMS MAY BE ASSOCIATED WITH COVID-19 AND SHOULD BE CONSIDERED WHEN DETERMINING WHETHER TO PARTICIPATE.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Person-in-Charge Name

\_\_\_\_\_  
Person-in-Charge Signature

\_\_\_\_\_  
Date