

## Planning Form for Group Gatherings:

Governor Bullock's May 19, 2020 Directive states, as of June 1<sup>st</sup>, "avoid gatherings of more than 50 people in circumstances that do not readily allow for appropriate physical distancing. If you are planning an event with more than 50 people you should consult with your local public health office on a plan to implement adequate social distancing."

Lewis & Clark Public Health advises that all gatherings be limited to 50 people or less. If the event must go on and must exceed 50 individuals, we ask that you please cap the event at 250 people to avoid the potential for a super-spreader event. This is to protect our community from the rapidly changing situation with new COVID-19 cases occurring daily.

Because conditions related to COVID-19 continue to change, Lewis and Clark Public Health must continually evaluate current local conditions and consider such information when making decisions related to events and gatherings, regardless of when the initial decision has been made. Due to the ever-changing status of COVID-19, it is not uncommon a decision on an event made today may need to be reversed based on the current conditions of tomorrow. **PLEASE NOTE PLAN APPROVAL IS SUBJECT TO CHANGE BASED UPON CURRENT COVID-19 CONDITIONS.** Therefore, when planning an event for more than 50 people you must **proceed at your own risk.**

I have read the above disclaimer.

**All fields need to be completed in order to submit this form.**

I agree to complete the following form to the best of my ability.

---

**Please submit your plan for your gathering using the form below. A health department employee will contact you with feedback or questions.**

### Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Event: \_\_\_\_\_



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

Location of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**As you are filling out this application, please identify how you will prevent the spread of COVID-19 at your event. This must be clearly identified with a structured physical layout, identified seating arrangements, and controls for crowd flow, entry and exit, with clear means for physical distancing. Signs alone are not adequate control. Active controls could include ushers for seating and attendants to monitor groups.**

**Please submit your application:**

Email: [publichealth@lccountymt.gov](mailto:publichealth@lccountymt.gov)

Mail: Lewis & Clark Public Health  
1930 9<sup>th</sup> Avenue  
Helena MT 59601

Fax: 406-457-8990

---

## Ticketing

\*Consider or utilize the following ideas: • Limit access to events to ticketed event goers only. o Implement limited ticket sales. • Limit event sizes to allow for social distancing. • Require reserved seating. o Do not allow for general standing areas. o Require that each ticket correlates with a reserved seat. • Encourage event goers to sit with household members. o If possible, provide spacing between different ticket groups. □ E.g. offer ticket options in groups of 2, 4, 5, etc. with empty chairs between the grouped tickets. • Consider offering more events with less event goers. o E.g. Three smaller concerts instead of one large concert. • Continue to offer virtual events or event streaming.

---

1. Are attendees required to have a ticket to enter the event?      Yes      No

**Note:** Requiring tickets, whether or not there is a cost, allows you to predict the number of people at your event.

2. If the event is ticketed, what is your plan to allow for physical distancing during the ticket purchase and entry process? Consider the suggestions below.

---

**Entry and Exit: This is a potential bottle neck and a place where people are congregating closely.**

\*Consider or utilize the following ideas to avoid congested or "bottleneck" areas: • Implement staggered entering and exiting of the facility o Create staggered entering times. State the time frame individuals are encouraged to enter on their ticket. o At the end of an event, dismiss people by category (e.g section, row, last name, etc.) • Offer flexible hours to provide for social distancing o Allow event spaces to open earlier or close later for ample time for guests to move in and out.

---

3. What is your plan for structuring physical distancing in ingress and egress areas?

---

## Food and Beverages

\*Consider or utilize the following ideas for social distancing: Consider table service or single-serve packed meal options. Consider limiting alcohol sales. If food is served in a concession setting, provide markings on the ground for social distancing for patrons waiting in line. Buffets and self service food areas are not allowed in Phase 2.

\*Additional helpful ideas for food service are found in the guidance located here:

<https://www.lccountymt.gov/health/covid-19/phase-two-guidance.html>

---

4. Will your event be providing food or beverage services?

Yes      No

If your event will have food or drink, use the space below to provide a plan to provide social distancing while providing these services. Please note that Governor Bullock's directive currently prohibits self-serve buffets

5. Will the event be held at a licensed retail food establishment?

Yes      No

If you are a licensed retail food establishment, continue to follow state and local regulation in addition to your physical distancing plan.

6. Is this a private event?

Yes      No



Lewis & Clark  
**Public  
Health**

**Food and Beverages** continued

If your event will have food or drink and will not be held at a licensed food facility, then you may be required to obtain a special event or temporary event food permit. Contact Lewis & Clark Public Health at 457-8900 for permitting requirements.

Please describe your plan for food and beverage service.



## **Restrooms**

\*Consider or utilize the following options: Bring in additional restrooms such as port-a-potties. Provide markings on the ground for social distancing for patrons waiting in line. Place signage on restrooms requesting limited numbers of people in stalled restrooms at all times. Consider closing private restrooms and only utilizing port-a-potties.

---

7. Please describe your plan to prevent crowding in restroom areas. Review the suggestion below.



## **Cleaning**

\*Examples: Clean all "high touch" areas such as counters, doorknobs, tables, benches, chairs, restrooms, dressing rooms etc. frequently. • Ensure cleaning products are available for members or have staff ready to clean before and after events. • Clean high touch surfaces after every use. • If available, use disposable gloves to clean surfaces.

---

8. Please describe your plan for cleaning of the facility. (Consider the following: who is cleaning, how often is cleaning occurring, how are you ensuring that the cleaning occurs?)

---

## Hand Hygiene and Respiratory Etiquette

\*Studies have shown that people may be contagious with COVID19 before they show any signs or symptoms. The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission

---

9. Please check all of the following places you plan to offer hand washing or hand sanitizer for attendees.

Entry of facility      Restrooms

Any area where food is served      Common spaces

10. **Face coverings are required by the Governors Directive.** Please describe your procedures for ensuring the use of face coverings. Include information on staff and attendees.

---

## Active Controls for Physical Distancing, Health and Activities

---

11. Please describe your plan for physical distancing and controls for all other aspects of your event. This must include health screening for staff and attendees, description of your plan for seating/dancing and any other activity that will be provided at your event.