

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:	Eden Epic Mountain Bike Ride		
Event Location:	5612 E 2200 N	Eden	84310
	<i>Address</i>	<i>City</i>	<i>Zip</i>
Party Responsible for Organizational Oversight:	2834 N 700 E	Ogden	84414
	<i>Address</i>	<i>City</i>	<i>Zip</i>
	info@enduranceutah.com		(801)-234-0399
	<i>Email Address</i>		<i>Phone</i>
Event Dates:	8/29/2020	8/29/2020	
	<i>Start Date</i>	<i>End Date</i>	
Anticipated Number of Attendees:	100	25-50 in location at a time	
	<i>Per Day Total</i>	<i>Grand Total</i>	
Event Type	<input type="checkbox"/> <u>Static</u> : events where the attendees primarily enter, watch and depart <input type="checkbox"/> <u>Interactive</u> : events where attendees create a traffic flow and interact with each other <input checked="" type="checkbox"/> <u>Participant</u> : events where attendees primarily participate in an activity or production <input type="checkbox"/> <u>Community</u> : 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 checked="" 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.

All participants register, so we have the ability to track and contact them via email or phone.

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.

Social distancing guidelines will be maintained by starting participants in waves, using masks and hand sanitizer anytime participants have potential to come in contact with each other. We will also be sending out an email describing the social distancing requirements and recommendations.

We also plan to limit the number of riders and family members at the finish line by encouraging participants to finish and then quickly move on their way home.

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.

Do to the nature of the event, there will be very limited high risk individuals. If anyone does fall into the high risk category, they will be politely asked to roll their entry over to 2021.

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.

Social distancing signage will be placed at the start line and finish line areas to remind participants of the distancing guidelines and requirements.

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 items will be for sale, so contactless payment is not an issue.

Hygiene & Sanitization

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

We will have a staff member designated as the social distancing police. They will always be on watch for participants gathering or congregating.

Concessions

Checklist:

- Serving and seating protocols consistent with restaurant guidance
- Any concessions/restaurant seating is compliant with restaurant dine-in guidance
- Encourage contactless payment
- 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.

All event staff and participants will follow guidelines . They will wear masks and gloves whenever interacting with participants.

Signature

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

Clay Christensen

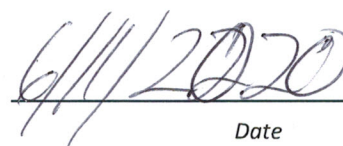
Owner / Director

Printed Name

Title



Signature



Date