



Special Event Application during COVID-19

Mitigation Requirement for Events: adequate COVID-19 safety precautions consistent with Centers for Disease Control (CDC) and Arizona Department of Health Services (ADHS) guidance are required.

Every two weeks, the State of Arizona and Coconino County Health and Human Services (CCHHS) determine the rate of COVID19 community transmission as "substantial", "moderate", or "minimal". The rate of community transmission is used to inform an event approval decision, along with the submitted mitigation measures.

For events on Coconino County property (not including County Parks & Facilities), submit this application and any additional documents, at least 14 business days before the event, to: covid19information@coconino.az.gov.

For events on Coconino County Parks & Facilities, submit this application and any additional documents, at least 14 business days before the event, to myarnall@coconino.az.gov.

(NOTE: If you plan to have food at your event, food service permitting is also necessary. A separate [Special Event Application](#) will need to be submitted for each food vendor or through a [Special Event Coordinator Application](#).)

Non-compliance with the plans submitted as part of this Special/Temporary Event permit may result in immediate cancellation or modification of the event. It is the event coordinator’s responsibility to monitor and manage not only the participants/guests, but also the staff associated with the event.

Date of Application:			
Section 1 – Event Coordinator and Organization			
Information			
Applicant name:			
E-mail address for correspondence:	Applicant’s cell phone:	Applicant’s home or work phone:	
Mailing address:	City:	State:	Zip:
Operator/organizer name, organization name or D.B.A. and contact:			
Primary contact on day of event and cell phone:		Secondary contact on day of event and cell phone:	

Section 2 - COVID-19 Safety Official - Individual that oversees COVID mitigation protocols and enforcement.

COVID-19 Safety Official (S.O.) name:			
E-mail address for correspondence:	COVID-19 S.O.'s cell phone number:	COVID-19 S.O.'s home or work phone number:	
Mailing address:	City:	State:	Zip:
Corporation name, organization name or D.B.A.:			
Primary contact on day of event and cell phone number:		Secondary contact on day of event and cell phone number:	

Section 3 – General Event Information

Name of event:			
Location and address where the event will take place:			
Type of event (select all that apply):	<input type="checkbox"/> Indoor event	<input type="checkbox"/> One time only event	<input type="checkbox"/> Recurring Event <input type="checkbox"/> Outdoor event
Brief description of event:			
Event date(s):	Set-up date and hours:	Event start and end times each day:	Take down date and hours:
E-mail address for public information:		WEB Address for public information:	

Indoor Capacity

Capacities for **indoor** events shall align with Coconino County's Phased Re-Opening Plan. Indoor capacities are determined based on the building's fire code capacity and must be reduced at the following rates:

- Beginning May 1, 2021 - 50% capacity must be maintained at any time during the event.
- Beginning June 1, 2021 - 75% capacity must be maintained at any time during the event.
- Beginning July 1, 2021 - 100% capacity may resume.

Coconino County reserves the right to adjust capacities based on CDC guidelines and COVID-19 trends.

Event attendance

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Attendees/Spectators	#	#	#	#	#	#	#
Participants/vendors	#	#	#	#	#	#	#
Staff/Volunteers	#	#	#	#	#	#	#
Anticipated total event attendance:	Anticipated peak event attendance – day, time and number:			What is the maximum attendance at any time in the event area - including staff/volunteers?			

Section 4 – Health Screening Details

This section should include information on [health screening procedures](#) for event staff , vendors, and volunteers. If attendee health screenings will be conducted, provide details.

Section 5 – Physical and Social Distancing Measures

Include information on how [physical and social distancing measures](#) will be implemented during the event.

This section must include protocols for areas such as, but not limited to, attendees waiting vendor, admission, or restroom lines; seating and eating areas, employee break areas, concession and VIP areas, stages, etc. Please explain how your plans consider pod grouping.

Make sure your plan addresses, at minimum, the following areas.

- Vendor Lines
- Admission Lines
- Restroom Lines
- Seating Areas (including bleachers, tables & chairs, permanent seating, etc.)
- Eating Areas
- Employee Break Areas
- Concession Areas
- VIP/Meet-and-Greet Areas
- Stage Areas
- Event Set-Up
- Event Tear-Down

Section 6 – Face Coverings & Hand Washing/Sanitizing Details

Include information on the use of face coverings for event staff, volunteers, vendors, and attendees as required by [proclamation 712020](#). Will the event provide face coverings to attendees? What other personal protective equipment will be provided? How will it be enforced? Also include your plan for providing ample opportunities for people to sanitize their hands during your event. Will there be sanitizing and/or hand washing stations? How many and where? When will they be refilled?

Section 7 – Communication & Signage Details

This section should include communication and signage procedures. How will guests be informed of event expectations prior to arrival? How will guests be reminded of expectations during the event (example: signage at entrances/exits)? Provide details and locations of [printable flyers](#).

- Example language:*
- *Stop the Spread - Stay home if you are sick, or are exhibiting any of the following symptoms; cough, shortness of breath, fever, chills, muscle pain or sore throat (full list of symptoms here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>, cover your cough; wash your hands frequently*
 - *COVID-19 Recommended Actions.*
 - *What you need to know about COVID-19. <https://www.coconino.az.gov/DocumentCenter/View/33214/COVID-19-Flyer---What-you-need-to-know>*
 - *When and How to Wash Your Hands. <https://www.cdc.gov/handwashing/when-how-handwashing.html>, <https://www.coconino.az.gov/DocumentCenter/View/32918/Hand-Washing-Final-CCHHS-342020>*

Section 8 – Temporary Food Service, if applicable	Initial
If food is being prepared onsite, Coconino County Health and Human Services rules will apply. Contact Coconino County Environmental Health (Phone: 928-679-8760) if you are unsure if temporary food service permits are required.	
Complete the Coconino County Health and Human Services special event coordinator application with a list of vendors and contact information 14 days before the event. Application can be found here .	
Mobile Food Establishments are operating within the limitations of their permit.	
Temporary Food Establishment Permit applications have been obtained for each vendor that requires a Permit.	
<p>Temporary Food Establishment Permit applicants must follow requirements as stipulated in Coconino County Unified Health Code Ch. 6 Food and Drink and A.A.C. R9-8-1. Ensure the following criteria are met:</p> <ul style="list-style-type: none"> • Booths must be fully enclosed with overhead covering, sidewalls/screening, and floor covering. • All food preparation must be conducted inside of the booths. Note: Check with local fire department or fire district regarding regulations of cooking equipment i.e., propane burners and grills. • Each individual booth must have a hand washing set-up with water of at least 100F, soap, and disposable paper towels, and a catch basin for dirty water if using gravity-flow style set-up. 	
Staff/volunteers and guests must wear masks as required in Coconino County Mask Proclamation .	
Vendors ready to screen staff/volunteers for symptoms and history of exposure at time of arrival for previous food preparation and/or upon arrival at the event.	
Ample linear spacing of booths provides appropriate physical distancing of individuals when outside of their booths.	
Describe food service, if applicable	

Section 9 – Additional Event Details and Cleaning Protocols

Describe enhanced cleaning protocols for the event, include information on restrooms, high touch surfaces like tables, payment keypads, etc. Cleaning procedures should occur on a regular basis depending on use and size of the event. For example, restrooms may need to be cleaned on an hourly basis if in high use and payment keypads after each use. Attach any additional documentation, including layouts and floor plans.

Section 10- Mitigation Checklist

	YES	NO
I have reviewed and understand CDC Guidance for Events and Gatherings.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Will signage</u> be posted throughout the event detailing COVID-19 safety measures? Click here for printable flyers .	<input type="checkbox"/>	<input type="checkbox"/>
Will the wearing of face coverings be required, monitored and enforced for all individuals present throughout the duration of the event as required by Coconino County Mask proclamation 712020 ?	<input type="checkbox"/>	<input type="checkbox"/>
I have reviewed the County's Proclamation requiring masks and understand its requirements and exceptions.	<input type="checkbox"/>	<input type="checkbox"/>
Will health screenings be conducted for staff and volunteers?	<input type="checkbox"/>	<input type="checkbox"/>
Are attendees subject to any kind of health screening?	<input type="checkbox"/>	<input type="checkbox"/>
Will approved capacity be monitored throughout the duration of the event?	<input type="checkbox"/>	<input type="checkbox"/>
Will physical distancing of at least six (6) feet be monitored and enforced during the event?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a cleaning plan in place that includes cleaning and sanitizing of restrooms and high touch surfaces multiple times per day/hour?	<input type="checkbox"/>	<input type="checkbox"/>
Will contactless payment methods or pre-paid online tickets be encouraged?	<input type="checkbox"/>	<input type="checkbox"/>
I will ensure ongoing communication with the Coconino County Health and Human Services regarding case reporting, if necessary.	<input type="checkbox"/>	<input type="checkbox"/>
I agree to ensure approved mitigation measures are followed at my event.	<input type="checkbox"/>	<input type="checkbox"/>
If food and beverage service is available at my event, I will ensure all vendors have required permits to provide food and beverage at the event: https://www.coconino.az.gov/522/Informational-Packets-Applications .	<input type="checkbox"/>	<input type="checkbox"/>
If my event is approved, I understand that a Coconino County Government staff member shall be permitted access to conduct visits to ensure compliance of approved mitigation measures.	<input type="checkbox"/>	<input type="checkbox"/>

The novel coronavirus that causes COVID-19 is highly infectious and can cause serious, long-term illness or death. The COVID-19 virus can be transmitted at gatherings even when mitigation measures such as mask wearing and physical distancing are followed. When those mitigation measures are not followed, the risk of transmission increases. Coconino County Health and Human Services' review is designed to identify layered mitigation that should help minimize COVID-19 transmission risk during an event. Coconino County Health and Human Services' review of an event application is not a representation or legal assurance that an individual will not contract COVID-19 through attendance at the event, even if all necessary mitigation measures and conditions associated with the event are implemented. The event organization assumes all risks associated with transmission of the novel coronavirus at the event.

Section 11 – Acknowledgment and Signature

I hereby certify that the statements made in this application are true and complete to the best of my knowledge. I understand that intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of approval. I understand that Coconino County Health and Human Services reserves the right, in its sole discretion, to determine if this Special Event is permitted to occur based on the content of this application and any additional documentation provided. I understand that even if my application and submitted mitigation measures are approved for this event, **Coconino County Health and Human Services may rescind the approval based on current public health concerns and metrics prior to and at the time of the event.**

Signature _____



























Date _____

The "Choosing Safer Activities" chart, available on the following page, is to be posted at the entrance to your event along with your COVID-19 mitigation protocols.

For Internal Use Only
COMMENTS:

Choosing Safer Activities

Accessible link: <https://www.cdc.gov/coronavirus/2019-nCoV/daily-life-coping/participate-in-activities.html>

	Unvaccinated People	Examples of Activities	Fully Vaccinated People
		Outdoor	
Safest		Walk, run, wheelchair roll, or bike outdoors with members of your household	
		Attend a small, outdoor gathering with fully vaccinated family and friends	
		Attend a small, outdoor gathering with fully vaccinated and unvaccinated people	
Less Safe		Dine at an outdoor restaurant with friends from multiple households	
Least Safe		Attend a crowded, outdoor event, like a live performance, parade, or sports event	
		Indoor	
Less Safe		Visit a barber or hair salon	
		Go to an uncrowded, indoor shopping center or museum	
		Attend a small, indoor gathering of fully vaccinated and unvaccinated people from multiple households	
Least Safe		Go to an indoor movie theater	
		Attend a full-capacity worship service	
		Sing in an indoor chorus	
		Eat at an indoor restaurant or bar	
		Participate in an indoor, high intensity exercise class	

Get a COVID-19 vaccine



Prevention measures not needed



Take prevention measures

Wear a mask, stay 6 feet apart, and wash your hands.

- Safety levels assume the recommended prevention measures are followed, both by the individual and the venue (if applicable).
- CDC cannot provide the specific risk level for every activity in every community. It is important to consider your own personal situation and the risk to you, your family, and your community before venturing out.



cdc.gov/coronavirus