

APPENDIX A

EVENTS AND GATHERINGS WITH MORE THAN 50 PEOPLE

This document provides the necessary information for event organizers to complete COVID-19 event plans as recommended or required, depending on the size of the event, by the Health Officer's order.

Event organizers should recognize that there is inherent risk with bringing together large groups of people during the COVID-19 pandemic. The CDC recognizes that large events and gatherings can contribute to the spread of COVID-19 and can introduce the virus into communities through travelers who attend the events. Further, CDC recommends canceling large gatherings and events if the community spread of COVID-19 is "minimal to moderate" within the community. Adhering to the requirements outlined below will help mitigate the risk, but will not eliminate it.

1. Events and gatherings that will have more than 50 people, including attendees, volunteers and staff, shall be highly structured so that event staff can assure that requirements will be met throughout the event.
2. The COVID-19 event plan shall show how the event will be implemented and controlled so that all the requirements can be met.
3. Event Requirements:
 - a. The six-foot physical distance between individuals/associated parties/50-person groups shall be maintained for the duration of the event.
 - i. Organizers must determine the maximum event capacity that provides for adequate physical distancing of attendees. This capacity shall not be exceeded.
 - ii. When promoting the event, organizers must take into consideration that people may show up at the event in numbers that exceed maximum capacity. Organizers must be able to effectively exclude people if their admittance would cause an exceedance of the maximum capacity or 6-foot distancing in waiting lines outside of the event cannot be maintained.
 - iii. Foot traffic flow, including waiting lines and entry into the venue, moving within the venue, seating, and exiting the venue, and seating shall be designed and monitored to ensure 6-foot physical distancing will be maintained;
 - iv. The physical boundaries of event shall be clearly defined and delineated to ensure crowds and flow can be managed.
 - v. Signs and other visible markers shall be used to help attendees understand and comply with physical distancing requirements; and
 - vi. Event organizers must anticipate that some attendees will not understand or follow the requirements. Organizers shall be able to manage or exclude participants who are not following the physical distancing requirements.
 - b. Events may use static groups of 50 people or fewer who do not intermingle with other static groups of 50 people to manage physical distancing within an event.
 - i. Strict physical distancing does not have to be maintained within the 50-person group.
 - ii. Organizers must ensure that those groups will not intermingle during the event, including when entering or exiting the venue; and
 - iii. Use of 50-person groups does not otherwise change the total number of allowable people at an event or gathering or the requirements that apply.

- c. Frequently touched surfaces, including bathroom facilities, shall be disinfected frequently during the event;
- d. Toilet and handwashing facilities and hand sanitizer shall be provided;
- e. Workers and attendees with symptoms shall be excluded; and
4. In case of an exposure to COVID-19 at the event, organizers and/or attendees shall be able to identify where an attendee was sitting or located during the event, and which other people may have had close contact with the COVID-19 case. This information must remain available for public health officials for at least two weeks after the event.
5. The event shall be modified, scaled back, postponed or canceled if notified by the Health Officer that further restrictions for gatherings and events are necessary based on the Reopening Phase and the epidemiological situation at the time the event will take place.
6. The Department may approve alternate strategies to the requirements listed herein, if the Department determines that those strategies will provide equivalent public health protection.
7. Organizers must follow the COVID-19 event plan during the event or gathering. Organizers shall make further adjustments if necessary during the event to ensure that participants maintain the required physical distance.
8. The Health Officer may cancel an event or gathering, regardless of whether a plan was required, if the event or gathering does not adhere to the requirements of this Order.
9. The event venue may have additional requirements. For example, Places of Assembly and Bars and Restaurants have a maximum capacity of 75% of normal operating capacity, and Bars and Restaurants must close, with all customers out by 11:30 PM. If requirements for the event and venue conflict, the more restrictive requirement applies.

IF THE EVENT WILL HAVE OVER 1000 PEOPLE

1. Organizers must submit a complete COVID-19 Event Plan to the Missoula City-County Health Department at envhealth@missoulacounty.us or 301 West Alder, Missoula, MT 59802 before the event. Organizers are encouraged to submit the plan as early as possible to give time for review and collaboration, but must submit it at least 10 business days before the event.
2. The Department will provide responses to completed plans within 5 business days of receiving the plan.
3. Responses may include additional requirements or requests for more information.
4. The Health Officer can limit the number of people who may attend the event based on the submitted plan and venue. Organizers must ensure that Health Officer-imposed capacity limits are complied with during the event.
5. The event shall not take place without written approval of the COVID-19 Event Plan from the Missoula City-County Health Department.
6. The Health Department shall make the final determination of whether the plan will ensure that the requirements for large events and gatherings can be achieved during the event.
7. The Health Department may revoke the approval for failure to adhere to the elements of the plan or failure to manage the event as approved.
8. The Health Department's approval is based on review of the COVID-19 Event Plan's compliance with local, state and national authorities regarding best practices to mitigate the spread of COVID-19. Approval of the COVID-19 Event Plan by the Health Department does not eliminate the risk of spread of COVID-19.

RECOMMENDATIONS

1. When practical, face coverings are strongly recommended for staff, volunteers, attendees, participants and audience members, especially when the 6-foot distancing cannot or will not be maintained (such as when 50-person groups are used).
2. People within 50-person groups should maintain 6 feet from each other, and event organizers should do what they can to facilitate that physical distancing. This recommendation does not apply to household members or to people who have arrived at the event together.