

COVID-19 EVENT PLANNING TEMPLATE

In accordance with Governor Herbert's Executive Order, event size can exceed 50 individuals if organizational oversight can be provided that ensures guidelines are followed. Formal organizations are required to complete the following event management template to assist their efforts to plan a safe event. This document must be kept and available for inspection by the local health officer or their designee.

Event Details:			
Event Name:	Iron Lung Ride		
Event Location:	7355 E 200 S	Huntsville	84317
	<i>Address</i>	<i>City</i>	<i>Zip</i>
Party Responsible for Organizational Oversight:	5840 N. Willao Bend	Morgan	84050
	<i>Address</i>	<i>City</i>	<i>Zip</i>
	michelle@ironlungride.com		8019415526
<i>Email Address</i>	<i>Phone</i>		
Event Dates:	July 18th 2020	July 18th 2020	
	<i>Start Date</i>	<i>End Date</i>	
Anticipated Number of Attendees:			
	<i>Per Day Total</i>	<i>Grand Total</i>	
Event Type	<input type="checkbox"/> Static: events where the attendees primarily enter, watch and depart <input type="checkbox"/> Interactive: events where attendees create a traffic flow and interact with each other <input checked="" type="checkbox"/> Participant: events where attendees primarily participate in an activity or production <input type="checkbox"/> Community: events with many activities and populations centers and likely a random traffic pattern		

Employees, Volunteers, Players, Performers, Actors, Etc.

Checklist:	<input checked="" type="checkbox"/> Symptom checking symptoms checked (checklist or verbal), including temperature checks when feasible <input checked="" type="checkbox"/> Face coverings are worn in settings where other social distancing measures are difficult to maintain <input checked="" type="checkbox"/> Ensure that face coverings are available	<input checked="" type="checkbox"/> Provide accommodations to high-risk employees & volunteers; minimize face-to-face contact, assign tasks that allow these individuals to maintain a 6-foot distance from other employees or customer <input type="checkbox"/> Comply with distancing and hygiene guidelines
-------------------	---	---

Tracking Attendance:

Must have the ability to track attendance, please describe your plan to track attendance to support contract tracing.

Attendance is tracked through registration. We have asked this year that participants not bring any additional support.

Social Distancing

A 6-foot distance must be maintained between household groups at all times including while seated, limiting the number of people in a confined area to enable adequate distancing at all times, and congregating at any point is not allowed. Please describe your plan to maintain appropriate social distancing throughout the event.

Start line will have marks on the road showing participants where to start. Packet pickups will have similar. Finish; we have rented a park that normally can accommodate 2000+ people. We are expecting 50-75 participants. We will provide masks and picnic benches will have signage reminding participants to keep a 6-foot distance. Feed zones will have similar signage (in the past we have never had more than 10 people at a feed zone at one time and our numbers will be down by 60%).

High-Risk Attendees

Set an established window time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues, please describe your plan to accommodate high-risk attendees.

High-Risk Attendees will be invited to participate in a separate start time one hour later.

Signage

Maintain signage to remind and help individuals stand or sit at least 6 feet apart, please describe your plan to maintain signage including the number of anticipated signs as well as locations.

Feed zone signs - 2 at each feed zone placed on each side of the 10x10 tent.

Start/Finish - placed on each picnic table and 4 on the Bowery

30 - 12x18 signs total

Payment Options

Encourage contactless payment; disinfect between transactions at facility stores/gift shops and comply with other retail recommendations, please describe your plan for payment.

No payments are taken at the event.
All are done online prior to the event.

Hygiene & Sanitization

Dedicated staff for sanitizing high-touch areas, please describe your plan to provide hygiene and regular sanitization throughout the event.

masks, sanitizer (hand spray), disinfecting wipes will be available at each feedzone and start/finish line. Volunteers will wipe off surfaces touched or in proximity of participants throughout the event.

Concessions

Checklist:

- Serving and seating protocols consistent with restaurant guidance
- Any concessions/restaurant seating is compliant with restaurant dine-in guidance
- Encourage contactless payment **NH**
- To the extent reasonable, serve grab-and-go food items
- Maintain 6-foot distancing for all lines

Additional Safeguards

Please share any additional planned safeguards or measures being enacted at the event.

A meal will be provided by a food truck at the finish line. All state restaurant guidance will be followed. No payments will be taken the meal is included in registration.

Signature

Please provide the signature of the organizational representative that will be responsible for ensuring event oversight.

Michelle Lyman

Printed Name

Event organizer

Title

Michelle Lyman

Signature

6/8/2020

Date

