



Jefferson County Public Health Department

Administrative Office

214 South Main- P O Box 872, Boulder, MT 59632

Phone (406) 225-4007 or 287-3249 Fax (406) 225-4108



Public Health
Prevent. Promote. Protect.

Jefferson County Health Department Plan for gatherings >50.

Please submit the following form to the best of your abilities. Once your form is submitted, a Jefferson County Health Department staff member will contact you within five business days.

Governor Bullock's 5/19/2020 Directive states that gatherings of over fifty people may occur with adequate and maintained social distancing beginning June 1st. As stated in the directive, "If you are planning an event with more than 50 people you should consult with your local public health office on a plan to implement adequate social distancing." Please submit your plan for your gathering using the form below. A health department employee will contact you within five business days.

___ I have read the above disclaimer.

***All fields need to be completed in order to submit this form. ***

*First and Last Name : _____

*Email : _____

*Phone Number : _____

*Type of Event :

Non-profit or Fundraising (Circle One)

Event Wedding Funeral Family Reunion Birthday Party Graduation Party Concert Rodeo Other

If "Other" was selected, please indicate the type of event here : _____

*Name of Event: _____

*Date of Event (mm/dd/yyyy) : _____

*Expected Number of Attendees: _____

*Are attendees required to have a ticket to enter the event? Yes No (Circle One)

Tickets: If the event is ticketed, what is your plan to allow for social distancing during the ticket entry process? Consider the suggestions below.

Consider or utilize the following ideas:

- Limit access to events to ticketed event goers only.
 - o Implement limited ticket sales.



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- Limit event sizes to allow for social distancing.
- Require reserved seating.
 - o Do not allow for general standing areas.
 - o Require that each ticket correlates with a reserved seat.
- Encourage event goers to sit with household members.
 - o If possible, provide spacing between different ticket groups. (e.g. offer ticket options in groups of 2, 4, 5, etc. with empty chairs between the grouped tickets)
- Consider offering more events with less event goers. (e.g. three smaller concerts instead of one large concert)
- Continue to offer virtual events or event streaming.

***Entry and Exit:** What is your plan for allowing social distancing in ingress and egress areas?

Consider or utilize the following ideas to avoid congested or "bottleneck" areas:

- Implement staggered entry and exit of the facility.
 - o Create staggered entry times. State the time frame individuals are encouraged to enter on their ticket.
 - o Dismiss people by category (e.g. section, row, last name, etc.).
- Offer flexible hours to provide for social distancing.
 - o Allow event spaces to open earlier or close later for ample time for guests to move in and out.

***Will your event be providing food or beverage services?** Yes No (Circle One)

***Are you a licensed retail food establishment?** Yes No (Circle One)

***Is this a private event?** Yes No (Circle One) If "yes", answer question #1 below. If "no", answer question #2 below.

***Do you fall under the category of a non-profit operating less than four times per year?** Yes No (Circle One) If "yes", refer to #1 below. If "no", refer to #2 below.

1. If your event is private or for a non-profit organization which will hold less than four events per year, please provide a plan for these services to include the following:

- Food(s) to be served,
- Handwashing set-up,
- Illness plan for food workers/guests/attendees,
- Social distancing plan for lines/service area, and
- Utensil types.

Consider table service or single-serve packed meal options. Consider limiting alcohol sales. If food is served in a concession setting, provide markings on the ground for social distancing for patrons waiting in line. *Additional helpful ideas for food service are found in the guidance located at <https://flatheadhealth.org/wp-content/uploads/2020/05/4.22-Website-Reopening-Plan.pdf>

2. If your event will have food or drink, please provide a plan to provide social distancing while providing these services. ****Please note that Governor Bullock’s directive currently prohibits self-serve buffets.**



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- If you are a licensed retail food establishment, continue to follow state and local regulations in addition to your social distancing plan.
- If your event will have food or drink and your event is a private event (e.g. wedding, funeral or private party where members of the public are not allowed or you are currently licensed as a food establishment, you may be required to obtain a temporary event food permit. Contact the Environmental Health Department at 406-225-4126 for permitting requirements.

Consider table service or single-serve packed meal options. Consider limiting alcohol sales. If food is served in a concession setting, provide markings on the ground for social distancing for patrons waiting in line.

***Restrooms:** Please describe your plan to prevent crowding in these areas.

- Consider bringing in additional restrooms such as port-a-potties. Provide markings on the ground for social distancing for patrons waiting in line. Place signage on restrooms requesting limited numbers of people in stalled restrooms at all times. Consider closing private restrooms and only utilizing port-a-potties.

***Cleaning:** Please describe your plan for cleaning of the facility.

- Consider who is cleaning, how often cleaning is occurring, how are you ensuring that the cleaning occurs?
- Clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, restrooms, dressing rooms, etc. frequently.
- Ensure cleaning products are available for members and have staff ready to clean before and after events.
- If available, use disposable gloves to clean surfaces.

***Hand Hygiene:** Please check all of the following places you plan to offer hand washing or hand sanitizer for attendees.

- Entry of facility
- Restrooms
- Any area where food is served
- Common spaces

Consider utilizing signs directing patrons to hand washing or hand sanitizing areas.

Will you be considering the use of face coverings for staff or attendees? Yes No Unsure (Circle One)

Studies have shown that people may be contagious with COVID-19 before they show any signs or symptoms. **The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission of COVID-19.**