

**ADDENDUM TO CITY OF HENDERSON EVENT
AND SPECIAL EVENT PERMIT APPLICATIONS**

COVID -19 MITIGATION PLAN

As part of your Special Event Permit, you will need to submit a COVID-19 Mitigation Plan to the City of Henderson. The City reserves the right to cancel the event permit at any time. Failure to comply with the COVID-19 Mitigation Plan may prevent an organization from receiving another event permit for a 12-month period. An organization will have the right to appeal the 12-month suspension to the Board of Commissioners for a hearing.

With all special events, the City of Henderson, Kentucky will follow the guidelines from the Kentucky Governor's office and the applicable CDC guidelines.

All events are required to adhere to the following rules:

- 1) All Events should include CDC guidelines in promotional materials.
- 2) All Event Organizations should keep a list of contacts of all volunteers, staff, and vendors including the date and times they were at the event, and to provide that to the Green River Health District if requested.
- 3) If any volunteers, staffs and/or vendors report to Event Staff that they are sick or have tested positive for COVID-19, event staff will immediately contact officials with the Green River Health District.
- 4) All events will include in their promotional materials the request that attendees/participants to observe the directives to Wash hands, Wear a Mask, Observe Social Distancing, and Stay Home if Ill”
- 5) Masks are expected to be worn unless participants are actively eating/drinking.
- 6) Vendors and Event organizers should attempt to provide a touchless experience when possible.
- 7) Volunteers, staff and/or Vendors need to follow CDC Guidelines per their business practices (i.e. wiping surfaces after each customers, having spacing of 6 feet in their lines, having packets of condiments instead of a condiment table, having inventory that is behind the vendor and not able to be handled by multiple people before purchase, etc . . .)
- 8) No On-site Raffles or Giveaways of any type are permitted.

As part of your plan, please answer the following questions.

1. Describe how the event plans includes signage and audio messaging in highly visible locations which promote protective measures such as properly washing hands, wearing a mask, observing social distancing and individuals with COVID symptoms not attend the event.
2. Describe how organizers have created layouts to space people at least 6 feet apart including in lines for entrance, restrooms, and concessions areas.
3. Describing the plan to allow for social distancing before, during and after the event (including exiting the event) and how you plan to mark social distancing and any physical barriers you intent to erect.
4. Please provide the names of the person(s) including cell phone numbers who will be responsible to address all COVID-19 situation (if multiple day event – please provide a schedule of who will be responsible). Also, how will you ensure that all staff, volunteers, participants and attendees know to contact COVID-19 person(s).
5. What is the policy in order to address someone attending that does not wear a mask or social distance?
6. Please describe the supplies available at the event (including how many stations and where they will be located) including soap, water for hand hygiene, hand sanitizer with at least 60% alcohol, paper towels, tissues, cleaning supplies, EPA approved disinfection supplies, cloth face coverings, gloves, disposable food service items, and any other necessary items.