



Madison Parks Division

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COVID-19 Event Safety Plan and Checklist

Until further notice, all Special Event organizers are responsible for ensuring their event complies with local, state and federal health orders that are in place at the time of the event. Please refer to [PHMDC Current Orders Website](#) for the most recent local orders. All businesses and activities should review [PHMDC Requirements](#), including creating and adopting a [hygiene policy](#), [cleaning policy](#), [protective measures policy](#), and a [process for staff receipt of the policies](#).

You must review and sign the COVID-19 Safety Plan and Checklist when applying for a Special Event permit. All boxes must be checked and initialed to affirm that you will comply with Public Health Madison and Dane County (PHMDC) orders at your event. Support documentation or further plans may be submitted along with this checklist for review.

Event Name: _____

Applicant Name: _____

Applicant Phone: _____

Applicant Email: _____

- 1) **Gathering Limits:** To ensure the event complies with [PHMDC gathering limits](#) that may be in place on the date of the event.

- Understand and plan to adhere to indoor (park shelters) and/or outdoor gathering limits in place on the date of the event. _____ (initial)
- Understand that physical distancing requirements may influence the number of individuals allowed. _____ (initial)
- Understand an event that is occurring both indoors (park shelter) and outdoors must count all participants as part of the event for the gathering numbers. The event cannot exceed the total limits allowed for gatherings. Multiple spaces cannot be used to allow for one single event that is beyond the allowed limits. _____(initial)

- 2) **Physical Distancing:** To ensure attendees comply with [physical distancing requirements](#), you/your organization agree to do the following:

- Ensure there is enough space to allow for 6 ft. of distance between all attendees or household groups, unless safety or core function of the event/activity renders such distance not possible. _____ (initial)
- Create distancing markers or signage that denotes 6 ft. of spacing in commonly used and other applicable areas on the site (all marking must be temporary or free standing). _____ (initial)

- 3) **Face coverings:** To ensure all events comply with any PHMDC [face covering requirements](#), you/your organization agrees to do the following:
- Include information about any face covering requirements for the event when promoting the event (website, flyers, and social media). _____ (initial)
 - Post signage to remind attendees about any requirements to wear face coverings in place during the event. _____ (initial)
 - You/your organization should maintain a supply of face coverings for staff, volunteers, and attendees who arrive at the event without a face covering or request a replacement. _____ (initial)
- 4) **Hygiene Policy:** To ensure attendees can practice good hand hygiene, it is recommended you/your organization agree to do the following: [Hygiene and sanitation requirements](#) from PHMDC:
- Provide visible hand hygiene stations for attendees, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer for areas where handwashing is not feasible. _____ (initial)
 - Provide signage at the hygiene stations with handwashing expectations. _____ (initial)
 - Provide signage at the event that describes proper sneeze and cough etiquette. _____ (initial)
- 5) **Cleaning Policy:** It is recommended you/your organization have a written and implemented [cleaning policy and procedure](#) that includes:
- Frequently cleaning and disinfecting common areas and shared surfaces. _____ (initial)
 - Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves, sanitize and/or wash hands before and after contact. _____ (initial)
- 6) **Communication:** To ensure that event organizers and attendees comply with communication requirements, you/your organization agree that you will do the following:
- Post information on event website that explains what hygiene, physical distancing rules, and appropriate use of face coverings will be implemented and what is expected of attendees. _____ (initial)
 - Post temporary or freestanding signage throughout the site to remind attendees to adhere to proper hygiene, any physical distancing rules, appropriate use of face coverings and cleaning and disinfecting protocols in place at the event. _____ (initial)
 - Ensure staff and/or volunteers understand the event plans for proper hygiene, physical distancing rules, appropriate use of face coverings and cleaning and disinfecting protocols and the role they play in maintaining these requirements. _____ (initial)
 - Communicate with employees, volunteers, and attendees that they should not attend the event if they are experiencing COVID-19 symptoms. _____ (initial)

I have read and will comply with all guidelines and safety measures outlined above. I understand that the City of Madison Community Event / Parks / Public Health Staff reserves the right to request a more robust safety plan should they deem one necessary based on the details of the event.

Sign: _____

Date: _____

Stay up to date with Public Health of Madison and Dane County guidelines:

<https://publichealthmdc.com/coronavirus>

For events:

https://publichealthmdc.com/documents/event_planning.pdf

For guidance from the CDC on events and gatherings:

[Events and Gatherings: Readiness and Planning Tool](#)

[Considerations for Events and Gatherings](#)

[Event Planning and COVID-19 FAQ's](#)