

## City of Saint Paul Special Event Organizer COVID Preparedness Plan

Organizer Name:	Today's Date:
Event Name:	Event Date:

Please respond below accordingly. It is the responsibility of the event organizer to plan and ensure compliance to the Governor's Peacetime Emergency Orders 20-01 through 20-81 to ensure that COVID-19 recommendations and mandates are followed. Failure to do so may result in the event being shut down and/or future permits denied.

How will you ensure social distancing for the entirety of the event site / course?
How will you ensure an event does not exceed 250 persons present at the event site (fencing, access points, continuous counts, wristbands, etc)?
How will you ensure mask wearing by participants in all event areas?
What sanitizing, screening and other COVID precautions will you have in place?
What personal protective equipment will event staff and volunteers be wearing?
How are you messaging event attendees about event details and COVID requirements?
What is the plan for symptomatic staff, employees or participants?
What direction / coordination will you have in place (signs, volunteers, etc) to coordinate attendees' arrival and dispersal from the event to avoid large groups of people?
Are event attendees and volunteers documented to track if there is an exposure?
What precautions do you have in place for point of sale areas (if applicable)?