

COVID-19 HEALTH ACTION & MANAGEMENT PLAN GUIDELINES

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Until further notice, all Special Event Permit Applications must be accompanied by a written comprehensive plan for mitigating the risks of spreading COVID-19 (COVID-19 Health Action & Management Plan). This document serves as a guide to assist you in preparing a comprehensive plan. As a guide, this document is not an exhaustive list of comprehensive plan components. Meeting the components of this guide does not guarantee permit approval.

All plans must comply with the latest general and industry-specific guidelines released by the Washington State Governor's Office and Public Health – Seattle & King County. Links to these guidelines are provided for your reference.

The City of Seattle's requirements will meet state and public health guidelines. If changes in COVID conditions in Washington State or King County make it necessary – in public interest, Special Events Permits will be suspended.

Your written plan may take the form that you find most useful to operations but must demonstrate how you will meet (or exceed) mandated guidance. Please submit the written plan, along with any maps or other supporting material, as an attachment to your Special Events Permit Application.

Your completed COVID-19 Health Action & Management Plan must accompany your Special Event Permit Application and include all additional layout diagrams, site plans, risk assessments, and associated event documents required herein.

1. BACKGROUND & PRE-PLANNING

Before you begin drafting your written plan, you are required to review the established guidelines below. You are required to adhere to the Washington State Labor & Industries (L&I) requirements to protect workers and volunteers.

<p>ESTABLISHED GUIDANCE</p>	<p>Review the following established guidance:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Washington State COVID-19 Reopening Guidance for Businesses and Workers (https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers) <input type="checkbox"/> Washington State Department of Labor and Industries General Requirements and Prevention Ideas for Workplaces (https://lni.wa.gov/CovidSafety) <input type="checkbox"/> Washington State Department of Health Workplace and Employer Resources & Recommendations (https://www.doh.wa.gov/Coronavirus/workplace) <input type="checkbox"/> King County Public Health COVID-19 Resource Page (https://www.kingcounty.gov/depts/health/covid-19.aspx)
<p>L&I REQUIREMENTS</p>	<p>Event organizers must adhere to the L&I COVID-19 requirements to protect workers and volunteers, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Write a COVID-19 Safety Plan that outlines procedures for operations that comply with all safety and health requirements per the guidance above. <input type="checkbox"/> Identify a site-specific COVID-19 Supervisor to monitor the health of event staff, volunteers and guests, and to enforce the COVID-19 Safety Plan. <input type="checkbox"/> Educate all workers, volunteers, vendors about COVID-19 and how to prevent transmission, and the Event's COVID-19 policies.

2. EVENT LAYOUT DIAGRAM

As a companion to your COVID-19 Health & Action Management Plan, you are required to submit an event layout diagram or map that addresses the items below.

- Occupied/program areas** are places where guests are congregating, such as in front of a stage, a run/walk start line, a dining area, or a specific activity (like a game or kids zone).
- Movement areas** are places where guests are passing through a space, such as a race course, an aisle between vendor booths, or pathways between event activity areas
 - Include indications of directional movement, such as one-way aisles
 - Include dimensions such as width of aisles and distance between booths to assist in the calculation of open space
- Entries and Exits**
 - Indicate perimeter/barriers of the entire event (if any)
 - Indicate location of all entries and exits, including emergency exits
 - Indicate queuing space that will be used outside of entry
 - Indicate credential checkpoints and/or security checkpoints
- Health & Safety**
 - Indicate any health screening points and whether they are public or restricted
 - Indicate any isolation area(s)
 - Indicate location of first aid or other medical resources
- Sanitation**
 - Indicate location & number of hand sanitizer and/or handwash stations
 - Indicate restroom facilities (permanent & temporary)

3. WRITTEN PLAN

Your written COVID-19 Health & Action Management Plan must address each of the sections below. Guidance is provided for the type of information required.

COVID-19 SUPERVISOR

Identify a site-specific COVID-19 Supervisor to monitor the health of event staff, volunteers and guests, and to enforce the COVID-19 Safety Plan.

In your plan, include:

- Name(s) of designated COVID-19 supervisor(s)
- Cell phone number or other on-site contact information

CROWD MANAGEMENT

Describe in detail your Crowd Management plans taking into consideration current public health physical distancing requirements for areas such as:

- Entry / Exit Plan
- Queuing & Line Management
- Crowd Flow
- Programmed Areas (vendors, booths, etc)

This plan should incorporate equipment, staffing support, directional or visual cues, signage, etc.

<p>SANITATION</p>	<p>Provide details on how you will address:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hygiene <input type="checkbox"/> Disinfection <input type="checkbox"/> Include sanitation schedule and staffing plan
<p>PERSONAL PROTECTIVE EQUIPMENT (PPE)</p>	<p>Effective July 7th, 2020, the Governor's Statewide face covering order directs businesses to require and enforce the use of face coverings for all customers and clients. Face coverings are required at special events.</p> <p>Wearing a face covering can significantly reduce the incidence of spreading COVID-19. Organizers must provide, at no cost, appropriate face coverings or masks for all employees/volunteers who don't work alone. Additional PPE may be advisable dependent on a worker's role within the event.</p> <p>You must post signage and require and enforce the use of face coverings for customers / event attendees.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Refer to King County Public Health Face Coverings resource page for updated information (https://www.kingcounty.gov/depts/health/covid-19/care/masks.aspx)
<p>HEALTH SCREENING</p>	<p>Event organizers are required to screen staff/volunteers for COVID-19 symptoms prior to the event. Don't allow staff/volunteers or customers to attend if they have COVID-19 symptoms or if they have been in close contact with someone with COVID-19 symptoms. Indicate in your written plan how you will conduct such screenings. References are provided below.</p> <ul style="list-style-type: none"> ▪ Current CDC COVID-19 Symptoms can be found here: (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) ▪ Information about King County testing sites can be found here: (https://www.kingcounty.gov/depts/health/covid-19/care/testing.aspx) ▪ https://www.kingcounty.gov/depts/health/covid-19.aspx
<p>ADDITIONAL GUIDELINES</p>	<p>Refer to, incorporate and comply with established guidelines for applicable event types and the various areas within your event:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Events, Weddings and Funerals <input type="checkbox"/> Religious and Faith Based Gatherings <input type="checkbox"/> Professional Services <input type="checkbox"/> Food & Beverage Services <input type="checkbox"/> Sporting Activities <input type="checkbox"/> Racing (Runs, Walks & Rides) <input type="checkbox"/> Drive-in Theatres <input type="checkbox"/> Miscellaneous Venues (Large outdoor retail, convention/ conference centers, event centers, arenas, fairgrounds, etc.) <input type="checkbox"/> Live Entertainment <input type="checkbox"/> Construction (load in/load out) <p>Resources:</p> <ul style="list-style-type: none"> ▪ WA State Dept of Health Checklist for Businesses with Suspected or Confirmed Cases of COVID-19 ▪ Business and Community COVID Call Center for non-medical calls: 206 296-1608, Mon-Fri 8:30-4:30 ▪ Call Center for COVID medical-related questions: (i.e., testing sites, quarantine and isolation etc.) 206 477-3977, Mon-Fri 8:30-4:30

COMMUNICATION PLAN	<p>It is the event organizer’s responsibility to ensure all staff and volunteers receive all of the approved guidelines and protocols and are managed in a consistent manner. Organizers should deliver the approved staff and volunteer protocol prior to and throughout the event. The protocols applied will be guided by the CDC, State of Washington and local health requirements.</p> <p>Please provide your health safety communications plan and describe how you will communicate this plan pre-event, during the event and post-event for each of the following constituencies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff, Volunteers, Performers <input type="checkbox"/> Vendors, Suppliers, Contractors <input type="checkbox"/> Participants, Guests, Attendees, Spectators <p>Resources:</p> <ul style="list-style-type: none"> ▪ King County COVID Communications Tool Kit
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4. STAYING INFORMED

To ensure that you stay up to date on the guidance that is being issued by the State, you are required to:

- Consult the [Washington State Coronavirus Response website](#) and [applicable Proclamations](#) on a periodic basis or whenever notified of the availability of new guidance.
- Specifically, follow requirements in the most current version of Governor Inslee’s [Proclamation 20-46 High-Risk Employees – Worker’s Rights in effect at the time of your Application submittal](#).
- Check frequently for updated [Washington State COVID-19 resources for businesses](#).

For up-to-date industry-specific guidance, refer to these resources:

- [Washington Festival & Events Association \(WFEA\) / A Seattle Special Event Team \(ASSET\)](#)
- [International Festivals & Events Association Coronavirus Resources](#)
- [Event Safety Alliance Re-opening Guide](#)
- World Health Organization (WHO) Mass Gathering [Recommendations](#), [Q&A](#) and [Risk Assessment Tool](#)
- [USA Track & Field](#) logistical information and guidance for event directors and local organizing committees
- [National Independent Venue Association](#)
- [World Athletics Risk Assessment Tool](#)

- **Please attach or include all additional site plans, risk assessments, and associated event documents required above.**
- **Your completed COVID-19 Health Action & Management Plan must accompany your Special Event Permit Application.**