



# 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.

June 1, 2020

## Event Planning Guide for Mass Gatherings Phase 2 Re-opening Guidance in Response to COVID-19

Montanans have succeeded in limiting the spread and impacts of COVID-19 by working together and following guidance that has been provided. This has presented an opportunity to move to Phase 2 of the Reopening the Big Sky strategy. We now have an option for limited mass gatherings in our community. **A mass gathering is a planned or spontaneous event with a large number of people attending that could strain the planning and response resources of the community hosting the event.** Examples include concerts, festivals, conferences, and sporting events.

This guidance suggests strategies to help you plan for and implement ways in which to better protect all involved in a mass gathering. Organizers should continually assess, based on current conditions, whether to postpone, cancel or significantly reduce the number of attendees (if possible) for mass gatherings. Please note the following requirements for Phase 2 begin Monday, June 1, 2020.

1. Assess the health of all staff at the beginning of each shift. Anyone with symptoms of COVID-19 must be sent home. Symptoms include cough, difficulty breathing, fever, repeated shaking with chills, chills, body aches, headache, sore throat, and a new loss of taste or smell.
2. Encourage participants to stay away from your event if they're sick and to leave if they start having symptoms of COVID-19. Post signs to remind attendees to go home if they have any signs of illness. Posters are available at [CDC.gov](https://www.cdc.gov).
3. Strongly encourage or require the use of cloth face masks for attendees and staff.
4. Follow frequent sanitizing protocols.
5. Share information about COVID-19 with staff, participants, suppliers, vendors, and others. Keep them up to date on your local situation and designate a way for them to communicate with you if they have concerns.
6. Make sure surfaces and objects at your venue that people will touch are disinfected before your event. Consider disinfecting common hand-contact areas (like doorknobs and pens) at least once each hour during the event or more frequently if desired.

### Group Size

1. Continue to enable physical distancing of at least six feet between individuals and non-family groups in gatherings of any size.
2. Groups may be no larger than people in circumstances that do not readily allow for appropriate physical distancing.



# 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.

## Guidance for Events

1. Cancel groups larger than 50 people unless physical distancing can be maintained.
2. If you are planning an event with more than 50 people, consult with Jefferson County Public Health on a plan to implement adequate social distancing.
3. Consistent with the Centers for Disease Control and Prevention's (CDC) guidelines, event cutoff threshold is at the discretion of community leadership based on current circumstances in your community.

## Your Staff

1. If you've hired staff or designated people to fill certain roles during your event, keep in mind that they might have to stay home if they're sick or caring for a sick child or other family member.
2. If you're working with a caterer or other event provider, make sure they have information about COVID-19 and require their staff to stay home if sick. Make sure food servers wear gloves and follow required food-safety standards. Self-service food bars and buffets are not permitted at this time.
3. Identify critical job functions and positions and plan for alternative coverage by cross-training for those roles, including your own. Consider avoiding the use of event staff who are at high risk for complications from COVID-19, like those over age 65 and those who have chronic medical conditions.

Jefferson County Public Health has the following additional guidance to help protect staff and customers from disease.

1. Develop a written plan to manage Phase 2 operations. Be sure to address any issues unique to your operations and location.
2. Support respiratory etiquette and hand hygiene.
  - a. Encourage the use of cloth face masks that fully cover the mouth and nose.
    - i. A cloth face covering will help contain respiratory droplets from the wearer and protect other people. You could spread COVID-19 to others even if you do not feel sick.
    - ii. The cloth face cover is not a substitute for social distancing and good personal hygiene.
    - iii. You can make cloth face coverings at home or purchase them. If you want to make your own face mask, links to reliable sources for patterns can be found on the web.



## 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.

- b. Provide tissues and no-touch disposal receptacles throughout the facility.
  - c. Provide hand washing facilities with soap and water and single-use towels. If soap and water are not readily available, provide an alcohol-based hand sanitizer with at least 60% alcohol.
  - d. Place hand sanitizers with at least 60% alcohol in several locations to encourage hand hygiene.
3. Implement engineering controls as appropriate for your business (those things that do not require action by the employee). These might include
    - a. Install physical barriers such as clear-plastic sneeze guards at ticket booths.
    - b. Install high-efficiency air filters.
    - c. Increase ventilation rates in the work environment.
  4. Routinely clean all surfaces touched by customers. A list of sanitizers effective for COVID-19 is located on the EPA website: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Be sure to strictly follow specified contact times and mix rates.
  5. We encourage you to develop a roster of all attendees with contact information if needed for contact investigations should someone at the event test positive later for COVID-19.

If you have questions or need technical assistance, please call Jefferson County Public Health Department at 225-4007. Thank you for protecting our community from COVID-19.

If you suspect Coronavirus, contact your medical provider. For a link to this document and other local information link for guidance on mass gatherings: <https://www.cdc.gov/coronavirus/2019-nCoV/community/largeevents/mass-gatherings-ready-for-covid-19.html>