

Eastern Jackson County Gathering Protocol

Guiding Principles:

- The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.¹
- The *higher the level of community transmission* in the area that the gathering is being held, the higher the risk of COVID-19 spreading during a gathering.¹
- Organizer should continue to assess, based on current conditions, whether to postpone, cancel, or significantly reduce the number of attendees for gatherings.

The Gathering Protocol must be completed for all gatherings over 100 people. If your event is reoccurring and the facility and circumstances do not change, you only need to submit for one event. Please list all applicable dates and times of your events. Gathering Protocols must be submitted at least 72 business hours prior to the date of your event to ensure review occurs in time for your event.

Event Name: _____

Event Date(s): _____ Event Time(s): _____

Event/Facility Address: _____

City: _____ Zip Code: _____

Event Sponsor: _____

Event Contact Person/Responsible Party: _____

Contact/Responsible Party Phone Number: _____

Contact Email: _____

Normal Maximum Occupancy: _____ Proposed Maximum Occupancy: _____

	Yes	No
Can you ensure social distancing with your expected occupancy?	<input type="checkbox"/>	<input type="checkbox"/>
Can you ensure mask compliance with your expected occupancy?	<input type="checkbox"/>	<input type="checkbox"/>

For Internal Use Only:

Approved

Rejected

Notes: _____

¹ <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>



Event organizers must implement all applicable measures listed below. If a measure is not able to be implemented, organizers must dictate why the particular measure is inapplicable to the event. Please upload any supplemental plans, diagrams, seating charts, and other materials relevant to your event.

Resources or Ideas for your Plan:

[Event Safety Alliance](#)

[Centers for Disease Control and Prevention](#)

Employee & General Health

Please check each item that has been completed:

- All employees have been told not to come to work if sick.
- Screenings are being conducted before employees may enter their work space.
- Break rooms, bathrooms, and other common areas are disinfected frequently.
- Disinfectant and related supplies are available to all employees at the following location(s): _____
- Hand sanitizer, effective against COVID-19, is available to all employees at the following location(s): _____
- Soap and water are available to all employees at the following location(s): _____
- Copies of this Protocol have been distributed to all employees.
- Optional – Describe other preventative measures: _____

Enforcement

- Create a plan, if not included in uploaded documentation, to ensure social distancing before, during, and after the event. (e.g., limiting attendance, modifying layouts before and after the event, providing physical barriers during the event, ensuring social distancing at natural gathering points including bathrooms and concession areas, and staggering exit and entrance times)
 - Your plan should include:
 - How you are going to ensure that all staff and attendees are wearing appropriate masks or face coverings based on current guidelines at all times.
 - How you are going to ensure that all attendees are social distanced.
 - How many staff/security personnel will you need to ensure all attendees are social distancing and using appropriate face coverings based on current guidelines?



Event organizers must implement all applicable measures listed above. If a measure is not able to be implemented, organizers must dictate why the particular measure is inapplicable to the event. Gathering Protocol approval for current or future events may be revoked at any time with possible punitive action for failure to comply with Jackson County Health Department orders, Jackson County ordinances, and/or state law. Questions can be directed to Jackson County Environmental Health at 816-847-7070.

Please upload any supplemental plans, diagrams, seating charts, and other materials relevant to your event.

Print Name Primary Contact/Responsible Party: _____

Signature: _____ Date: _____

