



GUIDELINES FOR SOCIAL GATHERINGS WITH MORE THAN ALLOWED AMOUNT OF ATTENDEES

Effective February 1, 2021

Per the Indiana Governor's Executive Order 21-02 **ALL** social gathering organizers within the State of Indiana must develop and submit plans for events with more than **ALLOWED** attendees per the county's color metric system to the Ripley County Health Department.

EFFECTIVE 2/1/2021 RIPLEY COUNTY COLOR LEVEL BY THE INDIANA DEPARTMENT OF HEALTH:

*******No Event Plan will be approved with over capacity*******

b. *Social Gatherings and Events Defined:*

A "social gathering" is an event, assembly, or convening that brings together multiple people, individually or from separate households, in a single location, whether held indoors or outdoors, in a commercial venue or other public place, at the same time and in a coordinated fashion where a significant purpose is to interact with others — such as a wedding reception, funeral visitation, family reunion, party, barbecue, picnic, or club meeting.

An "event" is an assembly or convening of multiple individuals from separate households in a single space, indoors or outdoors, at the same time but where the main purpose is not necessarily for individuals to interact with others outside of one's household but to engage in or attend a business/commercial function, single event, or events of limited duration — such as conferences, conventions, concerts, shows, sport or athletic competitions (community, K-12 extracurricular, collegiate and professional), fairs, festivals, carnivals, parades, graduation ceremonies, community holiday celebrations, fundraisers or other entertainment events.

These provisions do not apply to internal business meetings held within a business' own facility.

Requirements for each county color, please visit coronavirus.in.gov to see what restriction we are in:

- **Red: No event plan necessary for events under 25 individuals. 25% capacity of a venue's maximum capacity may be approved with an event plan.**
- **Orange: No event plan necessary for events under 50 individuals. 25% capacity of a venue's maximum capacity may be approved with an event plan.**
- **Yellow: No event plan necessary for events under 100 individuals. 50% capacity of a venue's maximum capacity may be approved with an event plan.**
- **Blue: No event plan necessary for events under 250. 100% capacity of a venue's maximum capacity may be approved with an event plan.**

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 Social gathering to Ripley County Health Department
Failure to submit an event plan form before the required 14 day's will result in your plan potentially not being approved.

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 social gathering organizers with this state mandate

Plans MUST address the following:

Guest information:

- ✓ Social gathering 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.

Capacity

- ✓ Identify the overall capacity limit for the venue
- ✓ Identify the percentage and corresponding number of persons allowed
- ✓ Identify the number of persons expected to be present (attendees, staff and others)
- ✓ Provide a detailed intended use floor plan for event

Approval

Ripley County Health Department must review, approve/disapprove, in writing, all plans prior to the event occurring. You will receive an approved event plan.

****NOTE: IF A PLAN IS APPROVED WHILE IN A LESSER RESTRICTION LEVEL AND YOUR EVENT TAKES PLACE DURING A MORE RESTRICTIVE LEVEL, YOU MUST OBEY BY THE GOVERNOR'S EXECUTIVE AS STATED ABOVE.****



Ripley County Health Department
102 West 1st North Street/P.O. Box 745
Versailles, IN 47042
Phone: 812/689-5751 Fax: 812/689-3909
<http://www.ripleyhealth.com>

Event Plan form for Social Gatherings

Type of Social Gathering: _____

Submitter Name: _____

Social Gathering Location: _____

Date/Dates: _____

Organizer/Sponsor: _____

Phone:(____)_____ Fax: (____)_____

Email: _____

Supply the following information and submitted to the Ripley County Health Department **14** business days prior to event for approval with Covid-19 Event Requirements. Plans must be detailed to 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**. If the proposed venue hosting your event has multi-use rooms an intended floor plan must be submitted.

Capacity: What is the capacity of the venue?

Guest Information: Signage and tools to make guests aware of Covid-19 precautions?

Staff and Volunteer Screening: Measures that will be taken to screen staff and volunteers for Covid-19 symptoms? _____

Social Distancing Measures: Identify measures to ensure attendees will practice social distancing?

Increased Sanitation: Steps that will be taken to ensure event space is clean and sanitized?

How will face coverings be enforced? **Per IN Executive order 20-37, face coverings are required.**

Will all staff /volunteers be trained to monitor the event and assure compliance? Yes _____ No _____

Compliance contact person? _____

Ripley County Health Department is required to be notified if the approved event is altered or cancelled. Plans shall be submitted 14 business days prior to the event to Ripley County Health Department. Failure to submit an event plan form before the required 14 day's will result in your plan potentially not being approved.



Venue owners, hosts and/or organizers of a social gathering or event who are required to develop a written safety plan must outline the steps to be taken to mitigate against COVID-19. Each safety plan must address the following issues:

- i) *Capacity*: identifying the overall capacity limit for the venue, the percentage and corresponding number of persons allowed under the county's current color code, and the number of persons expected to be present (attendees, staff and others);
- ii) *Guest Information*: identifying the appropriate information to be provided to guests to stay home if sick or part of a vulnerable population, engage in social distancing, increase handwashing, etc.;
- iii) *Staff & Volunteer Screening*: identifying measures to be taken to appropriately screen staff and volunteers for COVID-19 symptoms;
- iv) *Social Distancing Measures*: identifying measures to be employed to ensure attendees engage in social distancing such as use of multiple entrances, designated seating, one-way flow of attendees, ground markings, distance between seating/tables, etc.;
- v) *Increased Sanitation*: outlining steps to be taken to ensure the event space is appropriately cleaned and sanitized, that high touch areas have increased cleaning, and that additional handwashing or hand sanitizing is available;
- vi) *Face Coverings*: identifying face coverings will be required and the measures to be taken to ensure coverings are worn; and
- vii) *Compliance*: identifying the number of persons, event staff or volunteers who will be available and sufficient to monitor and ensure compliance with the approved plan and other Executive Order directives.

An event safety plan must be submitted to the local health department at least five (5) days in advance of the event. Due to this renewed plan requirement, events scheduled to occur on or before February 7, 2021, must submit an event safety plan at least 72 hours prior to the event.

Per Indiana Governor's Executive Order 21-02