

Itasca County Park Facilities Public Gathering or Event: COVID-19 Preparedness Planning

In response to the COVID-19 pandemic, Itasca County is requiring that outdoor event organizers and staff develop a plan when preparing their event to help prevent spread of the virus within the community. Creating and implementing a COVID-19 preparedness plan for public gatherings and large community events can help protect and reduce risks to staff, participants and on public resources of the community hosting the event.

Any public gathering or event that is planned or spontaneous with over 25 people in attendance will require a COVID-19 Preparedness Plan. Organizers should consult with the County Parks and local Public Health officials to assess current conditions and state guidelines whether to postpone, cancel, or significantly reduce the number of attendees (if possible) at an event or gathering. Information collected in this form will allow organizers to develop a proposed plan for an event that meets current public safety guidelines. The proposed plan can be emailed or brought to the Itasca County contact information below. This will allow event organizers to then work with county officials to develop an approved final plan. Area law enforcement will be informed of the planned event and will be contacted if the event does not comply with the plan or if there are concerns brought forward.

First, consider the following when determining if you should postpone or cancel a large public gathering or event:

- Overall number of attendees or crowd size.
- Number of attendees at higher risk of developing serious illness from COVID-19.
- How close together attendees will be at the event, ability to social distance.
- Ability to control traffic flow and prevent congregating of people at the event.
- Ability to provide clean and safe event and sufficient bathroom/handwashing facilities.

County Contact Information:

Event Organizer:

Roger Clark, Park System Manager Itasca County Park System 1177 LaPrairie Ave. Grand Rapids, MN 55744 Phone: 218 327-7347 Cell: 218 244-4705 roger.clark@co.itasca.mn.us	Name: _____ Address: _____ _____ Email: _____ Cell: _____
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Please answer the questions on the following pages to the best of your ability, the more information provided the better planning can be done and the safer the event or gathering can be for the participants and community. PLEASE USE ADDITIONAL SHEETS FOR ANSWERS IF NECESSARY.

1) Describe your event in detail – Name of event, date, time, type of event, other:

2) Space requested:

3) Estimated number of visitors:

4) Number of event staff & vendors:

5) Staff/ Vendor Personal Protective Equipment (PPE), training and cleaning:

6) Plan for use of masks for staff, vendors and visitors?

7) Number and location of additional bathrooms to be provided:

8) Plan for use of and additional cleaning of bathrooms:

9) Plan for hand sanitizer or washing stations:

10) Plan for ticket sales – e.g. masking, payments, traffic flow, cleaning and disinfecting:

11) Plan for concessions, food services/other sales – e.g. masking, payments, traffic flow, cleaning and disinfecting, method of serving food/goods:

12) What public service signs and messaging do you plan on providing?

13) How will you handle event parking?

14) How will you monitor attendance and limit participants if capacity is reached?

15) How will you prevent congregating of people and maintain social distancing of participants?

16) How do you plan to handle garbage and other waste at the event?

17) What is your plan if an attendee, volunteer, or staff person displays symptoms of COVID-19 while entering or at the event?

The Undersigned (Organizer) agrees to defend, indemnify and hold harmless COUNTY, its elected officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney fees resulting directly or indirectly from any act or omission of Organizer, anyone directly or indirectly employed or volunteered by them and/or anyone for whose acts and/or omissions they may be liable in the performance of the Event and against all loss by reason of failure of said Organizer to perform fully, in any respect, all obligations under this COVID-19 Preparedness Plan.

I the undersigned agree to fulfill and follow this COVID-19 Preparedness Plan to the best of my ability to help protect the public, volunteers, and Staff.

Event Organizer