



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

Logged in as BrydanTest

Please continue and fill out the form. Answers will be saved in your account.

Austin-Travis County COVID-19 Health and Safety Plan

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.

Earliest potential event setup
date:

Event Details

Event Name: *

Event Date(s): *

Event Time: *

Event Location: *

Maximum Attendance At Any Time: *

Event Tier (if known):

[Tier Resource Guide Link](#)

Event Description: *

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

Food and Beverage: *

- None Sold Distributed Bring Your Own

Safety Recommendations

The following are recommendations. The City of Austin encourages you to consider these measures while planning your event. Please let us know which recommendations or COVID-19 related safety precautions you plan to implement, if you choose not to implement these measures you may write, "No."

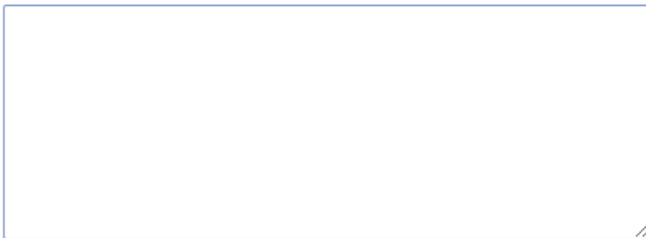
PREVENTING DISEASE SIGNAGE

The City of Austin recommends at least one Austin Public Health "Help Prevent Disease" sign at each entrance and on each restroom door. A sign is also recommended in areas where information for workers is customarily posted.

This sign is available for download and print here: [Help Prevent Disease](#)

In addition to signage, the City of Austin also recommends organizers 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.

Do you plan to utilize any of these measures? If so, please describe your communication and outreach plan. *

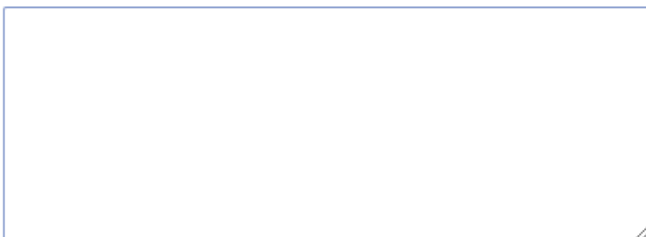


SCREENING

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

- Sending an email screening questionnaire prior to the event, requesting a timely answer. Repeating questions upon entry to event and adding prescreening messages to tickets and websites.
- 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 for COVID symptoms, recent COVID exposure, or a current positive COVID test result. It is recommended that screening be done by taking temperatures and immediately sending home anyone with a temperature exceeding 100.4 degrees Fahrenheit. Confirm absence of symptoms and past COVID exposure.

Do you plan to utilize any of these measures? If so, please describe your screening plan. *



MASKS & PPE

The City of Austin strongly encourages those who are unvaccinated to always wear a mask that covers both mouth and nose, and not to touch the mask while on the face. It is recommended that all event workers preparing or serving food should wear a mask.

It is recommended that you ensure a supply of personal protective equipment stock sufficient for all staff, volunteers, and clients (as applicable) throughout the event.

Do you plan to utilize any of these measures? If so, please describe your masking/PPE plan. *

SOCIAL DISTANCING ENCOURAGEMENT

The City of Austin recommends individuals socially distance.

- Encourage social distancing, 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.
- 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 to minimize personal interactions.
- Strive to limit number of people at a table not to exceed 10
- Keep all tables at least three 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.

Do you plan to utilize any of these measures? If so, please describe your social distancing plan.

* (?)

SANITIZATION AND HYGIENE

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.

Do you plan to utilize any of these measures? If so, please describe your sanitization and hygiene plan. *

SAFETY PLANNING

The City of Austin recommends implementing the following to assist with the containment of COVID-19 within our community.

- Establish notification process for reporting of a disease outbreak before, during, or after the event. This type of information should be reported to the Austin Public Health's Epidemiology and Disease Surveillance Unit at (512) 972-5555, 24 hours a day, 7 days a week.
- To assist in future contact tracing efforts that may be needed if a known or suspected COVID-19 exposure occurs at the event, consider maintaining a log of all staff and volunteers who worked the event, including contact information and details of where and when each person worked the event. As feasible, maintain records of all event attendees, including contact information.

Do you plan to utilize any of these measures? If so, please describe your safety plans. *

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

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[Austin Center for Events](#)
(512) 974-1000