



715 Green Road, Madison, IN 47250
812 273-1942 Fax 812 273-1955
John Hossler, M.D., Health Officer

September 24, 2020

To: Jefferson County Event Organizers
From: Jefferson County Board of Health

Re: State of Indiana Executive Order 20-43 Back on Track Stage 5, section 6a
Special or Seasonal Events.

Gatherings or events scheduled to occur on or after, September 26, 2020, and where the total attendance is expected to exceed 500 individuals, must have an event plan approved by local health officials before proceeding.

A gathering or event is an assembly or convening of multiple people from separate households in a single space, indoors or outdoors, at the same time, but where the main purpose is not necessarily for individuals to interact with others outside of one's household but to attend a single event and/or events of limited duration – such as a wedding, a family reunion, a party, weekly summer concerts, movies-in-the-park, fairs, festivals, carnivals, parades, graduation ceremonies, community holiday celebrations, conventions, fundraisers, sport or racing competitions, shows, or other entertainment events.

When more than 500 people will attend a special or seasonal event located in Jefferson County:

- a. Event organizers must develop and submit to the Jefferson County Health Department, 715 Green Road, Madison, IN 47250, a written plan outlining the steps that will be taken to mitigate against COVID-19. Each plan **MUST** include:
 - Capacity limits – outlining what steps have been taken and will be taken to ensure the overall capacity does not exceed allowable limits how social distancing will be achieved. Size of venue and capacity of venue to allow social distancing will need to be included.
 - Guest Information – identifying the appropriate information to be provided to guests to stay home if sick or part of a vulnerable population, engage in social distancing, increase handwashing, etc.
 - Staff & Volunteer Screening – identifying measures to be taken to appropriately screen staff and volunteers for COVID symptoms each day of the event.
 - Social Distancing – identifying measures to be employed to ensure attendees engage in social distancing such as use of multiple entrances, designated seating, one-way flow of attendees, ground markings, distance between seating/tables etc.
 - 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 handwashing or hand sanitizing is available

- Face Covering – identifying **face coverings will be required** and the measures to be taken to ensure coverings are worn.
 - Compliance – identifying the number of event staff or volunteers who will be available and sufficient to monitor and ensure compliance with approved plan and other Executive Order directives.
 - Food Vendors – identify the number of food vendors and placement of food vendors. Temporary Event Organizers Registration Application must also be submitted with event plan if food vendors are part of the special or seasonal event.
 - Name and contact information for event organizer.
- b. County Coronavirus status
- should be checked on the www.coronavirus.in.gov web site dashboard the week of event. If Jefferson County is orange or red, the event host should contact the Jefferson County Health Department at 812 273-1942 to discuss considerations of limiting attendance or taking other precautions.
- c. Monitoring & 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.
- d. Plan submission timeline:
- For events scheduled to occur between September 26 – October 10, 2020, plans should be submitted as soon as possible.
 - For events occurring on or after October 10, 2020, plans must be submitted at least 7 business days in advance of the event.
 - Plans should be emailed to tammy.monroe@jeffersoncounty.in.gov

Local Health Department Approval:

- a. Local Health Departments must review and approve/disapprove event plans
- b. Jefferson County Health Department will approve or disapprove plans for events to occur between September 26 – October 10, 2020 as soon as possible.
- c. Jefferson County Health Department will approve or disapprove plans for events occurring after October 10, 2020 within 5 business days of receiving plans.
- d. Plans not received in the proper time frame will not be approved.
- e. Approval or disapproval notification will be emailed back to the event planner the plan was received from.

Thank you,

Tammy Monroe

Tammy Monroe

Administrator

Jefferson County Health Department