



GUIDELINES FOR EVENT PLANNING WITH MORE THAN 250 ATTENDEES

Effective September 25, 2020

Per the Indiana Governor's Executive Order all event organizers within the State of Indiana must develop and submit plans for events with more than 500 attendees to the Ripley County Health Department.

Plans are required to outline steps taken to mitigate COVID-19.

This requirement applies to all seasonal and special events to include fairs, festivals, parades, graduations, outdoor concerts, outdoor movies (other than drive-ins), family reunions, conferences or weddings

Plans shall be submitted 14 business days prior to the event to Ripley County Health Department

Plans can be emailed to:
rchdcovid@ripleycounty.com

or

Mailed to:

RCHD

P.O. Box 745

Versailles, IN 47042

The following information is listed below to assist event organizers with this state mandate.

Plans MUST address the following:

Capacity limits:

- ✓ Steps shall be taken to ensure capacity does not exceed the limits set by the Indiana Governor Executive Order.

Guest information:

- ✓ Event organizers shall maintain a list of event attendees for 30 days following the end of the event.
- ✓ Ensure guests are informed to stay home if sick or part of a vulnerable population. Ensure guests are informed to stay home if sick, part of the vulnerable population, have recently traveled to a known COVID-19 problem area as well if have had recent contact with a presumptive COVID-19 positive or confirmed COVID-19 positive

Staff and Volunteer Screening

- ✓ Plans must be in place for screening of guests upon arrival for COVID-19 symptoms.

Social Distancing Measures

- ✓ Multiple entrances/exits, designated seating, one-way traffic flow, signage, ground markings

Increased Sanitation

- ✓ Detailed steps must be outlined for properly sanitizing event venue including restrooms and frequently touched surfaces.

Face Coverings

- ✓ Per the Indiana Governor's Executive Order, effective July 27, 2020, face coverings are required for anyone 8 years or older in all indoor public spaces, commercial entities, transportation services, or in outside public spaces when social distancing of 6 feet cannot be maintained.

Compliance

- ✓ Event organizers must identify an event staff or volunteer to make sure people are adhering to the plan.

Approval

Ripley County Health Department must review, approve/disapprove, in writing, all plans prior to the event occurring.