2021 Special Event Health Safety Plan
Austin Center for Events
505 Barton Springs Road Suite 1070
Austin, Texas 78704

Austin-Travis County COVID-19 Health and Safety Plan

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This Health Safety Plan form is to be completed along with an ACE Application.

The overwhelming majority of events and venues in Austin-Travis County are locally operated and have an immediate benefit to the Austin economy, community, and culture. This form to provide the Austin Center for Events team with basic information about your COVID-19 health and safety plan for your special event.

A COVID-19 Health and Safety Plan must be submitted as part of an applicant's special event permit.

More information can be found here: Bringing Events Back: Austin-Travis County COVID-19 Safety Guide for Venues & Special Events | AustinTexas.gov

Submission Deadline: at least 4 weeks before first event setup date, is possible.

Earliest potential event setup date: 09/24/2021

Event Details

Event Name: *

Event Date(s): *

Event Time: *

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Event Location: *

Is your event taking place at a City of Austin facility? *
- ○ Yes
- ○ No

Is the event indoors or outdoors? *
- ○ Indoor
- ○ Outdoor

Maximum Attendance At Any Time: *

Event Tier (if known):

Tier Resource Guide Link

Anticipated Attendance Per Day *

Total square footage (breakdown by are, if applicable. i.e. indoor and outdoor) *

Event Description: *

What activities and/or products will be offered at this event? *

Food and Beverage: *
- ☐ None ☐ Sold ☐ Distributed ☐ Bring Your Own

Safety Requirements

Indoor events with 1,000+ attendees or outdoor events with 2,500+ attendees anticipated in one day are required to detail compliance with the following safety measures. Small events are encouraged to consider these as recommendations and also provide details on their planning.

*Masking is required at all City of Austin and Travis County facilities.

SCREENING

The City of Austin requires prescreening measures to ensure participants are not infected with COVID-19. These include:

- Develop and implement a "send-home" policy and return to work criteria if a staff member is diagnosed with COVID-19 or has symptoms.
- Conduct screening of all staff and employees at the start of each daily shift including but not limited to: requiring proof of a negative COVID-19 test result within the last 72 hours.
- Conduct screening of all attendees including but not limited to: requiring proof of a negative COVID-19 test result within the last 72 hours.

Please desribe how you will implement these requirements. *

[text box]

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Additional screening measures that are recommended for your consideration are:

- Prescreening measures including email screening questionnaire prior to event and require timely answer. Repeat questions; add prescreening messages to tickets and website. Ask event staff, volunteers, and attendees to stay home when appropriate: if they have tested positive, recently had close contact, or are showing symptoms for COVID-19.

Will you implement any of these recommendations? If so, how? *

[text box]

MASKS & PPE

Face coverings are mandatory at City of Austin facilities. If your event is at a City facility please detail how you will ensure compliance with masking during your event.

For events not at a City facility, the City of Austin strongly encourages all attendees over the age of two years old to wear a mask that covers both the nose and mouth unless eating or drinking.

You should ensure a supply of personal protective equipment stock sufficient for all staff, volunteers, and clients (as applicable) throughout the event.

Please describe measures you are taking to ensure masking at City of Austin and Travis County facilities or other masking measures you are taking. *

[text box]

For outdoor events, identify areas in your plan designated as "mask zones" where social distancing is not possible. How will you ensure compliance in these areas?

For indoor events, answer "N/A" *

[text box]

SOCIAL DISTANCING ENCOURAGEMENT

The following social distancing measures help to minimize the probability of COVID-19 transmission:

- Strongly encourage social distancing of at least 6 feet, except for household and groups of less than 10 persons attending the event together.
- Staff and volunteers should work in their assigned pods of less than 10 persons to maximize social distancing of 6 feet.
- Configure event layout and facilities to avoid queueing.
    - Where lines form, use signage and floor decals to indicate where to socially distance.
    - For densely attended events, incorporate two—way traffic patterns (minimum of 6' one way and 12' wide for two-way traffic) to minimize personal interactions.
- Strive to limit number of people at a table not to exceed 10
- Keep all tables at least six feet apart, or use a solid barrier at least six feet high.
- Avoid grouping; stagger break times and start and end times.
- Use staggered scheduling approach to mass entry or departure.

Please describe the social distancing measures for your event.

* ⑦

[text box]

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The City of Austin recommends the following measures to minimize the probability of COVID-19 transmission.

- Ensure regular frequent sanitization of all commonly touched surfaces. Equipment should be sanitized before and after use. Keep toilets clean, sanitary, and operational always and ensure proper disposal of waste from these facilities.
- Provide hand washing stations and posting hand washing protocols: Wash hands upon entering; wash frequently while touching food or objects; was after touching face or mask.
- Try to use contactless transactions and exchanges as much as possible.
- Provide hand sanitizer dispensers and stations throughout the event, especially near points of ingress-egress, food stations and near restrooms.

Please describe the sanitization and hygeine measures for your event. *

[text box]

PREVENTING DISEASE SIGNAGE

Signage is necessary to ensure effective implementation of preventative measures.

This sign is available for download and print here: Help Prevent Disease

- Post, near each entrance and where information for workers is customarily posted, signage that explains the importance of wearing a face covering if unvaccinated and remaining at least 6 feet apart.
- Provide on-site signage and consider utilize webpage, social media, and direct announcements before and during the event to continuously remind attendees, volunteers, and staff of important COVID-19 preventative measures such as face coverings, sanitization, and social distancing. Signs should be in highly visible areas.

Please describe the signage planning for your event. *

VACCINATION CLINICS

Contact APH to see if your event is a good candidate for a COVID vaccine drive, email Ana Ureata at: ana.ureata@autsintexas.gov

Submit

Any pertinent documents (ie. Staff Send Home Policy) to include can be uploaded here:

Choose Files   No file chosen

I certify that I am authorized to act on behalf of the Applicant and the Company or Organization listed in the Application. The information contained in this Health Safety Form is true and correct to the best of my knowledge and will be upheld through event policy and procedure. *

clear

Your Name *

Today's Date *

Your email address *

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