Montgomery County
Office of Public Health

Montgomery County Office of Public Health
HEALTH AND SAFETY PLAN CHECKLIST

Montgomery County Office of Public Health (MCOPH) limits gatherings to 25 or fewer people indoors and 250 or fewer people outdoors or in a temporary facility. Mass gatherings anticipated to be more than the above gathering limits may submit a Health and Safety Plan Checklist for review and possible approval.

The *Health and Safety Plan Checklist* must be filled out completely and submitted 15 days prior to the start of an event/gathering to MCHealthandSafetyPlan@montcopa.org. Please include photos of the venue to help illustrate your plan.

Please complete the following event details below:

Event Details	
Name of Event:	Type of Event:
Address of Event:	Date of Event:
Square Ft. available:	Event Max Capacity:
Numbers of Fields/Courts/Surfaces:	

Event Point of Contact (POC)
POC Name:
POC Phone Number: - -
POC Email: @
Organization Website:

Please provide the following information as per the checklist below. The checklist is divided into different categories, each having required information. In the **NOTES** section for each category document your plan addressing each point. If anything addressed below is not applicable to your event please make note and explain why.

MCOPH will review the plan as outlined below and provide an approval, ask for a revision or deny the plan. Please be thorough and complete to help expedite the process. Plans will be reviewed within five business days of receipt.

MCOPH has the authority to inspect any event with or without notice. If an event is not in compliance with their approved plan, MCOPH can immediately shutdown the event to ensure the safety of Montgomery County and its residents.

Communication	*MCOPH Only*
Ensure staff and attendees have received communication that they should not come to the event if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone with suspected or confirmed COVID-19. Make sure they know if they get sick at an event, they should notify event administrators (e.g., the designated COVID-19 point of contact).	☐
Designate a staff person(s) as a Pandemic Safety Officer responsible for responding to all COVID-19 related situations and concerns. Make sure other staff and attendees know how to contact this person(s).	☐
Provide or update clear messages (e.g., videos, signs) about behaviors that reduce the spread of COVID-19 when communicating with staff and attendees on websites, email, social media accounts, announcements and other communication methods.	☐
Event Notes:	

Occupancy Plan		*MCOPH Only*
Describe your plan/method to ensure that maximum occupancy limits do not exceed limits identified below:		☐
Maximum Occupancy- INDOOR	**Allowable INDOOR Rate**	
0-2,000 people	20% of Maximum Occupancy	
2,001 - 10,000 people	15% of Maximum Occupancy	
Over 10,000 people	10% of Maximum Occupancy up to 3,750 people	
Maximum Occupancy- OUTDOOR	**Allowable OUTDOOR Rate**	
0-2,000 people	25% of Maximum Occupancy	
2,001 - 10,000 people	20% of Maximum Occupancy	
Over 10,000 people	15% of Maximum Occupancy up to 7,500 people	
Event Notes:		

When no fire code capacity is published or available for outdoor event/gathering venues, establish occupancy as 67 people per 1000 square feet and then apply the maximum occupancy calculator. Venues may also contact their local building code officials if they are unaware of their occupancy limit.
Reference: COVID-19 Guidance for all Businesses

Signage	*MCOPH Only*
Signage appropriate to patron and staff/volunteer demographics is to be utilized to remind people of requirements for physical distancing, hand hygiene and respiratory etiquette.	☐
Ensure signs are placed in highly visible locations that promote everyday protective measures such as wearing cloth face coverings and describe how to stop the spread of germs at entrances, dining areas, restrooms.	☐

Ensure signs and communication (e.g., videos) in alternative formats (e.g., large print posters, braille, American Sign Language) for people who have limited vision or are blind or people who are deaf or hard of hearing are readily available.	☐
Display signs (physical and/or electronic) that discourage attendees from exchanging handshakes, fist bumps, and high-fives at meetings and sporting events.	☐
Event Notes:	

Reference: CDC COVID-19 One Stop Shop Toolkits

Screening	***MCOPH Only***
Conduct daily/admission health checks (e.g., temperature screening and/or symptom checking) of staff and attendees.	☐
If staff or an attendee has been in a state where there are high amounts of COVID-19 cases, individuals should quarantine for 14 days upon return to or entering PA.	☐
A plan is in place for safe removal of symptomatic individuals or individuals of potential COVID-19 contacts or quarantining individuals from the event (including staff access to PPE, appropriate on-site medical resources, designated area to isolate unwell patron if necessary, plan in place to move potentially unwell patron through the events space safely).	☐
Event Notes:	

Reference: CDC Facilities COVID-19 Screening, PADOH COVID-19 Information for Travelers

Face Coverings	**MCOPH Only**
Ensure individuals wear a face covering, in both indoor public places and in the outdoors when they are not able to consistently maintain social distancing from individuals who are not members of their household.	☐
Understand individuals who fall under an exception listed in Section 3 of Universal Face Covering Order, are not required to wear a face covering.	☐
Event Notes:	

Reference: PADOH Universal Face Covering Order FAQ

Social Distancing	***MCOPH Only***
Ensure all protocols developed, to limit contact between staff and attendees and ensure attendees can maintain 6 feet of distance, are implemented.	☐
Plan to manage flow of crowds of attendees including 'one way' paths for areas that have restricted space and high traffic flow of patrons.	☐
Stagger the arrival and departure of staff and attendees to allow crowd dispersal.	☐
Eliminate lines/queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks.	☐

Ensure continuous social distancing before, during, and after the event (e.g., limiting attendance and modifying layouts before the event, providing physical barriers during the event and staggering exit times after the event).	☐
Eliminate congregating by having separate entrance and exit. If feasible, use multiple entrances and exits and discourage crowded waiting areas.	☐
Block off rows or sections of seating in order to space people at least 6 feet apart.	☐
Event Notes:	

Reference: CDC Considerations for Events and Gatherings

Hand Hygiene and Respiratory Etiquette	***MCOPH Only***
Ensure handwashing with soap and water for at least 20 seconds or using hand sanitizer containing at least 60% alcohol if soap and water are not readily available.	☐
Provide hand sanitizing stations. Use hand sanitizer that is 60%-80% alcohol-based hand rub and physically secure at point of use: • At all entries and exits (including each separate activity or function area) • At all high touch points and equipment. • Ensure adequate supply of hand hygiene products to supply all patrons and events staff. • Soap and running water and paper towels or hand driers available in all restrooms for handwashing.	☐
Ensure adequate supply of hand hygiene products to supply all staff and attendees.	☐
Provide breaks and remind staff and attendees to wash hands often (at least hourly).	☐
Encourage staff to cover the mouth and nose with a tissue when coughing and sneezing. Used tissues should be thrown in the trash and hands washed immediately.	☐
Event Notes:	

Reference: CDC Hand Washing

Cleaning and Disinfecting	***MCOPH Only***
Develop a plan/schedule for routine and increased cleaning and disinfecting.	☐
Develop a schedule for cleaning and disinfection of frequently touch surfaces.	☐
Use soap and water to clean dirty surfaces prior to disinfection.	☐
Use EPA-approved disinfectants for use against COVID-19 and read the label to ensure it's suitable for the purpose/surface.	☐
Event Notes:	

Reference: CDC Guidance for Cleaning and Disinfecting

Contact Tracing	***MCOPH Only***
Registry of all patrons maintained and kept on record, with contact details, to ensure individuals can be contacted if a person attending the event tests positive for COVID-19.	☐
Encourage enrollment and usage of COVID Alert PA. COVID Alert PA is the official mobile app of the Pennsylvania Department of Health.	☐
Event Notes:	

The above checklist was made as a tool to help ensure safe and healthy gatherings/events can occur in Montgomery County. It was created by the Centers for Disease Control and Prevention, PA State and PA Department of Health guidance and is subject to change as necessary.

Health and Safety Review Outcome ***To be completed by the Office of Public Health***	
Reviewed By:	Date:
Event: ☐Indoors ☐Outdoors	Category:
☐Approved ☐Needs Revision ☐Denied	Date:
OPH Inspector:	Date of Inspection #1:
OPH Inspector:	Date of Inspection #2: