

AGENDA
DAWSONVILLE CITY COUNCIL SPECIAL CALLED MEETING
City Hall, G.L. Gilleland Council Chambers
Thursday, September 10, 2020
4:00 P.M.

1. Call to Order
2. Roll Call
3. Invocation and Pledge
4. Announcements
5. Approval of the Agenda
6. Public Input

BUSINESS

7. Fifty-Third Annual Mountain Moonshine Festival
 - a. Permit Request from Kare for Kids for Festival

ADJOURNMENT

Those persons with disabilities who require reasonable accommodations in order to allow them to observe and/or participate in this meeting or who have questions regarding the accessibility of the meeting, should contact the Clerk at Dawsonville City Hall at 706-265-3256 at least two (2) business days prior to the meeting.



DAWSONVILLE CITY COUNCIL
EXECUTIVE SUMMARY FOR
AGENDA ITEM # 7a

SUBJECT: 53rd ANNUAL MOUNTAIN MOONSHINE FESTIVAL
PERMIT REQUEST FROM KARE FOR KIDS

CITY COUNCIL MEETING DATE: 09/10/2020

BUDGET INFORMATION: GL ACCOUNT # _____

Funds Available from: _____ Annual Budget _____ Capital Budget Other _____

Budget Amendment Request from Reserve: _____ Enterprise Fund _____ General Fund

PURPOSE FOR REQUEST:

TO APPROVE EVENT PERMIT WITH ROAD CLOSURES

HISTORY/ FACTS / ISSUES:

CITY ROADS PROPOSED TO BE CLOSED FROM 3:00 PM FRIDAY, 10/23 UNTIL SUNDAY, 10/25 AT 8:00 PM AS FOLLOWS:

- **ACADEMY AVE, TED CHESTER ST, GOBER SOSEBEE ST, BERNARD LONG ST. AND BILL ELLIOTT ST.**

CITY ROADS PROPOSED TO BE CLOSED AT 6:00 AM FRIDAY, 10/23 UNTIL SUNDAY, 10/25 AT 8:00 PM AS FOLLOWS:

- **ALLEN ST FROM 53 E TO THE LIBRARY**
- **MEMORY LANE FROM JACK HEARD TO MAIN STREET**

-
- **APPROVALS RECEIVED FROM GDOT, DC SHERIFF'S DEPT AND DC EMS**
 - **NO DECISION RENDERED BY DC DEPARTMENT OF HEALTH – INFORMATION INCLUDED AS PROVIDED BY BILL RINGLE**
 - **AS PER TIFFANY BUCHAN, EVENT APPLICATION STANDS AS SUBMITTED UNLESS PARTICIPATION IS DOWN**

RECOMMENDED SAMPLE MOTION:

REQUESTED BY: Bob Bolz, City Manager



KARE for Kids, Inc.

P.O. Box 211
Dawsonville, GA 30534
706-216-KARE (5273)

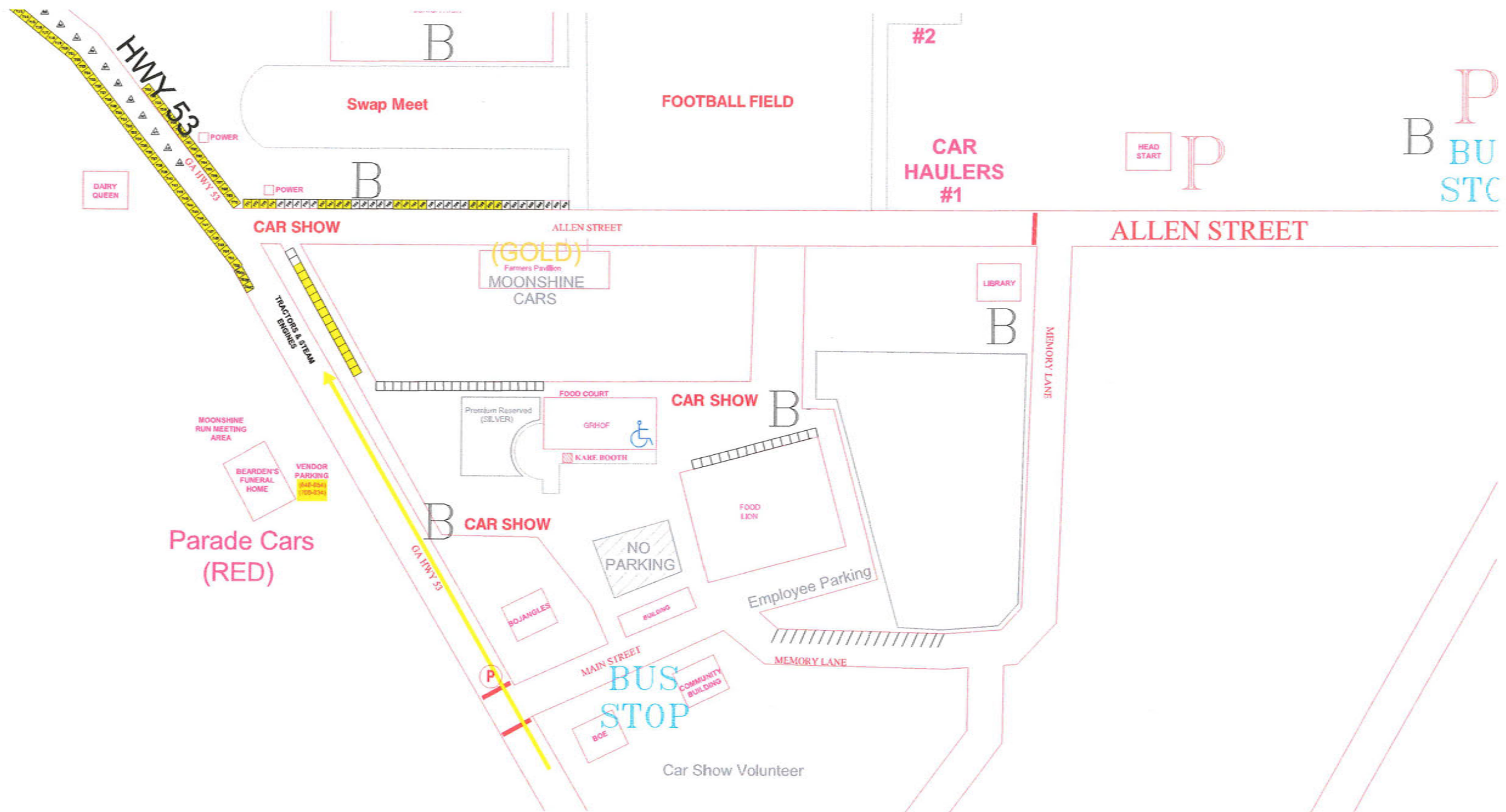
September 2, 2020

Conditions set forth by City Council and provided by K.A.R.E. for Kids, Inc. to host the 53rd Annual Mountain Moonshine Festival.

1. K.A.R.E has read the EO and will make every effort to comply to the order that is in effect on Oct. 23-25, 2020. K.A.R.E. will have signs made regarding COVID guidelines.
2. K.A.R.E. has emailed all vendors and informed each one that they will be required to wear a mask at all times during festival hours. K.A.R.E. will have masks on hand to hand out to anyone not wearing a mask. K.A.R.E. will have our volunteers ask visitors to please wear a mask, however, K.A.R.E. volunteer's can NOT force anyone to wear a mask.
3. K.A.R.E. has made plans to space vendors 10 feet apart to help with social distancing.
4. K.A.R.E will have a volunteer on site to clean the tables placed around the food area on the backside of the GRHOF. That same volunteer will remain in the food area to help maintain social distancing.
5. K.A.R.E. has emailed all vendors and informed them that they must provide hand sanitizer at their booths.
6. K.A.R.E, will inform the vendors that the city has requested them to NOT sale to anyone NOT wearing a mask.
7. K.A.R.E. will use the masks the city will supply to hand out during festival.
8. K.A.R.E. will have two volunteers checking temps of all vendors when they arrive. K.A.R.E. will have a spreadsheet with all names and will document all temps.
9. K.A.R.E. is looking at quotes at this time for the cleaning of City's restrooms vs. only renting Port A Potties.
10. K.A.R.E. has vendors starting at the corner of 53 and Allen St. for the 2-day festival at this time. We can place around 25 vendors safely with social distancing.
K.A.R.E. has vendors in and around the City Park and the GRHOF for the 3-day vendors. We can place 20 vendors in front of City Hall (going up the hill) and 95 in the city park safely with social distancing.
Food court would be set up on the side of City Hall/GRHOF.
** We (K.A.R.E.) are concerned with placing vendors on Memory Lane with the traffic into Food Lion and the Food Lion trucks.

MAIN STREET PARK





B P
BU
STC

Car Show Volunteer



City of Dawsonville
 415 Hwy 53 E, Suite 100
 Dawsonville, GA 30534

(706)265-3256

Payment Due Upon Receipt

INVOICE #
I2100110

INVOICE DATE: 08/04/20
 DUE DATE:

ACCOUNT ID: KAREF005 PIN: 624235
KARE FOR KIDS INC TIFFANY BUCHAN PO BOX 211 DAWSONVILLE, GA 30534

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
		53RD ANNUAL MOONSHINE FESTIVAL		
1.0000	M-19	PARADE/PUBLIC ASSEMBLY EVENT OCT 23-25 2020	50.000000	50.00
			TOTAL DUE:	\$ 50.00
		Prn Payment: 08/04/20 CK 1772		-50.00
			BALANCE:	\$ 0.00

PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION ALONG WITH YOUR PAYMENT

City of Dawsonville
 415 Hwy 53 E, Suite 100
 Dawsonville, GA 30534

INVOICE #: I2100110
 DESCRIPTION: 53RD ANNUAL MOONSHINE FESTIVAL
 ACCOUNT ID: KAREF005 PIN: 624235
 DUE DATE:
 TOTAL DUE: \$ 0.00

KARE FOR KIDS INC
 TIFFANY BUCHAN
 PO BOX 211
 DAWSONVILLE, GA 30534





City of Dawsonville
 415 Hwy 53 E, Suite 100
 Dawsonville, GA 30534
 Phone (706)265-3256
 Fax # (706)265-4214

**Permit Application for:
 Parades, Public Assemblies,
 Demonstrations, and Rallies
 in Public Places**

PERMIT FEE: \$50.00 Date Received: 7/31/2020 Check #: 1772
 ***TRASH CLEANUP DEPOSIT RECEIVED: \$ _____ Check #: _____ Date: _____

A completed application with Permit Fee must be received a minimum of 15 days prior to event.

* Events with alcohol Require additional forms & time to process *ALL Road Closures must be approved by CC

APPLICANT TO COMPLETE PAGES 1-5 ONLY AND SUBMIT TO THE CITY OF DAWSONVILLE PLANNING AND ZONING DEPARTMENT FOR PROCESSING

1. Name of Event: 53rd Mountain Moonshine Festival PARADE RALLY OTHER _____
 2. Location of Event: Downtown Dawsonville PUBLIC DEMONSTRATION
 3. Date(s) of Event: Oct 23-25, 2020 PUBLIC ASSEMBLY
 Time of Event: Start: 6am 10/23 a.m./p.m. End: 8pm 10/25 a.m./p.m. ROAD CLOSING all 3 days Hrs. See map
 NON-PROFIT (please provide 501 (c)(3) Information) PROFIT
4. Provide information listed below for the main contact person responsible for the organization of this event:

Name: <u>Tiffane Buchanan</u>	Title: <u>Executive Director</u>
Organization: <u>Kare for Kids, Inc</u>	Telephone #: <u>706-216-5273</u>
Email Address: _____	Cell Phone #: _____
Address: <u>P.O. Box 211</u> City: <u>Dawsonville</u> State: <u>GA</u> Zip Code: <u>30534</u>	

5. Provide information listed below for any key personnel involved in coordinating this event. Also, provide information listed below on each officer of the club, organization, corporation or partnership requesting this event. Attach a separate sheet if necessary.

Name: <u>Brenda Goodwin</u>	Title: <u>President</u>
Organization: <u>Kare for Kids, Inc</u>	Telephone #: <u>678-858-7103</u>
E-Mail Address: _____	
Address: _____ City: <u>Dawsonville</u> State: <u>GA</u> Zip Code: <u>30534</u>	

Name: <u>Tom French</u>	Title: <u>V. President</u>
Organization: <u>Kare for Kids, Inc</u>	Telephone #: _____
E-Mail Address: _____	
Address: _____ City: <u>Dawsonville</u> State: <u>GA</u> Zip Code: <u>30534</u>	

Name: <u>Gordon Pickle</u>	Title: <u>V. President</u>
Organization: <u>Kare for Kids</u>	Telephone #: <u>678-283-6100</u>
E-Mail Address: _____	
Address: _____ City: <u>Dawsonville</u> State: <u>GA</u> Zip Code: <u>30534</u>	



Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248459777
Aug. 01, 2008 LTR 4168C E0
000000 00 000
00019009
BODC: TE

KARE FOR KIDS INC
% RHONDA PUGH
PO BOX 211
DAWSONVILLE GA 30534-0004119



028104

Employer Identification Number: [REDACTED]
Person to Contact: Mrs. Guilkey
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of July 23, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in April 2001, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

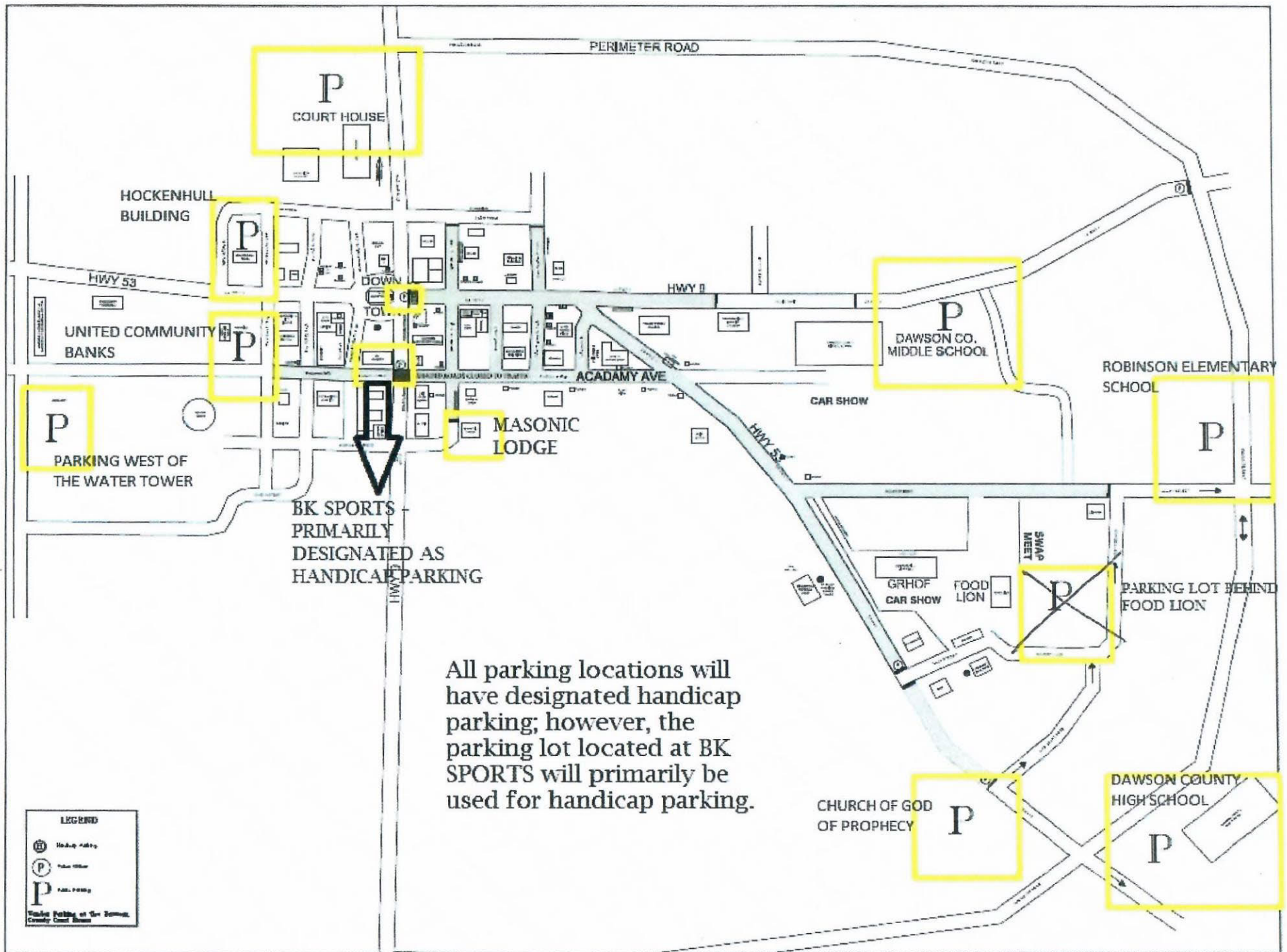
Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

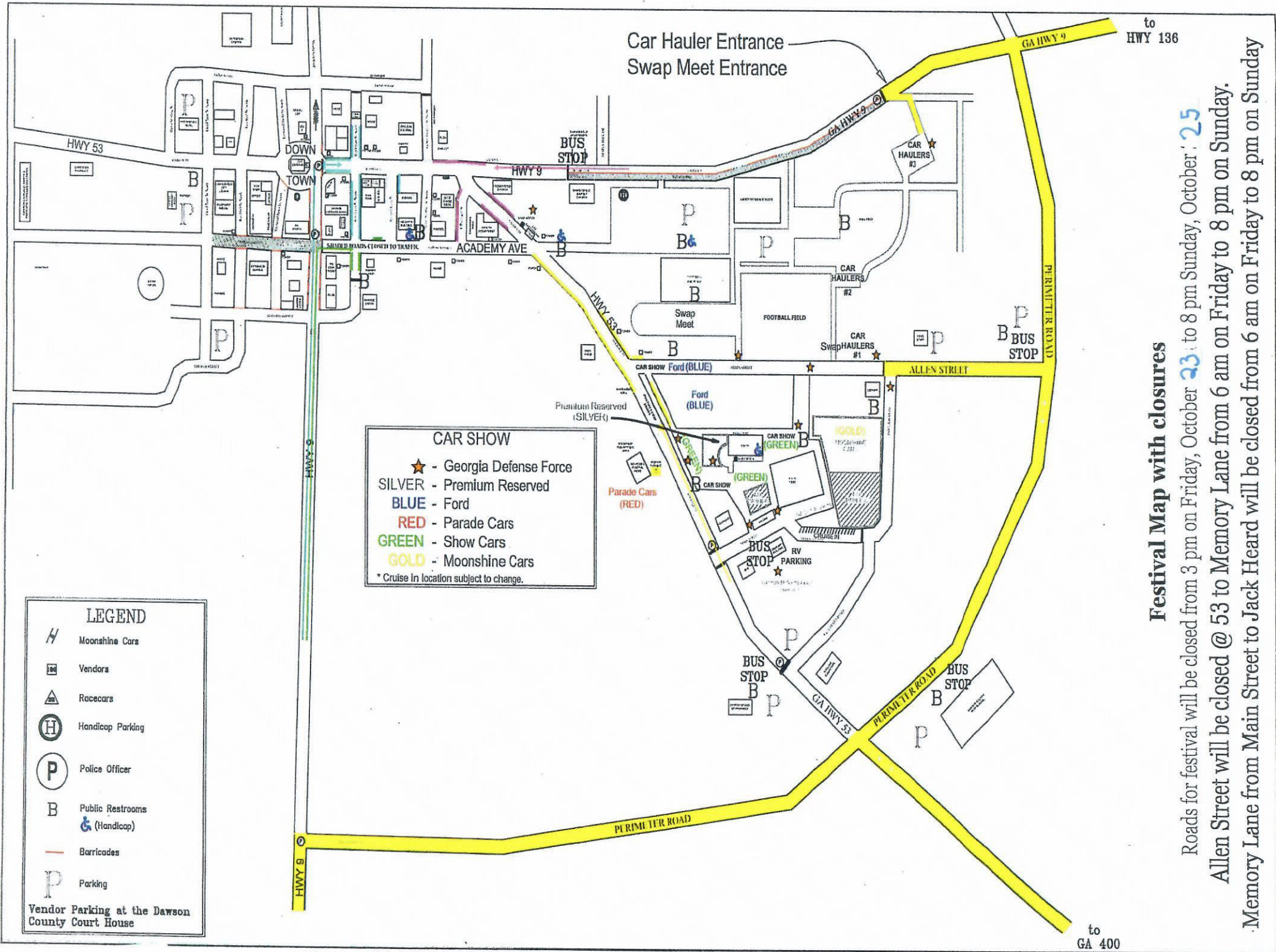
If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I





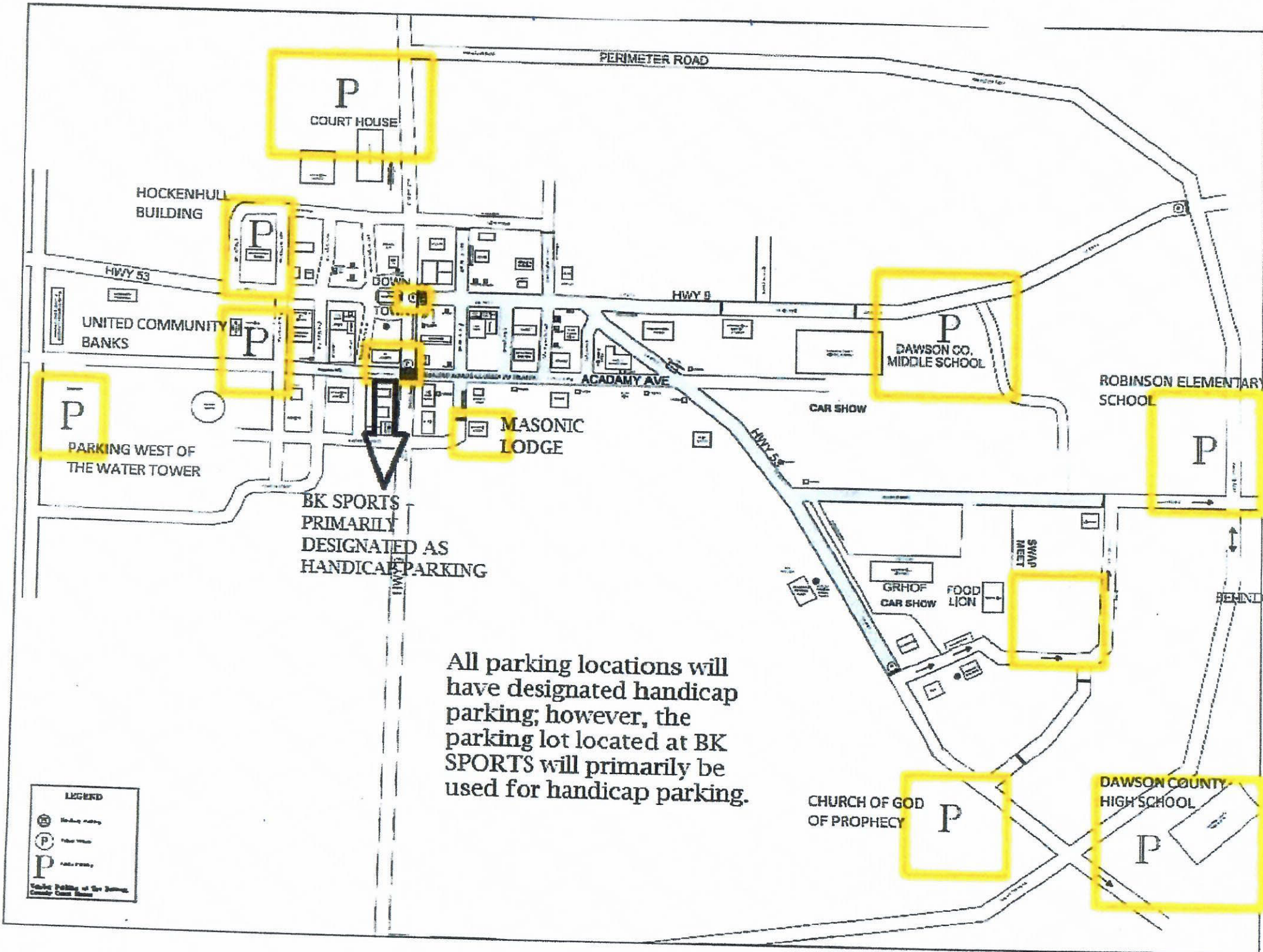
Festival Map with closures

Roads for festival will be closed from 3 pm on Friday, October 23 to 8 pm Sunday, October 25

Allen Street will be closed @ 53 to Memory Lane from 6 am on Friday to 8 pm on Sunday.

Memory Lane from Main Street to Jack Heard will be closed from 6 am on Friday to 8 pm on Sunday

to
GA 400



BK SPORTS
 PRIMARILY
 DESIGNATED AS
 HANDICAP PARKING

All parking locations will
 have designated handicap
 parking; however, the
 parking lot located at BK
 SPORTS will primarily be
 used for handicap parking.

LEGEND

- No Parking
- No Stopping
- Handicap Parking

Vehicle Parking at the Downtown
 County Courthouse

- 6. Expected number of participants: 50,000
- 7. Physical description of materials to be distributed: _____
- 8. How do participants expect to interact with public? _____

9. Route of event: (attach a detailed map of the route) See Attached MAP

9.a. Number and type of units in parade: 15 Antique cars & race cars + Grand Marshal

9.b. Size of the parade: _____

10. Will any part of this Event take place **outside** the City Limits of Dawsonville? NO If YES, do you have a permit for the event from Dawson County? _____ Date Issued: _____ * Attach Copy

11. Do you anticipate any unusual problems concerning either police protection or traffic congestion as a consequence of the event? _____ If YES, please explain in detail: NA Same as other years

12. If road closures are needed, which roads do you anticipate closing and for how long would each be closed? 10/22 Allen Street - Intersection of 53 to Library - 3pm - 10/23 Hwy 53 - Jack Heard through downtown. Jack Heard, Hwy 9 North

13. List all Prior parades or public assemblies, demonstrations or rallies in a public place within the city limits of Dawsonville for which you obtained a permit in the last 12 months: (Include dates (month/year) – attach separate sheet, if necessary). _____ 2019 Mountain Moonshine Festival Oct 25-27

Details: Please outline what your event will involve: (number of people – life safety issues – vendors – cooking – tents – rides – handicap parking – egress) attach separate sheet if necessary.

50,000 Participants, 300 craft & food vendors
500 car show cars, steam engine tractors
Parade to kick off festival
2 streets
Bouncer houses

Route or Lay Out: (attach a detailed site plan/route)

MAP attached

What participation, if any, do you expect from the **City of Dawsonville**? Assistance w/ GDOT, Permits Advertising,

What participation, if any, have you arranged from **Dawson County Emergency Services**? Tent set up on site to provide general medical assistance.

What participation, if any, have you arranged from the **Dawson County Sheriff Department**? Provide security, traffic control & all road closures 24 hours a day starting Oct 23rd until festival ends Sunday evening

Insurance Requirements: (circle that apply)

Sec. 10-25(c) "An applicant for a permit under this ordinance shall obtain liability insurance from an insurer licensed in the State of Georgia for a special event, parade, public assembly, demonstration, rally, footrace, fun run, bicycle race or filming in a public place if one or more of the following criteria exists:"

- (1) The use, participation, exhibition, or showing of live animals;
- (2) The use, participation, exhibition, or showing of automobiles of any size or description, motorcycles, tractors, bicycles, or similar conveyances;
- (3) The use of a stage, platform, bleachers or grandstands that will be erected for the event;
- (4) The use of inflatable apparatus used for jumping, bouncing or similar activities;
- (5) A special event, parade, demonstration, rally, road closing, or other such activity, for which primary attendance (that is, attendance primarily for said special event, parade, demonstration, rally, road closing, or other such activity, and not attendance which is the result of another event) is reasonably expected to meet or exceed one hundred (100) persons;
- (6) The use of roller coasters, bungee jumping or similar activities;
- (7) The use of vendors or concessions; or
- (8) The use of public streets and rights of way.

Any applicant required to provide insurance in accord with this section shall provide the City of Dawsonville with a copy of the Certificate of Insurance from an insurer authorized and licensed by the State of Georgia. The City of Dawsonville shall be added as an additional named insured party for the event on the Certificate of Insurance by the carrier. The minimum policy limits shall be \$1,000,000 (one million) per incident and \$2,000,000 (two million) aggregate for the entire event. All cost for insurance and naming the City of Dawsonville as an additional named insured party shall be borne solely by the applicant. Such insurance shall protect the City of Dawsonville from any and all claims for damages to property and/ or bodily injury or death.

Is the Certificate of Liability Insurance attached? Yes No Not applicable to this event

Additional information/comments about liability insurance: _____

Additional information/comments about this application: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/25/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Dawson Agency Inc. P. O. Box 126 Dawsonville, GA 30534 Deborah B. Pelfrey	706-216-3296		CONTACT NAME: PHONE (A/C, No, Ext): 706-216-3296	FAX (A/C, No): 706-216-8546
	E-MAIL ADDRESS:			
INSURER(S) AFFORDING COVERAGE			NAIC #	
INSURED KARE FOR KIDS, INC Lauren Samples P.O. Box 211 Dawsonville, GA 30534	INSURER A : Philadelphia Insurance Co			
	INSURER B : Philadelphia Insurance Co			
	INSURER C :			
	INSURER D :			
	INSURER E :			
	INSURER F :			

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			PHPK2125446	06/29/2020	06/29/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRE AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
O	Directors & Office			PHSD1362465	08/16/2019	08/16/2020	D&O 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER <p style="text-align: center;">CITYDAW</p> <p>City of Dawsonville P.O. Box 6 Dawsonville,, GA 30534</p>	CANCELLATION <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE Deborah B. Pelfrey</p>
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AGREEMENT FOR FINANCIAL RESPONSIBILITY. PRIOR TO SIGNING, PLEASE READ THE FOLLOWING OR HAVE IT READ TO YOU:

APPLICATION:

OATH: I hereby swear and affirm that the information provided within this application for parade, public assembly, demonstration, or rally is true and correct to the best of my knowledge. In addition, I agree to abide by all regulations of the ordinance and to advise all participants of the conditions of the permit.

RELEASE & WAIVER OF LIABILITY:

The permit holder shall indemnify and hold the City of Dawsonville, Georgia harmless from any claim, demand, or cause of action that may arise from activities associated with the event, including attorney's fees. I acknowledge that I understand this Release, and I hereby agree for myself and on behalf of the Applicant to indemnify and hold harmless the City of Dawsonville, Georgia and its agents, officers, and employees, individually and jointly, from and against any claim for injury (including, but not limited to, personal injury and property damage), loss, inconvenience, or damage suffered or sustained by any individual, including, but not limited to, business owners, patrons, participants of the parade, public assembly, demonstration, or rally, and spectators participating in and/or occurring during the event, unless the claim for injury is caused by intentional misconduct of an individual, agent, officer, or employee of the City of Dawsonville.

AGREEMENT FOR FINANCIAL RESPONSIBILITY:

The undersigned agrees to be solely responsible for cleaning affected areas littered during the activity, provide sufficient parking and storage areas for motor vehicles, provide temporary toilet facilities, and provide other similar special and extraordinary items deemed necessary for the permitted activity by the City of Dawsonville to keep the area of the event safe and sanitary. In no event shall the City of Dawsonville, Georgia require individuals, organizations or groups of persons to provide personnel for normal governmental functions, such as traffic control, police protection, or other expenses associated with the maintenance of public order. If additional requirements are placed on applicants in accordance with this subsection, and those requirements are not met despite assurances by the applicant, then failure to comply with the aforementioned requirements shall be grounds for revocation of the issued permit and/or denial of any subsequent permit requested by the applicant. The City of Dawsonville, Georgia shall be entitled to recover from the applicant the sums expended by the City of Dawsonville, Georgia for extraordinary expenses agreed to but not provided by the applicant.

I further understand that false statements or omission within the application may result in the denial or disqualification of application.

Tiffany Buchan
Applicant's Printed Name

Sworn to and subscribed before me
this 31 day of July, 2020.

Tiffany Buchan
Applicant's Signature

Stanislav Zaverukha
Notary Public, State of Georgia

My Commission Expires: March 21 2023



Stanislav Zaverukha
NOTARY PUBLIC
Dawson County, Georgia
My Commission Expires
March 21, 2023

APPLICANT'S SIGNATURE FOR CERTIFICATION AND ACKNOWLEDGEMENT OF ROAD CLOSURE(S), TRASH CLEANUP, PARKING PROVISIONS AND PROVIDING TOILET FACILITIES. PRIOR TO SIGNING, PLEASE READ THE FOLLOWING OR HAVE IT READ TO YOU:

ROAD CLOSURES:

Applicant certifies and acknowledges that any road closures scheduled as part of an event will only take place during the time designated for the road closure and that the applicant will not arrive early, fail to clean up or fail to leave promptly after the event so as to interfere with the normal flow of traffic.

Sworn to and subscribed before me
this 31st day of July 2020

Tiffany Buckner

Applicant's Printed Name

Stanislav Zaverukha

Notary Public, State of Georgia



Stanislav Zaverukha
NOTARY PUBLIC
Dawson County, Georgia
My Commission Expires
March 21, 2023

Tiffany Buckner

Applicant's Signature

My Commission Expires: March 21
2023

TRASH CLEANUP, PARKING PROVISION AND TOILET FACILITIES:

The applicant shall be responsible for trash cleanup of affected areas littered during the activity and the provision of temporary toilet facilities, as needed.

Each applicant granted a permit for an event with anticipated attendance of less than 100 participants shall be required to pay a cleanup deposit of \$500 for each day of the event. Each applicant granted a permit for an event with anticipated attendance of over 100 participants shall be required to pay a cleanup deposit of \$1000 for each day of the event. The City shall apply the cleanup deposit towards the cost of the cleanup following the event. Any portion of the cleanup deposit not used by the City shall be returned to the applicant within ten (10) days of completion of event cleanup. In the event the applicant cannot afford the daily cleanup deposit, a pauper's affidavit may be filed by the applicant, seeking to be excused from the deposit. The decision on whether the daily cleanup deposits are to be waived shall be made concurrently with the decision on the application itself, and shall be contemporaneously communicated to the applicant.

Applicant certifies and acknowledges the City may require the Applicant be responsible for the provision of sufficient parking and storage areas for a large influx of motor vehicles occasioned by the permitted activity and the provision of temporary toilet facilities and other similar special and extraordinary items determined to be necessary for the permitted activity based on the contents of the application. Applicant further certifies and acknowledges the City may require the Applicant to be responsible for trash cleanup of affected areas littered during the activity for which a permit is sought.

Sworn to and subscribed before me
This 31 day of July 2020

Tiffany Buckner

Applicant's Printed Name

Stanislav Zaverukha

Notary Public, State of Georgia

Tiffany Buckner

Applicant's Signature

My Commission Expires March 21 2023



Stanislav Zaverukha
NOTARY PUBLIC
Dawson County, Georgia
My Commission Expires
March 21, 2023



City of Dawsonville
 415 Hwy 53 E, Suite 100
 Dawsonville, GA 30534
 Phone (706)265-3256
 Fax # (706)265-4214

**Permit Application for:
 Parades, Public Assemblies,
 Demonstrations, and Rallies in Public Places
 (Dawson County Emergency Services)**

Emergency Services: Please complete this sheet and return it to the City of Dawsonville.

Name of Event: ^{53rd} Annual Mountain Man Shire Festival Date(s) of Event: Oct 23 - 25th 2020

Any anticipated problems with proposed route? _____

Any anticipated problems with the designated location for participants to assemble? _____

How many personnel will be required for this event? _____

Estimated cost for personnel: _____

Number and type of vehicles required: _____

Type of procedures or equipment needed for the health and safety needs of the participants and the viewing public: _____

Estimated cost for equipment: _____

Additional comments/concerns: _____

EMERGENCY SERVICES

APPROVED: YES NO

By: _____ Date: _____



City of Dawsonville
 415 Hwy 53 E, Suite 100
 Dawsonville, GA 30534
 Phone (706)265-3256 Fax # (706)265-4214

**Permit Application for:
 Parades, Public Assemblies,
 Demonstrations, and Rallies in Public Places
 (Dawson County Sheriff Department)**

Sheriff Department: Please complete this sheet and return it to the City of Dawsonville.

Name of Event: ⁵³⁰⁰¹ Annual Mountain Moonshine Festival Date(s) of Event: Oct 23-25 2020

Any anticipated problems with proposed route? _____

Any anticipated problems with the designated location for participants to assemble? _____

How many officers will be required for this event? _____

Estimated cost for officers: _____

Number of vehicles required: _____

Type of procedures or equipment needed for the health and safety needs of the participants and the viewing public: _____

Estimated cost for equipment: _____

Additional comments/concerns/recommendations: _____

SHERIFF DEPARTMENT: (ALSO PROVIDE A WRITTEN STATEMENT FOR EVENTS ON DOT ROADS/ROW'S)

APPROVED: YES NO

By: _____ Date: _____



City of Dawsonville
415 Hwy 53 E, Suite 100
Dawsonville, GA 30534
Phone (706)265-3256
Fax # (706)265-4214

**Permit Application for:
Parades, Public Assemblies,
Demonstrations, and Rallies in Public Places
(Public Works – Environmental Health)**

53rd Annual Moonshine Festival Oct, 23-25
2020

Please review this application and return it to the City of Dawsonville. If not applicable to your department, please indicate and return as well.

PUBLIC WORKS:

Additional comments/concerns/recommendations: _____

APPROVED: YES NO

By: _____ Date: _____

CITY MANGER:

Additional comments/concerns/recommendations: _____

APPROVED: YES NO

By: _____ Date: _____

ENVIRONMENTAL HEALTH:

Additional comments/concerns/recommendations: _____

APPROVED: YES NO

By: _____ Date: _____



Russell R. McMurry, P.E., Commissioner
One Georgia Center
600 West Peachtree Street, NW
Atlanta, GA 30308
(404) 631-1000 Main Office

August 12, 2020

Kare for Kids Annual Moonshine Festival
Attn: Stanislav Zaverukha
P.O. Box 6
415 Hwy 53 E., Suite 100
Dawsonville, GA 30534

Subject: Kare for Kids 53rd Annual Moonshine Festival
Friday, October 23- Sunday, October 25, 2020 8:00 a.m. to 8:00 p.m.
Dawson County

Dear Mr. Zaverukha:

We have received your request concerning the subject event proposed to be held in the City of Dawsonville. We are agreeable to the traffic control plan proposed for this event contingent on the following:

1. Completion and return of the attached Release and Waiver Document by an authorized local official. **(Received)**
2. Assurance that uniformed officers will be stationed at all State Route intersections to assist with traffic control and will remain there until this event is concluded. **(Received)**
3. Proof of insurance for this event to be provided to this office prior to event. **(Received)**
4. The route will be as indicated in your correspondence. **(Received)**
5. There shall be no overhead banners placed across state routes.
6. Maintain all current guidelines in place at the time of the event set forth by the CDC and state of Georgia related to COVID-19 and social distancing.

This event has been approved by Georgia Department of Transportation. If you have any questions, please do not hesitate to call Parker Niebauer at (770) 533-8275.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jason Dykes', is written over a blue horizontal line.

Jason Dykes
District Traffic Engineer

JD: PN: VC

Enclosure:

cc: Kris Phillips, Area Engineer A-1
Chadrick Hendon, TMC
Josh Burns, District Signal Engineer



City of Dawsonville
 415 Hwy 53 E, Suite 100
 Dawsonville, GA 30534
 Phone (706)265-3256
 Fax # (706)265-4214

**Permit Application for:
 Parades, Public Assemblies,
 Demonstrations, and Rallies in Public Places
 (Dawson County Emergency Services)**

Emergency Services: Please complete this sheet and return it to the City of Dawsonville.

53rd

Name of Event: Annual Mountain Music Show Festival Date(s) of Event: Oct 23-25th 2020

Any anticipated problems with proposed route? Some delayed response times for calls to 911 as will have to navigate road closures & traffic congestion

Any anticipated problems with the designated location for participants to assemble? see above

How many personnel will be required for this event? _____

Estimated cost for personnel: _____

Number and type of vehicles required: we will provide U.T.V. And 4 wheeler for EMS evacuation

Type of procedures or equipment needed for the health and safety needs of the participants and the viewing public: We will provide A tent & personnel for first aid and public fire education fire prevention

Estimated cost for equipment: 0

Additional comments/concerns: Ensure that most current version of Governor's Executive Order in response to Covid is observed. (re: social distancing, sanitation, etc...)

EMERGENCY SERVICES

APPROVED: YES NO

By: [Signature] Date: 9/1/2020



City of Dawsonville
 415 Hwy 53 E, Suite 100
 Dawsonville, GA 30534
 Phone (706)265-3256
 Fax # (706)265-4214

**Permit Application for:
 Parades, Public Assemblies,
 Demonstrations, and Rallies in Public Places
 (Dawson County Sheriff Department)**

Sheriff Department: Please complete this sheet and return it to the City of Dawsonville.

Name of Event: ⁵³⁰⁰¹ Annual Mountain Moonshine Festival Date(s) of Event: Oct 23-25 2020

Any anticipated problems with proposed route? Traffic congestion in and around city limits

Any anticipated problems with the designated location for participants to assemble? None

How many officers will be required for this event? 4 - Friday October 23; 12 Saturday Oct 24; 12 - Sunday October 25th

Estimated cost for officers: \$ 5000.⁰⁰

Number of vehicles required: 4 - Friday 12 - Saturday & Sunday

Type of procedures or equipment needed for the health and safety needs of the participants and the viewing public: All detour routes and closures must be clearly marked with proper signage per the recent edition of the Manual of Uniform Traffic Control Devices

Estimated cost for equipment: _____

Additional comments/concerns/recommendations: _____

SHERIFF DEPARTMENT: (ALSO PROVIDE A WRITTEN STATEMENT FOR EVENTS ON DOT ROADS/ROW'S)

APPROVED: YES NO

By: [Signature] Date: 8-7-2020

Beverly Banister

Subject: FW: K4K Moonshine Festival
Attachments: 08.31.20.02.pdf

From: Ringle, Bill <Bill.Ringle@dph.ga.gov>
Sent: Wednesday, September 2, 2020 3:13 PM
To: Bob Bolz <citymanager@dawsonville-ga.gov>
Cc: Wentworth, Laurie <Laurie.Wentworth@dph.ga.gov>; [REDACTED]
Subject: Re: K4K Moonshine Festival

Bob,

As in previous years, The Dawson County Environmental Health Office will require that any food vendors apply for and obtain a temporary food service permit. We also ask that a permit for the placement of temporary toilets be obtained as well, at no charge to the event sponsor.

I have attached the most recent Executive Order from Governor Kemp. In it are outlined the requirements for non-critical events . Kare for Kids will be expected to follow the terms of this Order as well as any subsequent iterations.

Please see the attached guidance from CDC in reference to gatherings.

https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Flarge-events%2Fconsiderations-for-events-gatherings.html%3FCDC_AA_refVal%3Dhttps%253A%252F%252Fwww.cdc.gov%252Fcoronavirus%252F2019-ncov%252Fcommunity%252Flarge-events%252Fmass-gatherings-ready-for-covid-19.html&data=02%7C01%7CBill.Ringle%40dph.ga.gov%7Cf359a9b9d1d74495ea1208d828f1ab4f%7C512da10d071b4b948abc9ec4044d1516%7C0%7C0%7C637304365709342183&sdata=JQVo%2FPs1vk16EsGGNkEK2Mxe fKAhSXXA8ToVFEZi9U%3D&reserved=0

Do not hesitate to contact me at 706-525-1251 if you have any questions.

Thank you,
Bill

George W. "Bill" Ringle

Environmental Health Manager

Dawson County Environmental Health

189 Hwy 53 West

Suite 102

Dawsonville, GA 30534

phone 706-265-2930

fax 706-265-7529

From: Bob Bolz <citymanager@dawsonville-ga.gov>
Sent: Tuesday, September 1, 2020 5:08 PM
To: Ringle, Bill <Bill.Ringle@dph.ga.gov>
Subject: K4K Moonshine Festival

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Bill – hope you and yours are healthy and well.

We had sent you the traditional permit from K4K regarding the Moonshine Festival. We have not heard back from you. I wanted to see what your determination for the event is, especially in light of yesterday's newest EO.

Thank you,

Bob Bolz

Bob Bolz
City Manager
City of Dawsonville
415 Hwy 53 E, Suite 100
Dawsonville, GA 30534
Office Phone: 706-265-3256
Fax: 706-265-4214
Cell Phone: 706-429-4524
bob.bolz@dawsonville-ga.gov

“Look to the future, because that is where you’ll spend the rest of your life.” -George Burns



Disclaimer

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Coronavirus Disease 2019 (COVID-19)

[MENU >](#)

Considerations for Events and Gatherings Considerations for Events & Gatherings

Updated July 7, 2020

[Print](#)

As some communities in the United States begin to plan and hold events and gatherings, the CDC offers the following considerations for enhancing protection of individuals and communities and preventing spread of coronavirus disease 2019 (COVID-19). Event planners and officials can determine, in collaboration with [state and local health officials](#), whether and how to implement these considerations, making adjustments to meet the unique needs and circumstances of the local community. Because COVID-19 virus circulation varies in communities, these considerations are meant to supplement—**not replace**—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which gatherings must comply. Organizers should continue to assess, based on current conditions, whether to postpone, cancel, or significantly reduce the number of attendees for gatherings.

After reviewing the considerations listed on this page, event planners and administrators can use [CDC's Events and Gatherings Readiness and Planning Tool](#)  [9 pages] to protect staff, volunteers, and attendees.

Guiding Principles

- A gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering, concert, festival, conference, parade, wedding, or sporting event.
- The *more people* an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.
- The *higher the level of community transmission* in the area that the gathering is being held, the higher the risk of COVID-19 spreading during a gathering.
- The size of an event or gathering should be determined based on state, local, territorial or tribal safety laws and regulations.

The risk of COVID-19 spreading at events and gatherings increases as follows:

Lowest risk: Virtual-only activities, events, and gatherings.

More risk: Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear masks, do not share objects, and come from the same local area (e.g., community, town, city, or county).

Higher risk: Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.

Highest risk: Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.

Targeting COVID-19's spread




SARS-CoV-2, the virus that causes COVID-19, is thought to be mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may also spread to hands from a contaminated surface and then to the nose, mouth or eyes, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#), [maintaining 6 feet of distance](#), and [wearing a mask](#)) and environmental prevention practices (such as [cleaning and disinfection](#)) are important ways to prevent the virus's spread.

These prevention principles are covered in this document. They provide event planners and individuals with actions to help lower the risk of COVID-19 exposure and spread during gatherings and events.

Promoting Healthy Behaviors that Reduce Spread



Event planners should consider implementing strategies to encourage behaviors that reduce the spread of COVID-19 among staff and attendees.

- **Staying Home when Appropriate**
 - Educate staff and attendees about when they should [stay home](#).
 - Advise [employees and attendees to stay home](#) if they have tested positive for COVID-19 or are showing COVID-19 [symptoms](#).
 - Advise employees and attendees to stay home and monitor their health if they have had a [close contact](#) with a person who has symptoms of COVID-19 within the past 14 days.
 - Develop policies that encourage sick employees to stay at home without fear of reprisal, and ensure employees are aware of these policies.
 - CDC's criteria can help inform when employees should return to work:
 - [If they have been sick with COVID-19](#)
 - [If they tested positive for COVID-19 but had no symptoms](#)
 - [If they have recently had a close contact with a person with COVID-19](#)
 - Consider developing flexible refund policies for attendees for events that involve a participation fee.
- **Hand Hygiene and Respiratory Etiquette**
 - Require frequent employee [handwashing](#) (e.g., before, during, and after taking tickets; after touching garbage) with soap and water for at least 20 seconds and increase monitoring to ensure adherence.
 - If soap and water are not readily available, employees can use hand sanitizer that contains at least 60% alcohol and rub their hands until dry.
 - Encourage staff to [cover the mouth and nose with a tissue when coughing and sneezing](#). Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - Encourage attendees to [wash hands often](#) and cover coughs and sneezes.
 - Attendees often exchange handshakes, fist bumps, and high-fives at meetings and sporting events. Display [signs](#) (physical and/or electronic) that discourage these actions during the event.
- **Masks**
 - Require the use of [masks](#) among staff. Masks are **most** essential in times when physical distancing is difficult (e.g., when moving within a crowd or audience).
 - Provide all staff with information on [proper use, removal, and washing of masks](#).
 - Advise staff that [masks](#) should **not** be placed on:
 - Babies or children younger than 2 years old
 - Anyone who has trouble breathing
 - Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance
 - Encourage attendees ahead of the event to bring and use [masks](#) at the event.
 - [Masks](#) are meant to protect other people in case the wearer is unknowingly infected but does not have [symptoms](#). [Masks](#) are not meant to be a substitute for personal protective equipment such as surgical masks, respirators, or other medical personal protective equipment.
 - Masks are strongly encouraged in settings where individuals might raise their voice (e.g., shouting, chanting, singing).

- **Adequate Supplies**
 - Ensure adequate supplies to support [healthy hygiene](#)  behaviors. Supplies include soap, water, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, masks (as feasible), and no-touch trash cans.
- **Signs and Messages**
 - Post [signs](#) in highly visible locations (e.g., at entrances, in restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread](#)  of germs by [properly washing hands](#) and [properly wearing a mask](#)  .
 - Broadcast regular [announcements](#) on reducing the spread of COVID-19 on public address systems.
 - Include messages (for example, [videos](#)) about behaviors that prevent spread of COVID-19 when communicating with staff, vendors, and attendees (such as on the event website and through event [social media accounts](#)).
 - Consider developing signs and messages in alternative formats (e.g., large print, braille, American Sign Language) for people who have limited vision or are blind or people who are deaf or hard of hearing.
 - Find freely available CDC print and digital resources about COVID-19 on [CDC's communications resources](#) main page.

Maintaining Healthy Environments

Event planners should consider implementing several strategies to maintain healthy environments.

- **Cleaning and Disinfection**
 - [Clean and disinfect](#) frequently touched surfaces within the venue at least daily or between uses as much as possible—for example, door handles, sink handles, drinking fountains, grab bars, hand railings, and cash registers.
 - Clean and disinfect shared objects between uses—for example, payment terminals, tables, countertops, bars, and condiment holders.
 - Consider closing areas such as drinking fountains that cannot be adequately cleaned and disinfected during an event.
 - Develop a schedule for increased, routine cleaning and disinfection.
 - Plan for and enact these cleaning routines when renting event space and ensure that other groups who may use your facilities follow these routines.
 - If transport vehicles like buses are used by the event staff, drivers should practice all safety actions and protocols as indicated for other staff—for example, washing hands often and wearing masks and maintaining social distance of bus riders. To clean and disinfect event buses, vans, or other vehicles see guidance for [bus transit operators](#) and [drivers for hire](#), and adapt as needed.
 - Ensure [safe and correct use](#) and storage of [cleaners and disinfectants](#)  to avoid harm to employees and other individuals. Always read and follow label instructions for each product, and store products securely away from children.
 - Use [EPA-approved disinfectants against COVID-19](#)  .
 - Cleaning products should not be used near children. Staff should ensure that there is adequate ventilation when using these products to prevent attendees or themselves from inhaling toxic vapors.
 - Use disposable gloves when removing garbage bags or handling and disposing of trash.
 - After using disposable gloves, throw them out in a lined trash can.
 - Do not disinfect or reuse the gloves.
 - [Wash hands](#) after removing gloves.
- **Restrooms**
 - Consider limiting the number of people who occupy the restroom at one time to allow for social distancing.
 - Do not allow lines or crowds to form near the restroom without maintaining a distance of at least 6 feet from other people. It may be helpful to post signs or markers to help attendees maintain the appropriate social distance of at least 6 feet.
 - Ensure that open restrooms are:
 - Operational with functional toilets.
 - [Cleaned and disinfected](#) regularly, particularly high-touch surfaces such as faucets, toilets, stall doors, doorknobs, countertops, diaper changing tables, and light switches.

door knobs, countertops, diaper changing tables, and light switches.

- Clean and disinfect restrooms daily or more often, if possible, with EPA-approved disinfectants against COVID-19.
- Ensure safe and correct application of disinfectants and keep products away from children.
- Adequately stocked with supplies for handwashing, including soap and water or hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.
 - If you are providing portable toilets, also provide portable handwashing stations and ensure that they remain stocked throughout the duration of the event. If possible, provide hand sanitizer stations that are touch-free.

• Ventilation

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk to staff or attendees (e.g., risk of falling or triggering asthma symptoms).
- If portable ventilation equipment like fans are used, take steps to minimize air from them blowing from one person directly at another person to reduce the potential spread of any airborne or aerosolized viruses.

• Water Systems

- To minimize the risk of [Legionnaires' disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and attendees to bring their own water, as feasible, to minimize touching and use of water fountains.

• Modified Layouts

- Limit attendance or seating capacity to allow for [social distancing](#), or host smaller events in larger rooms.
- Use multiple entrances and exits and discourage crowded waiting areas.
- Block off rows or sections of seating in order to space people at least 6 feet apart.
- Eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing [signs](#) or other visual cues such as tape or chalk marks.
- Prioritize outdoor activities where social distancing can be maintained as much as possible.
- Offer online attendance options in addition to in-person attendance to help reduce the number of attendees.

• Physical Barriers and Guides

- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times (e.g., guides for creating one-way routes).
- Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart. Barriers can be useful at cash registers and other areas where maintaining physical distance of 6 feet is difficult.
- Change seating layout or availability of seating so that people can remain least 6 feet apart.

• Communal Spaces

- Stagger use of shared indoor spaces such as dining halls, game rooms, and lounges as much as possible and [clean and disinfect](#) them between uses.
- Add physical barriers, such as plastic flexible screens, between bathroom sinks and beds, especially when they cannot be at least 6 feet apart.
- Clean and disinfect bathrooms regularly (e.g., in the morning and evening or after times of heavy use) using [EPA-registered disinfectants](#) [↗](#).
- For more information on communal spaces in event housing (e.g., laundry rooms, shared bathrooms, and recreation areas) follow [CDC's guidance for Shared or Congregate Housing](#).

• Food Service

- There is no evidence that COVID-19 is spread by food. However, people sharing utensils and congregating around food service areas can pose a risk.
- If the event includes food service, refer to CDC's COVID-19 considerations for [restaurants and bars](#).

- Use touchless payment options as much as possible, if available.
 - Ask customers and employees to exchange cash or card payments by placing them on a receipt tray or on the counter rather than by hand to avoid direct hand-to-hand contact.
 - [Clean and disinfect](#) frequently touched surfaces such as pens, counters, or hard surfaces between use and encourage patrons to use their own pens.
 - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart when waiting in line to order or pick up.
 - If a cafeteria or group dining room is used, serve individually plated meals or grab-and-go options, and hold activities in separate areas.
 - Use disposable food service items including utensils and dishes. If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.
 - Individuals should [wash their hands](#) after removing their gloves or after directly handling used food service items.
 - Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations. Consider having pre-packaged boxes or bags for each attendee.
- **Shared Objects**
 - Discourage people from sharing items that are difficult to clean, sanitize, or disinfect.
 - Limit any sharing of food, tools, equipment, or supplies by staff members.
 - Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible; otherwise, limit use of supplies and equipment to one group of staff members or attendees at a time, and [clean and disinfect](#) them between use.

Maintaining Healthy Operations

Event organizers and staff may consider implementing several strategies to maintain healthy operations.


- **Regulatory Awareness**
 - Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.
- **Protections for Staff and Attendees who are at Higher Risk of Severe Illness from COVID-19**
 - Offer options for staff at [higher risk for severe illness](#) (including older adults and people of any age with underlying medical conditions) that limit their exposure risk. For example:
 - Offer telework and modified job responsibilities for staff, such as setting up for the event rather than working at the registration desk.
 - Replace in-person meetings with video- or tele-conference calls whenever possible.
 - As feasible, offer options for attendees at [higher risk for severe illness](#) that limit their exposure risk (e.g., virtual attendance).
 - Consider limiting event attendance to staff and guests who live in the local area (e.g., community, city, town, or county) to reduce risk of spreading the virus from areas with higher levels of COVID-19. If attendance is open to staff and guests from other communities, cities, town or counties, provide information to attendees so they can make an informed decision about participation.
 - Put policies in place to protect the privacy of people at [higher risk for severe illness](#) regarding their underlying medical conditions.
- **Limited, Staggered, or Rotated Shifts and Attendance Times**
 - Consider ways to significantly reduce the number of attendees.
 - Use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing of 6 feet between employees, volunteers, and others.
 - Rotate or stagger shifts and arrival times to limit the number of employees in a venue at the same time.
 - Stagger and limit attendance times to minimize the number of guests at the venue.
- **Travel & Transit**

- Encourage employees to use transportation options that minimize close contact with others (e.g., walking or biking, driving or riding by car – alone or with household members only). Consider offering the following support:
 - Ask employees to follow the CDC guidance on how to [Protect Yourself When Using Transportation](#), including public transit.
 - Allow employees to shift their hours so they can commute during less busy times.
 - Ask employees to [wash their hands](#) as soon as possible after their trip.
 - Reconfigure parking lots to limit congregation points and ensure proper separation of employees (e.g., closing every other parking space).
 - Encourage [rideshare](#) drivers to clean and disinfect frequently touched surfaces in the vehicle and avoid providing pooled rides or picking up multiple passengers who would not otherwise be riding together on the same route.
- **Designated COVID-19 Point of Contact**
 - Designate an administrator or office to be responsible for responding to COVID-19 concerns. All staff and attendees should know who this person or office is and how to contact them.
- **Communication Systems**
 - Put systems in place to:
 - Encourage staff and attendees to self-report to event officials or a COVID-19 point of contact if they have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days, in accordance with health information sharing regulations for COVID-19 (e.g., see “Notify Health Officials and Close Contacts” in the **Preparing for When Someone Gets Sick** section below), and other applicable privacy and confidentiality laws and regulations.
 - Advise attendees prior to the event or gathering that they should not attend if they have symptoms of, a positive test for, or were recently exposed (within 14 days) to COVID-19.
 - Notify staff, attendees, and the public of cancellations and restrictions in place to limit people’s exposure to COVID-19 (e.g., limited hours of operation).
 - Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants. Tailor information so that it is easily understood by various audiences and is available in alternative formats and languages.
 - Learn more about reaching people of diverse languages and cultures by visiting: [Know Your Audience](#). You also can learn more about communicating to staff in a crisis at: [Crisis Communications Plan](#). [↗](#)
- **Leave (Time Off) Policies**
 - Implement flexible sick leave policies and practices that are not punitive and enable employees to stay home when they are sick, have been exposed, are [caring for someone who is sick](#), or who must stay home with children if schools or child care centers are closed.
 - Examine and revise policies for leave, telework, and employee compensation as needed.
 - Ensure that any relevant policies are communicated to staff.
- **Back-Up Staffing Plan**
 - Monitor absenteeism of employees, cross-train staff, and create a roster of trained back-up staff.
 - Develop policies for return-to-work and event facilities after an employee has COVID-19. CDC’s [criteria to discontinue home isolation](#) and quarantine can inform these policies.
- **Staff Training**
 - Train staff on all safety protocols. Consider using CDC’s [Interim Guidance for Businesses and Employers](#) as a guide.
 - Conduct training virtually to ensure that [social distancing](#) is maintained during training.
 - If training needs to be done in person, maintain social distancing. Virtual training is clearly better for infection control when feasible.
- **Recognize Signs and Symptoms**
 - If feasible, conduct daily health checks (e.g., temperature screening and/or [symptom checking](#)) of staff and attendees safely and respectfully, and in accordance with any applicable privacy laws and regulations.

- Event administrators may consider using examples of screening methods in CDC's [General Business FAQs](#) as a guide.
- **Sharing Facilities**
 - Encourage any organizations that share or use the same venue to also follow these considerations and limit shared use, if possible.
- **Support Coping and Resilience**
 - Promote employees' ability to eat healthy foods, exercise, get enough sleep, and find time to unwind.
 - Encourage employees to talk with people they trust about their concerns and how they are feeling.
 - Consider posting signs for the national distress hotline: 1-800-985-5990, or text TalkWithUsto 66746; The National Domestic Violence Hotline: 1-800-799-7233 and TTY 1-800-787-3224; and The National Suicide Prevention Lifeline: 1-800-273-TALK (8255).
- **Lessons Learned After the Event**
 - Meet with the emergency operations coordinator or planning team for your venue to discuss and note lessons learned.
 - Determine ways to improve planning and implementation processes if the event will happen again.
 - Update your plans regularly according to the state and local situation and orders.

Preparing for When Someone Gets Sick

Event planners should consider several strategies to implement when someone gets sick.

- **Advise Sick Individuals of Home Isolation Criteria**
 - Communicate to sick staff members that they should not return to work until they have met CDC's [criteria to discontinue home isolation](#).
- **Isolate and Transport Those Who are Sick**
 - Make sure that staff and attendees know that they should not come to the event and that they should notify event planners (e.g., the designated COVID-19 point of contact) if they become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with symptoms or a suspected or confirmed case.
 - Immediately separate staff and attendees with COVID-19 [symptoms](#) (e.g., fever, cough, shortness of breath) at the event. Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow [CDC guidance for caring for themselves](#).
 - Individuals who have had [close contact](#) with a person who has [symptoms](#) should be separated, sent home, and advised to follow [CDC guidance for community-related exposure](#) (see "Notify Health Officials and Close Contacts" below). If symptoms develop, individuals should follow [CDC guidance for caring for themselves](#).
 - Planners may follow [CDC's Guidance for Shared or Congregate Housing](#) for any staff who live in event housing.
 - Work with venue administrators, local officials, and healthcare providers to identify an isolation area to separate anyone who has COVID-like symptoms or who has tested positive but does not have symptoms. Event healthcare providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
 - Establish procedures for safely transporting anyone sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, call first to alert them that the person may have COVID-19.
- **Clean and Disinfect**
 - Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#) them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
 - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct use](#) and storage of [cleaning](#)  and disinfection products, including storing them securely away from children.
- **Notify Health Officials and Close Contacts**
 - In accordance with state and local laws and regulations, event planners should notify [local health officials](#), staff, and attendees of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with](#)

attendees of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) [↗](#) and other applicable laws and regulations.

- Advise those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home, [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.

After reviewing the considerations listed on this page, event planners and administrators can use [CDC's Events and Gatherings Readiness and Planning Tool](#) [📄 \[9 pages\]](#) to protect staff, volunteers, and attendees.

Other Resources

[Latest COVID-19 Information](#)

[Persons at Higher Risk](#)

[Cleaning and Disinfection](#)

[Managing Stress and Coping](#)

[Guidance for Businesses and Employers](#)

[HIPAA and COVID-19](#) [↗](#)

[Guidance for Schools and Childcare Centers](#)

[CDC communication resources](#)

[Guidance for Park Administrators](#)

[Community Mitigation](#)

[Shared and Congregate Housing](#)

[Transportation](#)

[COVID-19 Prevention](#)

[Interim Guidance for Communities of Faith](#)

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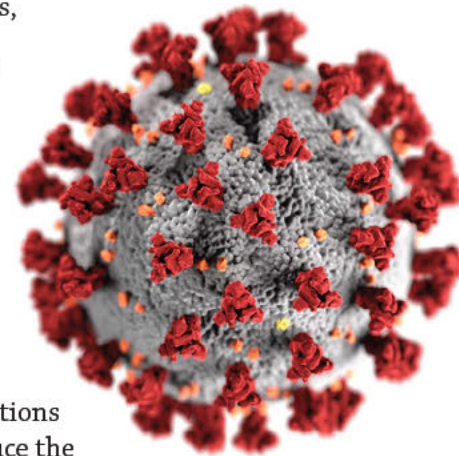
[COVID-19 Frequently Asked Questions:](#)

Last Updated July 7, 2020

Events and Gatherings: Readiness and Planning Tool

CDC Readiness and Planning Tool to Prevent the Spread of COVID-19 at Events and Gatherings

As some communities in the United States begin to plan and hold events and gatherings, CDC offers the following readiness and planning tool to share ways event planners and administrators can help protect staff, volunteers, and attendees and slow the spread of COVID-19. This tool aligns with the [Considerations for Events and Gatherings](#) and includes the following:



- General Readiness Assessment
- Preparing for If Someone Gets Sick
- Daily/Weekly Readiness Assessment
- End-of-Day Actions and Resources

Event planners and administrators may review and complete the general readiness assessment while working with state and local officials as part of making initial preparations before the event to promote healthy behaviors, environments, and operations that reduce the spread of COVID-19. The daily/weekly readiness assessment may be used to monitor and maintain recommended practices. Planning tools are also included to help event planners and administrators prepare for if someone gets sick, plan after-event actions, and address the specific needs and circumstances of the local community. Implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs and context of each community.

Guiding Principles to Keep in Mind

A gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating, or a large number of people in attendance. Examples of gatherings, small or large, include a community event, concert, festival, conference, parade, wedding, or sporting event.

- The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the individual's potential risk of becoming infected with COVID-19 and then spreading COVID-19 to others.
- The [higher the level of community transmission](#) in the area where the gathering is held, the higher the risk of COVID-19 spreading at the gathering.
- The size (attendance) of an event or gathering should be determined based on state, local, territorial, or tribal safety laws and regulations.

The risk of COVID-19 spreading at events and gatherings increases as follows:

- **Lowest risk:** Virtual-only activities, events, and gatherings.
- **More risk:** Smaller outdoor gatherings in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., a community, town, city, or county).
- **Higher risk:** Medium-sized in-person gatherings that are organized/laid out to allow individuals to remain spaced at least 6 feet apart, some wear cloth face coverings and come from outside the local area (e.g., a community, town, city, or county).
- **Highest risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart, do not wear cloth face coverings and travel from outside the local area.



cdc.gov/coronavirus

Events and Gatherings: General Readiness Assessment

Use the following tool when making initial preparation before the event to promote healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Policies and Procedures	Facilities and Supplies	Education and Training
Point Person(s): _____	Point Person(s): _____	Point Person(s): _____
<ul style="list-style-type: none"><input type="checkbox"/> Review relevant local/state regulatory agency policies and orders, such as those related to events, gatherings, and travel.<input type="checkbox"/> Consult local health officials about recommended COVID-19 testing policies for events and gatherings.<input type="checkbox"/> Consult with the venue operators about their COVID-19 policies prior to the event.<input type="checkbox"/> Develop a plan to conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and attendees.<input type="checkbox"/> Develop a plan to allow for social distancing before, during, and after the event (e.g., limiting attendance and modifying layouts before the event, providing physical barriers during the event and staggering exit times after the event).<input type="checkbox"/> Consider limiting event attendance to staff and attendees who live in the local area (e.g., community, city, town, or county) to reduce risk of spreading the virus from areas with higher levels of COVID-19. If attendance is open to staff and guests from other communities, inform attendees in advance so they can make an informed decision whether they will participate.<input type="checkbox"/> Develop online attendance options in addition to in-person attendance to help reduce the number of attendees at the event.<input type="checkbox"/> Develop a flexible refund policy.<input type="checkbox"/> Designate a staff person responsible for responding to all COVID-19 related situations and concerns. Make sure other staff and attendees know how to contact this person.	<ul style="list-style-type: none"><input type="checkbox"/> Obtain supplies including:<ul style="list-style-type: none"><input type="checkbox"/> soap<input type="checkbox"/> water for hand hygiene<input type="checkbox"/> hand sanitizer (at least 60% alcohol)<input type="checkbox"/> paper towels<input type="checkbox"/> tissues<input type="checkbox"/> cleaning supplies<input type="checkbox"/> EPA approved disinfection supplies<input type="checkbox"/> cloth face coverings<input type="checkbox"/> no-touch/foot pedal trash cans<input type="checkbox"/> no-touch soap/hand sanitizer dispensers<input type="checkbox"/> gloves<input type="checkbox"/> disposable food service items<input type="checkbox"/> other: _____<input type="checkbox"/> Develop a schedule for increased routine cleaning and disinfection.<input type="checkbox"/> Close shared spaces (e.g., a lounge); otherwise develop a plan for staggered use of these spaces and cleaning and disinfecting.<input type="checkbox"/> Develop a plan for the safe and correct use and storage of cleaners and disinfectants, including storing products away from children.	<ul style="list-style-type: none"><input type="checkbox"/> Create a plan for educating staff and attendees to ensure they know that they should not come to the event if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone suspected or confirmed to have COVID-19. Make sure they know that if they get sick at the event, they should notify event administrators (e.g., the designated COVID-19 point of contact) right away.<input type="checkbox"/> Develop protocols to educate staff on flexible work and leave policies that encourage sick staff members to stay at home without fear of job loss or other consequences.<input type="checkbox"/> Create a plan for educating staff and attendees about who should wear cloth face coverings, and communicate the importance of wearing them to both staff and attendees. Cloth face coverings should not be placed on:<ul style="list-style-type: none">• children younger than 2 years old• anyone who has trouble breathing or is unconscious• anyone who is incapacitated or otherwise unable to remove the cover without help<input type="checkbox"/> Create information on proper use, removal, and washing of cloth face coverings and distribute to staff members.<input type="checkbox"/> Create and implement training to be delivered to staff on all COVID-19 safety protocols:<ul style="list-style-type: none">• Conduct training virtually or maintain social distancing during training<input type="checkbox"/> Other: _____

Events and Gatherings: General Readiness Assessment

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Policies and Procedures

- Develop policies that encourage sick staff members to stay at home without fear of job loss or other consequences. Protect their privacy, particularly for those with underlying medical conditions and at higher risk for severe illness.
- Develop options for staff at [higher risk for severe illness](#) (e.g., telework or virtual learning opportunities).
- Develop flexible sick leave policies and practices.
- Develop options for flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts).
- Develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.
- Develop a transportation and parking plan to limit contact between attendees (e.g., staggered arrival and ride share drop-off times or locations).
- Develop a plan for if someone gets sick or shows symptoms of COVID-19 while at the event or venue. (See *Preparing for If Someone Gets Sick*).
- Develop a plan to safely serve food, beverages, and merchandise, if applicable. Refer to CDC's COVID-19 considerations for [restaurants and bars](#) for guidance.
- Other: _____

Facilities and Supplies

- Make sure ventilation systems operate properly. If using fans, make sure they do not blow from one person onto another, and increase circulation of outdoor air as much as possible (e.g., opening windows and doors).
- Make sure [water systems](#) and features are safe to use after a prolonged facility shutdown.
- Develop a plan to use touchless payment options .
- Develop a plan to use multiple entrances and exits to discourage crowding in waiting areas.
- Develop a plan to change seating layout or availability of seating, or block off rows or sections so that attendees can stay at least 6 feet apart.
- Create and install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart.
- Create physical guides, such as tape on floors and signs on walls, to promote social distancing.
- Develop a plan to eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks in congregation areas such as entrances, exits, and restrooms if a 6-foot distance between attendees is hard to ensure.
- Develop a plan to reconfigure parking lots, limit congregation points and ensure proper separation (e.g., closing every other space).
- Purchase adequate supplies to minimize sharing of materials, or limit use to one per family or group of individuals at a time, and clean and disinfect between use.
- Ensure organizations that share the venue facilities such as food vendors are aware of and follow all safety protocols.
- Other: _____

Events and Gatherings: General Readiness Assessment

Use the following tool when making initial preparations before the event to promote healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Communication and Messaging

Point Person(s): _____

- Develop a plan to create and disseminate clear messages (e.g., [videos](#)) about behaviors that prevent spread of COVID-19 to staff and attendees before the event:
 - websites
 - email
 - [social media accounts](#)
 - other _____
- Create and post signs in highly visible locations that promote everyday protective measures such as wearing cloth face coverings and that describe how to stop the spread of germs in:
 - entrances
 - dining areas
 - restrooms
 - other _____
- Develop a plan to communicate with partner organizations such as vendors to ensure that they are aware of all of your COVID-19 safety protocols.
- Develop [signs and communication](#) (e.g., [videos](#)) in alternative formats (e.g., large print posters, braille, American Sign Language) for people who have limited vision, or are blind, or people who are deaf or hard of hearing.
- Consider posting signs for the national distress hotline: 1-800-985-5990, text TalkWithUs to 66746; The National Domestic Violence Hotline: 1-800-799-7233, TTY 1-800-787-3224; and The National Suicide Prevention Lifeline: 1-800-273-TALK (8255).
- Develop regular announcements on reducing the spread of COVID-19 to be broadcast on public address systems.
- Create a plan for communicating with staff and attendees about whom to contact if they have questions and concerns related to COVID-19.
- Other: _____

Action Planning—Notes and Next Steps

Point Person(s): _____

Use this space to note any required resources and next steps, or potential barriers and opportunities:

Events and Gatherings: Preparing for if Someone Gets Sick

Use the following tool when making initial preparations before the event for if someone gets sick with COVID-19.

Before Someone Gets Sick

Point Person(s): _____

- Create a plan to educate staff and attendees to ensure they know that they should not come to the event if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone with suspected or confirmed COVID-19. Make sure they know that if they get sick at the event, they should notify event planners (e.g., the designated COVID-19 point of contact) right away.
- Develop systems to:
 - Allow staff and attendees to self-report to administrators if they have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.
 - Notify individuals of closures and restrictions put in place to limit COVID-19 exposure.
- Develop staff policies for returning to the venue after COVID-19 illness. CDC's [criteria to discontinue home isolation and quarantine](#) can inform these policies.
- Identify and create an isolation room or area to separate anyone who has COVID-19 symptoms or who has tested positive but does not have symptoms.
- Develop procedures for safely transporting anyone who is sick to their home or to a healthcare facility.
- Develop a plan to support staff and attendees experiencing trauma or challenges related to COVID-19.
- Other: _____

When Someone Gets Sick

Point Person(s): _____

- Immediately separate individual(s) with COVID-19 [symptoms](#) from others.
- Safely transport sick individuals home or to a healthcare facility, depending on how severe their symptoms are.
- If calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.
- Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#) them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
- Advise sick individuals that they should not return to the venue until they have met CDC's [criteria to discontinue home isolation](#).
- Other: _____

Notes and Next Steps:

After Someone Gets Sick

Point Person(s): _____

- In accordance with state and local laws and regulations, notify [local health officials](#), staff, and families of a person with COVID-19 while maintaining the individual's confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#).
- Notify individuals of closures and restrictions put in place due to COVID-19 exposure.
- Advise those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home, [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.
- Close off the area and wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Make sure of [safe and correct](#) use and storage of cleaning and disinfection products, including storing them securely away from children.
- Other: _____

Events and Gatherings: Daily/Weekly Readiness Assessment

Use the following tool the day of and during the event to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Policies and Procedures	Facilities and Supplies	Education and Training
Point Person(s): _____	Point Person(s): _____	Point Person(s): _____
<ul style="list-style-type: none"> <input type="checkbox"/> Maintain regular contact with local health authorities to ensure adherence to their most up-to-date guidance. <input type="checkbox"/> Ensure an on-duty staff person is assigned to be responsible for responding to COVID-19 concerns. <input type="checkbox"/> Monitor absenteeism of staff. <input type="checkbox"/> Ensure the roster of trained back-up staff is updated in case a staff member is sick. <input type="checkbox"/> Conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and attendees, if feasible. <input type="checkbox"/> Ensure staff are using flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) when needed. <input type="checkbox"/> Ensure staff and attendees have received communication about all safety protocols and COVID-19 related policies. <input type="checkbox"/> Ensure that attendees have received communication about refund policies if they get sick and cannot attend the event. <input type="checkbox"/> Ensure that all protocols developed, to limit contact between staff and attendees and ensure that attendees can maintain 6 feet of distance, are implemented. <input type="checkbox"/> Ensure limited opportunities for both staff and attendees to share objects. <input type="checkbox"/> Ensure the broadcasting of regular announcements on reducing the spread of COVID-19 on public address systems throughout the event. 	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor and restock supplies including: <ul style="list-style-type: none"> <input type="checkbox"/> soap <input type="checkbox"/> water for hand hygiene <input type="checkbox"/> hand sanitizer (at least 60% alcohol) <input type="checkbox"/> paper towels <input type="checkbox"/> tissues <input type="checkbox"/> cleaning supplies <input type="checkbox"/> EPA-approved disinfection supplies <input type="checkbox"/> cloth face coverings <input type="checkbox"/> no-touch/foot pedal trash cans <input type="checkbox"/> no-touch soap/hand sanitizer dispensers <input type="checkbox"/> disposable food service items <input type="checkbox"/> gloves <input type="checkbox"/> other: _____ <input type="checkbox"/> Monitor adherence to the schedule for increased, routine cleaning and disinfection of: <ul style="list-style-type: none"> <input type="checkbox"/> frequently touched surfaces <input type="checkbox"/> communal spaces <input type="checkbox"/> shared objects <input type="checkbox"/> other: _____ <input type="checkbox"/> Monitor availability and use of gloves when removing garbage bags or handling and disposing of trash. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that staff and attendees have received communication that they should not come to the event if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone with suspected or confirmed COVID-19. Make sure they know that if they get sick at an event, they should notify event administrators (e.g., the designated COVID-19 point of contact). <input type="checkbox"/> Ensure that staff have reviewed the policies on flexible work and leave that encourage sick staff members to stay at home without fear of job loss or other consequences. <input type="checkbox"/> Reinforce and monitor handwashing with soap and water for at least 20 seconds or using hand sanitizer containing at least 60% alcohol if soap and water are not readily available. <input type="checkbox"/> Encourage staff to cover their mouth and nose with a tissue when coughing and sneezing and then wash hands with soap and water for at least 20 seconds. <input type="checkbox"/> Ensure that communication about the proper use of cloth face coverings is easily seen or heard by staff and attendees. Cloth face coverings should not be placed on. <ul style="list-style-type: none"> • children younger than 2 years old • anyone who has trouble breathing or is unconscious . • anyone who is incapacitated or otherwise unable to remove the cover without help

Events and Gatherings: Daily/Weekly Readiness Assessment

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Policies and Procedures	Facilities and Supplies	Education and Training
<input type="checkbox"/> Review the most recent local/state regulatory agency policies for updates.	<input type="checkbox"/> Monitor safe and correct use and storage of cleaners and disinfectants , including storing products securely away from children.	<input type="checkbox"/> Ensure that information on proper use, removal, and washing of cloth face coverings is available.
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Ensure adequate ventilation when cleaners and disinfectants are used to prevent staff and attendees from inhaling toxic fumes.	<input type="checkbox"/> Ensure that all staff present have been trained on relevant COVID-19 safety protocols.
	<input type="checkbox"/> Monitor ventilation systems to determine if they are operating properly.	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Ensure that touchless payment options are operational.	
	<input type="checkbox"/> Ensure all physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart are installed correctly.	
	<input type="checkbox"/> Ensure that all physical guides, such as tape on floors and signs on walls, to promote social distancing are easily seen.	
	<input type="checkbox"/> Ensure that all changes to the venue such as seating layout, entrances and exits are well marked and easy to understand.	
	<input type="checkbox"/> Ensure the staggered use and cleaning and disinfecting between uses of shared spaces.	
	<input type="checkbox"/> Ensure the circulation of outdoor air as much as possible throughout the event (e.g., opening windows and doors).	
	<input type="checkbox"/> Ensure that adequate supplies are available to minimize sharing of high-touch materials and monitor cleaning and disinfecting between use.	
	<input type="checkbox"/> Other: _____	

Events and Gatherings: Daily/Weekly Readiness Assessment

Use the following tool the day of and during the event to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Communication and Messaging

Point Person(s): _____

- Ensure that [signs](#) are placed in highly visible locations that [promote everyday protective measures](#) such as wearing cloth face coverings and that describe how to [stop the spread](#) of germs at:
 - entrances
 - dining areas
 - restrooms
 - other _____
 - Continue to provide or update clear messages (e.g., [videos](#)) about behaviors that prevent spread of COVID-19 when communicating with staff and families on:
 - websites
 - email
 - [social media accounts](#)
 - other _____
 - Ensure that partner organizations such as vendors have received communication about all COVID-19 safety protocols.
 - Ensure [signs and communication](#) (e.g., [videos](#)) in alternative formats (e.g., large print posters, braille, American Sign Language) for people who have limited vision or are blind or people who are deaf or hard of hearing are readily available.
- Make sure all staff and attendees have been informed which staff person is responsible for responding to COVID-19 concerns and how to contact them.
 - Encourage staff to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed throughout the event.
 - Promote healthy eating, exercising, getting sleep, and finding time to unwind among staff to help them cope with stress.
 - Encourage staff to talk with people they trust about their concerns and how they are feeling.
 - Other: _____

Action Planning—Notes and Next Steps

Point Person(s): _____

Use this space to note any required resources and next steps, or potential barriers and opportunities:

Events and Gatherings: End-of-Day Actions and Other Resources

Use the following resources to conduct end-of-day actions and address any additional considerations specific to your program or community context.

End-of-Day Actions	Other Considerations	Other Resources
Point Person(s): _____	Point Person(s): _____	Point Person(s): _____
<input type="checkbox"/> Meet with the emergency operations coordinator and/or planning team(s) to discuss and note lessons learned. <input type="checkbox"/> Determine ways to improve planning and implementation processes if the event will happen again. <input type="checkbox"/> Inform staff and attendees of any changes made. <input type="checkbox"/> Update your plans regularly according to the state and local situation and orders. <input type="checkbox"/> Other: _____	Use this space to note any other considerations unique to your program or community context.	<ul style="list-style-type: none">• Latest COVID-19 Information• Cleaning and Disinfection• Guidance for Businesses and Employers• Guidance for Schools and Childcare Centers• Guidance for Park Administrators• Shared and Congregate Housing• COVID-19 Prevention• Handwashing Information• Face Coverings• Social Distancing• COVID-19 Frequently Asked Questions• People at Higher Risk• People with Disabilities• Coping with Stress• HIPAA and COVID-19• CDC communication resources• Community Mitigation