STATE OF NEVADA

Large Gathering Venue COVID-19 Preparedness & Safety Plan DEPARTMENT OF BUSINESS AND INDUSTRY





LARGE GATHERING COVID-19 PREPAREDNESS & SAFETY PLAN CERTIFICATION FORM

"Large Gathering Certification"

The health and safety of Nevada's workers, residents, and visitors remains the top priority. By completing this Large Gathering Venue COVID-19 Preparedness & Safety Plan Certification Form ("Large Gathering Certification"), event organizers and venues are **certifying under penalty of perjury** that their event, gathering, meeting, convention or tradeshow will adhere to all required health protocols and provide for the safest environment possible.

This Large Gathering Certification will help event sponsors prepare for a successful event and certify to the State of Nevada that their event-specific operational plan is safe for staff and attendees.

All Large Gathering Certifications must be submitted to Nevada Department of Business and Industry (B&I). Failure to complete all requested information and certify that all required mitigation measures will be followed may result in the event being delayed, disapproved or closed. Upon receipt of a Large Gathering Certification Form, B&I will consult with the appropriate state agencies, regulatory boards and commissions, and state health officials as necessary for review and approval of the proposed large gathering. The approved certification will be filed with the appropriate local jurisdiction. Local jurisdictions will have the primary responsibility for enforcing compliance with the requirements outlined in this guidance and in the certification form.

A venue or other facility may adopt additional safety measures that extend beyond the requirements below. Under each section in the guide below, recommendations for additional mitigation measures are provided.

It is the responsibility of the event organizer to obtain any permits required by the local jurisdiction.

BASELINE STANDARD FOR GATHERINGS & EVENTS:

Limited to no more than **250 individuals or 50 percent of fire code capacity, whichever is less**, under strict social distancing requirements.

250+ PERSON GATHERINGS & EVENTS (updated via Directive 041—effective March 15):

If a gathering space or venue wants to host *more than* 250 individuals for an event, (live entertainment show, gathering, convention, conference, trade show, etc.), it may have **up to 50 percent of fire code capacity**, so long as the event organizer completes and submits a Large Gathering COVID-19 Preparedness & Safety Plan Certification Form ("Large Gathering Certification").

• The number of workers at a venue does not need to be included when considering occupant capacity for the purposes of this guidance. Staff are required to ensure the successful implementation of these guidelines and the safety of participants. Therefore, staff do not contribute to the capacity limit. All staff must adhere to all social distancing measures and quidance outlined in this document and any other quidance document specific to their employment.

For more information on Large Gathering Certification submission and approval process and timeline, please review the <u>Nevada Guidance for Safe Gatherings (updated March 12, 2021)</u>

GENERAL EVENT & VENUE INFORMATION:

Event Venue Name:	
Click or tap here to enter text.	
Event Venue Address:	
Click or tap here to enter text.	
Event Coordinator Name(s) & Contact Information:	
Organization Name:	
Click or tap here to enter text.	
Event Coordinator Name(s):	
Click or tap here to enter text.	
Email address:	
Click or tap here to enter text.	
Phone Number	
Click or tap here to enter text.	
Is this a single event or recurring? $\ \square$ SINGLE $\ \square$ RECURRING	
 If single event, select date and times of event, including setup and breakdown: 	
Date: Click or tap here to enter text. Time: Click or tap here to enter text.	
If recurring event, list the schedule for upcoming events:	
Click or tap here to enter text.	
Is the event indoors or outdoors?	
□ INDOORS □ OUTDOORS	
Is this event being held at a gaming property (on the premises of a gaming licensee)?	
□ YES □ NO	
ls this event being hosted or organized by, or being held on property operated by, a public, private, or chaschool?	arter
□ YES □ NO	
Is this event regulated by the Nevada State Athletic Commission?	
□ YES □ NO	
Is this event a youth or adult recreational sports tournament? \Box YES \Box NO	

• If yes, Youth and Adult Sports COVID-19 Preparedness & Safety Plan ("Sports Safety Plan") will continue to follow the existing plan submission and approval process outlined in the <u>Youth and Adult Sports Safety Guidance</u>. Contact B&I with any questions: Phone: (702) 486-9000 / Email: <u>COVID19Plans@dir.nv.gov</u>

VENUE CAPACITY:

For the purposes of determining occupant capacity based on Emergency Directives and this guidance, event staff and event hosts will NOT be counted toward gathering capacity limits.

Size	Ωf	the	venue	in	รด	lliare	feet:
JIZC	Οī	UIC	venue	111	эч	uaic	icci.

Click or tap here to enter text.

Fire code occupancy capacity: :

Click or tap here to enter text.

Total number of attendees over the course of the event:

Click or tap here to enter text.

VENUE CAPACITY (continued):

Maximum number of attendees in an individual space at any one time: (Events could span multiple areas / rooms / venues)

Space 1: Click or tap here to enter text.

Space 6: Click or tap here to enter text.

Space 2: Click or tap here to enter text.

Space 7: Click or tap here to enter text.

Space 3: Click or tap here to enter text.

Space 8: Click or tap here to enter text.

Space 4: Click or tap here to enter text.

Space 9: Click or tap here to enter text.

Space 5: Click or tap here to enter text.

Space 10: Click or tap here to enter text.

All floor plans and event set ups should be structured to maximize physical distancing within the prescribed capacity limits in this document.

CERTIFY THAT YOU WILL MEET THE FOLLOWING REQUIREMENTS:

Capacity	will not	exceed 50	percent	of the fir	e code o	capacity	of the	venue.

You will hav	e staff m	onitoring a	and enfor	cing cap	pacity r	estrictions

- ☐ For seated events, tickets for adjacent seating will only be purchased for parties of no more than 6 individuals ("Pods").
- ☐ Signage will be posted at gathering venue entrances outlining established protocols and instructions for individuals informing event attendees of:
 - Capacity limits (see above)
 - Prohibitions on entering a gathering if they are experiencing symptoms
 - Hygiene and social distancing rules and protocols

- Consider utilizing signage with easy to interpret graphics in commonly used languages reminding everyone to maintain 6 feet of distance, wear masks, wash hands, etc.
- Remove or close games or activities that require or encourage congregating, sharing materials, or that involve high-touch surfaces. This includes things like board or recreational games, bouncy houses, ball pits, or amusement booths or rides at fairs.
- To the extent possible, close or limit the use of high-touch surfaces, including equipment, products, exhibits, or other fixtures or items touched by attendees while in a venue.

SOCIAL DISTANCING:

	vill you ensure staff, attendees, all that apply:	vendors, and performers remain at	least 6 feet apart within the venue?
□ S	raffic arrows or guides cheduled entry A reminders	☐ Queuing within venue☐ Posters☐ Pods within sections	☐ Barriers at vendor booths☐ Sections within venue
	FY THAT YOU WILL MEET THecking a box below, you are certify	E FOLLOWING REQUIREMENTS: ving the requirement will be met]	
	-	•	.g., ticketing, security, medical) as to e congestion of individuals waiting to
	9	ners, monitors, and/or security persolistancing and minimize congestion.	onal to maintain orderly seating and
			aintaining a distance of at least 6 feet aintain the appropriate social distance
	For seated events, ensure seat and separation between Pods	_	to provide for proper social distancing
			petween each Pod, creating staggered ont of, or behind other individuals or
П	Instruct individuals to remain	seated whenever possible	

- For venues with multiple event-times, stagger event times to minimize individuals from different events arriving simultaneously and congregating with one another.
- Schedule arrival times for longer than their typical duration to minimize the congregation of individuals waiting. Establish staggered admission-times, entry-times and durations to minimize overlap and congregating of individuals at checkpoints (e.g., access points, security checkpoints, admission areas, concession areas).
- Prescheduling individually assigned arrival times (e.g., seating furthest from entrances permitted to enter earlier) is strongly recommended.
- Provide and assign "drop off" areas to allow for individuals within the same party (Pod) to be dropped off at their designated entrance to the venue to minimize the number of individuals walking through parking ramps, parking areas, sidewalks, and walk-ways.
- Enhance security protocols for entry to allow for more efficient security-checks of individuals, minimize face-to-face interaction between security personnel and individuals, and minimize wait-times (e.g., metal-detectors, scanners, transparent baggies for personal items, etc.)
- When groups of individuals are leaving a single venue, unseat individuals in an orderly fashion, starting with those closest to the exit and ending with those farthest from the exit.
- Provide for additional exits and allow for individuals to exit the venue through the closest available exit rather than a limited number of exits that create congestion and interfere with social distancing.
- Each individual area should maintain separate entrances and exits to avoid spaces being shared. If separate entrances and exits cannot be achieved for each individual area, a venue should stagger the entrance and exit times for individuals to avoid congregation, congestion, or bottlenecking that does not allow for proper social distancing.
- Utilize multiple points of entry and exit when possible to prevent congestion and maintain physical distancing.
- Delineate seating areas by limiting chairs, marking or taping seating or tabletop areas, or using identifiable seat assignments.
- Keep aisle-seats and margins open as to ensure proper social distancing for seated individuals from individuals and workers walking up and down aisles.

FACE COVERINGS & PERSONAL PROTECTIVE EQUIPMENT (PPE):

CERTIFY THAT YOU WILL MEET THE FOLLOWING REQUIREMENTS:

	 Ensure compliance with the face covering requirement for attendees, vendors and performers. All attendees are required to wear a face covering unless they have an exemption outlined in Emergency Directive 024.
	Ensure all employees and volunteers are wearing face coverings.
	Post signage and frequent reminders of face covering requirements for employees, attendees, vendors and performers.
	Assign ushers, monitors, and/or security personnel to monitor social distancing and face coverings.
	Establish a protocol for accommodating attendees who cannot wear a face covering due to an exemption in Emergency Directive 024.
	Ensure face coverings and sufficient PPE will be provided for all staff at no charge, as required by federal law.
HEAL1	TH SCREENINGS:
	FY THAT YOU WILL MEET THE FOLLOWING REQUIREMENTS: ecking a box below, you are certifying the requirement will be met]
	Health screenings must be performed for every individual, employee or performer prior to admittance to the event.
	Identify how health screenings will be performed prior to admittance:
	 Prior to the start of the gathering, email or text a COVID-19 health screening survey in advance of the event
	□ YES □ NO
	 COVID-19 health screening-survey questions upon arrival and check-in
	☐ YES ☐ NO
	 Contactless temperature checks upon arrival and check-in provided congestion at entry can be avoided? YES NO
	 COVID-19 health screening-survey questions at exits following conclusion of the event YES NO
	Decline to allow admittance to any individual if they have a confirmed temperature of 100.4° Fahrenheit, or if there is any suspicion that they are sick or symptomatic, or if they say "yes" to any of the COVID-19
	screening-survey questions.
	 Individual should be advised to leave the business or gathering. If the individual is a member of a party or group ("Pod") at the venue, the entire group must also be declined admittance.
	Designation of a medical professional who must always be located on-site (EMT, nurse, physician).
•	What will be done if someone becomes ill with COVID-like symptoms on-site?

- COVID-19 testing for staff, performers, and attendees prior to event.
 - Suggestions include rapid testing prior to event or proof of negative PCR test 48-72 hours prior to the event.
 - Any testing and contact tracing protocols are encouraged and should be developed with the appropriate Local Health Authority
- If COVID-19 testing will be implemented for your event, please explain protocol:

Click or tap here to enter text.

REGISTRATION / CHECK-IN:

CERTIFY THAT YOU WILL MEET THE FOLLOWING REQUIREMENTS:

[By checking a box below, you are certifying the requirement will be met]

Click or tap here to enter text.
Create a queue at entrances that ensures a minimum of 6 feet of physical distancing between individual

Describe your registration and/or check-in process prior to the event to maintain social distancing.

and pace entry to prevent congestion.
Designate a primary contact for the event that will be responsible for collecting and retaining contact
information for all attendees for 60 days following the gathering or event to assist the local health
authority with contact tracing should there be a positive case identified from the gathering or event.

Describe any additional Contact Tracing protocols you will implement at your gathering.

Click or tap here to enter text.

ADDITIONAL SAFETY CONSIDERATIONS & RECOMMENDATIONS:

- Collect contact information for guests or individuals through ticket sales, reservations, RSVPs, or having sign-in sheets. Include times of arrival and departure, to help with potential exposure notification.
- The State of Nevada recommends COVID Trace Nevada app for our residents and visitors.
- Provide generous and flexible cancellation policies so that if guests start experiencing symptoms, they can cancel.
- Establish a process for providing refunds for individuals who are not able to attend due to considerations related to COVID-19.
- Use pre-registration whenever possible to avoid crowding and queues of attendees waiting to enter or register.

SANITATION:

CERTIFY THAT YOU WILL MEET THE FOLLOWING REQUIREMENTS:

The venue will have sufficient sanitizers and/or disinfectants from the EPA "N" List
Ensure use of cleaning products that are qualified by the United States Environmental Protection Agency (EPA) for use against SARS-CoV-2 (N List here). • Ensure that the length of time the product is in contact with the surface being sanitized follows manufacturer's instructions (many products require 10 minutes of contact time before the surface
is considered sanitized and ready for use). Ensure each piece of equipment (e.g., terminals, carts, touchscreens) is wiped down before and after each
use by an individual and dispose of the wipe accordingly. o Examples include seating areas, rental equipment, vending-machines, automated teller machines ("ATMs"), touchscreens, and protective equipment.
Ensure high touch surfaces (e.g., seats, armrests, cup holders, tables, door handles, ticketing kiosks, touch screens) are being disinfected during timed intervals and between venues and events.
Post clear signs notifying individuals and employees of hygiene and sanitation expectations, including not entering if they or anyone in their household is experiencing any symptoms of illness.
Block off stalls and urinals with proper signage to support 6 feet between individuals. o This may require reduced bathroom capacity or even only one person in a bathroom at a time.
Limit the number of individuals who occupy the restroom at one time to allow for social distancing.
 Venues MUST ensure that open restrooms are: Operational with functional toilets. Cleaned and disinfected regularly, particularly high-touch surfaces such as faucets, toilets, stall doors, doorknobs, countertops, diaper changing tables, and light switches. Adequately stocked with supplies for handwashing, including soap and water or hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.
If you are providing portable toilets, also provide portable handwashing stations and ensure that they remain stocked throughout the duration of the event.
Ensure ventilation at the venue must be operating properly. <u>See CDC Guidance</u>

- Install touchless hand sanitizing stations at entrances and in high-traffic areas.
- Increase cleaning and disinfection protocols and track with publicly posted cleaning logs.
- Avoid shared community materials, sign-in sheets, and writing utensils.
- Ensure instrumentation, products, samples, and props are sanitized prior to use and in between handling by workers and individuals.
- Assign staff to monitor number of individuals in a restroom at one time to prevent congestion.
- Increase circulation of outdoor air as much as possible, for example, by opening windows and doors.
 - Do not open windows and doors if doing so poses a safety or health risk to staff or individuals (e.g., risk of falling or triggering asthma symptoms).
 - Close attention should be paid to ensuring appropriate HVAC settings to ensure outside fresh air flow and routine air exchanges are achieved on a regular basis. Air filter replacements and HVAC system cleaning should be increased.

EMPLOYEE / STAFF TRAINING & ENFORCEMENT:

CERTIFY THAT YOU WILL MEET THE FOLLOWING REQUIREMENTS:

[By checking a box below, you are certifying the requirement will be met]

☐ Staff will be trained on cleaning, sanitizing, and disinfecting.
\square Staff will be trained on proper face covering and PPE use and enforcement.
☐ Staff will be trained on all social distancing requirements and protocols.
How many staff/volunteers will you have to enforce capacity, social distancing and face covering requirements?
Click or tap here to enter text.
What will you do when a staff member, attendee, vendor, or performer does not comply with face covering, PPI or social distancing requirements?

Click or tap here to enter text.

Who will have authority to deny entry or remove a patron who is not complying with the requirements?

Click or tap here to enter text.

FOOD, BEVERAGE & CONCESSIONS: Do you plan to have food, beverage or concessions at your event or gathering? YES NO If YES... CERTIFY THAT YOU WILL MEET THE FOLLOWING REQUIREMENTS:

[By checking a box below, you are certifying the requirement will be met]

Ensure multiple ticket-counters, merchandise-counters, concession-counters, and drink-dispensers are separated to allow individuals to socially distance from one-another or, if not feasible, installation of partitions or barriers in between counters or dispensers to separate individuals from one-another.
Walk-up bars will only be utilized if employees and individuals maintain 6 feet of social distancing. Congregation around a walk-up bar is prohibited.
Remove or block off seating in concession areas and common areas to ensure social distancing. Individuals must take concessions back to assigned seating areas.
Clearly mark floor and ground to delineate 6 foot spacing for individuals in lines, and mark how foot traffic should move. Clearly mark closed tables not available for seating customers.
Clearly designate food or concession pick-up waiting areas with markers for proper distancing between parties.
Provide hand sanitizer near concession and food stands.

ADDITIONAL SAFETY CONSIDERATIONS & RECOMMENDATIONS:

- Consider delivering concessions directly to designated seating areas and Pod-assignments, as opposed to providing concessions at concession stands.
- Tableside drink service is highly encouraged and preferred.
- If a walk-up bar is utilized, consider a Plexiglas, plastic, or other partition be used to separate bartenders from patrons.
- Limit menu items to those items which can be readily retrieved and/or quickly prepared to minimize congestion, lingering, and waiting.
 - Consider "pre- assembled" order-groupings or orders to simplify ordering and minimize ordering and wait-times.
- Disallow refills of popcorn, drinks, and other items using the same container a new container should be provided.
- Provide contactless payment options whenever possible.
 - Consider using app-based ordering to minimize individuals having to linger and congregate in concession and merchandise areas.

Provide additional trash-receptacles to ensure and encourage trash is disposed quickly. Relocate trash
receptacles to minimize individuals having to travel longer distances and through areas of congestion
(e.g., providing trash receptacles inside of the theater rather than in the hallway outside of the individual
theater). Ensure that trash-receptacles are emptied regularly.

Disinfect a	any sh	ared	objects	such	as	check	presenters,	laminated	menus	(if	used),	and	point-	of-sale
machines t	thorou	ighly l	betweer	n uses										

Live ei gather	ntertain ings, pro	nment, inclu ovided socia	-	usic, perform s maintained		-		events, etc. is o w is a summary c	
Do yo	ı plan t	o have live	entertainmer	nt at your eve	ent or gath	ering?	\square YES	\square NO	
If YES.	••								
			LL MEET THE you are certifyi		_				
	Perfori	mers will ha	ave a dedicat	ed space wit	hin a venu	e while perfo	orming.		
	circum	Vocal perf and theate distancing performers ability of the comedians, Musicians covering dis musical ins Conductor covering at Musicians we g and space en the audited March 5 6 feet music ONLY IF the 12 feet mandience we	ay apply: formers may tenders when a face it is always main include performed in additional magicians, etc. It is and musicial all times. It is and musicial in all times and the performers was the maintained in performers wast be maintal.	emporarily rener covering canditained. Face slamers who rely to interpret compositions in the practice or ded that social instruments with specific at the performent of the performance of the performance of the performent of the performance of the performa	nove face conot be worn hields should on the ability on the ability on the ability of the adoption of playing white valves should be adopted artist(s) or performent of the artist(s) or p	overings during due to the name of the considered lity to communicate a woodwind e if the face of the lity woodwind or be always mainly woodwind or be always mainly at all times or performance around at all times or performance around at all times or performance around aroun	g performance pature of the particle of the particle verball tion, including to brass instruction of the mire overing cannot intained. The particle of the mire entertainer (see a (e.g., stage, a throughout the orea (e.g., stage, and over the orea (e.g., stage, and over the	g exemptions of the ses in businesses, potential of these situally with their audiency with their audiency with their audiency but not limited aument, may remove the used while ants are required to the matter of the stage, court, field), and the performance; our, stage, court, fiermittently remove	ublic spaces, ng as social ations. Vocal nee and the to singers, we their face playing the wear a face distances field, etc. the audience reld) and the
	Perfori o		s not possible,	· •				the extent practi rs to minimize tran	
	Health o	Participant temperatur venues/gat questions u	e taken using hering hosts M	s, performers, 1 a contactles 1UST ensure a d check-in and	actors, com s method. ll entertainn l verify that i	npetitors, ente If contactless ment participa they have read	ertainers, etc.) temperature ants respond to	ants. in events should screenings are n o COVID-19 scree g-survey and can r	ot possible, ening-survey
	Disinfe	ect high tou	ıch areas and	l equipment	such as mi	crophones, i	nstruments,	and props betw	een uses.
	You w		/ Karaoke sin	iging and op	en microp	hone events	involving pe	erformances by	individuals

 Will your event include a meet and greet (backstage passes and after-show guests are granted access)? □ YES □ NO
☐ If yes, certify that groups of individuals must be limited to small groups of no more than 6, and pathways and protocols must be preestablished to maintain social distancing between all individuals. ADDITIONAL SAFETY CONSIDERATIONS & RECOMMENDATIONS:
 Consider installing a barrier or partition between the performance area and audience or other areas where appropriate.
 Whenever possible, provide individual microphones for multiple speakers. If a microphone must be shared, clean between speakers or leave it untouched on a stand.
 Limit the number of speakers and make arrangements to maintain distance from others. Avoid performance-related demonstrations, exercises, and activities that involve interaction between workers and individuals that conflict with social-distancing practices.
 Extend intermission-times to reduce congestion in exits, corridors, restrooms, and concession areas. Give preference to outdoor rehearsals and performances.
 Consider limiting rehearsal times to 30 minutes or less to reduce the quantity and spread of aerosol among the individuals involved.
 If possible, during a live performance, performers should stop for approximately 5 minutes after each 30- minute segment to allow aerosolized particles to disperse.
"Ambient" or "Background" music is exempted from the "Live Entertainment" guidance o For the purposes of this guidance, "ambient" or "background" music is music used to create or enhance a mood or atmosphere that is incidental to the primary activity or location. It is intended to be an unobtrusive accompaniment to the main activity, such as dining at a restaurant or walking through a venue.
Example 1: A pianist playing music in the reception area of a hotel while guests check-in.
Example 2: A singer performing at a restaurant while people dine.
BOOTHS OR VENDORS AT EVENTS / GATHERINGS: Do you plan to have booths or vendors at your event or gathering? □ YES □ NO
If YES
CERTIFY THAT YOU WILL MEET THE FOLLOWING REQUIREMENTS: [By checking a box below, you are certifying the requirement will be met]
 Allow spacing for vendor load-in and load-out such that vendors and staff can maintain a distance of at least 6 feet from each other.
☐ Create a single line of booths instead of double rows. If this is not possible, create a thoroughfare between the two sides with enough space to allow for a single file, one-way path down the middle.
\square Create one-way traffic flow through the booths to prevent crowding or mingling.
ADDITIONAL SAFETY CONSIDERATIONS & RECOMMENDATIONS:

- Giveaway items, business cards, show bags and brochures are not recommended.
- In lieu of handouts and business cards, shows are encouraged to incorporate "touchless" scanning technology that allows Exhibitors to scan attendee badges to provide more information digitally.
- Consider metering of individuals to limit congregation of crowds.
- Booth construction procedures should be addressed to maintain proper physical distancing.

• Use transparent barriers in booth design by all exhibitor and, where appropriate, other service elements such as conference registration show management offices, general contractor service desks, and marketplace dining.

ADDITIONAL	RISK	ASSESSMENT	QUESTIONS :
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Do your face co disabilities?	vering, PPE and social c	distancing controls reasonably acc	commodate the needs of persons with
☐ YES	□ NO		
Will you require	or recommend attende	ees, vendors, or performers to dow	rnload the COVID Trace app?
☐ YES	□ NO		
If you have any r	Certification, please pro	ed to the organization of your larg	ge gathering not covered above in this
If you have any o	questions related to the	e planning of your large gathering	or event, please provide here:
Click or tap here to enter	text.		
SIGNATURE:			
X		Date: Click or tap here to enter text.	Time: Click or tap here to enter text.

I declare under penalty of perjury that the foregoing is true and correct.

SUBMISSION INSTRUCTIONS:

- Upon completion of this Certification Form, sign and submit to the Nevada Department of Business & Industry, Division of Industrial Relations.
- Forms should be submitted to the Nevada Department of Business & Industry 30 days prior to the event, Division of Industrial Relations:
 - o Phone: (702) 486-9000
 - o Email: COVID19Plans@dir.nv.gov