

Delaware County Health Department

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RESTRICTIONS ON GATHERINGS AND EVENTS EXCEEDING 250 ATTENDEES

Whereas, throughout the current novel coronavirus ("Covid-19") pandemic the President of the United States, Governor of the State of Indiana, and the Delaware County Commissioners have enacted an ongoing series of Emergency Declarations in the interest of protecting their respective citizens; and

Whereas, Delaware County, IN has followed the guidance and requirements set forth by the President of the United States, the Office of the Governor of Indiana, and the Indiana State Health Department concerning the management and mitigation of the COVID-19 pandemic; and

*Whereas, effective July 23rd, 2020, the Governor of Indiana will, as part of the statewide **Back on Track Indiana** initiative, task local health departments with the governance of any and all events occurring within their jurisdiction that may exceed 250 attendees;*

Per Executive Order 20-36, this guidance applies to all gatherings exceeding attendance of 250 individuals. *This includes but is not limited to the following: special events such as fairs, festivals, parades, graduations, indoor and outdoor concerts, outdoor movie events, family reunions, conferences, or weddings.*

Any organizers of events exceeding 250 attendees must develop and submit to their local Health Department a written plan outlining the steps proposed to mitigate against the spread of COVID-19, as well as steps proposed for the monitoring and enforcement of the plan. Plans should include:

- a) Capacity Limits - outlining what steps have been taken and will be taken to ensure the overall capacity does not exceed allowable limits set out in Stage 4 or Stage 4.5 and how social distancing will be achieved;
- b) Guest Information - identifying the appropriate information to be provided to guests to stay home if sick or part of a vulnerable population, engage in social distancing, increase handwashing, etc.;
- c) Staff & Volunteer Screening - identifying measures to be taken to appropriately screen staff and volunteers for COVID-19 symptoms;
- d) Social Distancing Measures - identifying measures to be employed to ensure attendees engage in social distancing such as use of multiple entrances, designated seating, one-way flow of attendees, ground markings, etc.
- e) Increased Sanitation - outlining steps to be taken to ensure the event space is appropriately cleaned and sanitized, that high touch areas have increased cleaning, and that additional handwashing or hand sanitizing is available;
- f) Face Coverings - identifying if face coverings are recommended or required;
- g) Compliance - identifying the number of event staff or volunteers who will be available and sufficient to monitor and ensure compliance with the approved plan and other Executive Order directives; and
 - For events scheduled to occur between July 23 - 26, 2020, plans must be submitted as soon as practicable but at least 72 hours in advance.
 - For events occurring on or after July 27, 2020, plans must be submitted at least 7 days in advance of the event. Plans granted approval to proceed may additionally require completion and submission of a DCHD provided agreement document by the event organizers.
 - Local health departments must review and approve/disapprove event plans.
 - Event planners must have sufficient event staff or volunteers present during the event to monitor and ensure compliance with the approved plan and other Executive Order directives.

Plans can be submitted by fax or mail utilizing the information available in the header of this document, or by email to dchealth@co.delaware.in.us.

Further information on Executive Order 20-36 can be found at [https://www.in.gov/gov/files/Executive%20Order%2020-36%20\(Continuation%20Stage%204.5\).pdf](https://www.in.gov/gov/files/Executive%20Order%2020-36%20(Continuation%20Stage%204.5).pdf)

Thank you, and stay well Delaware County,

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