



GUIDELINES FOR SOCIAL GATHERINGS WITH MORE THAN ALLOWED AMOUNT OF ATTENDEES

Effective August 23, 2021

Requirements for Ripley County:

- **Any event over 250 individuals, please submit an event safety 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 7 business days prior to the Social gathering to Ripley County Health Department
Failure to submit an event plan form before the required 7 day's will result in your plan potentially not being approved. Please give adequate time to review and revise your plan as necessary.**

Plans can be emailed to: rchdcovid@ripleycounty.com

or

Mailed to: RCHD
P.O. Box 745
Versailles, IN 47042

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, 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.

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.



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 submit to the Ripley County Health Department 7 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?

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 7 business days prior to the event to Ripley County Health



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