



Public Health Plan for Special Events

Please email completed form to the Special Event Permit Manager.

Event Name _____

Event Date _____

Applicant Name _____

How will required signage be posted at the entrance/exit points of event?

How will you maintain occupancy to be 30% of the lowest occupancy in the space or 500 patrons, whichever is less?

How will ten feet of physical distance be maintained between all performers, participants, and patrons who are not members of the same household?

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How will shared items be cleaned and disinfected between uses?

How will you remove or deactivate all shared objects and interactive exhibits to discourage congregating and reduce contact with high-touch surfaces?

What is the plan to modify queue lines to and within the event site so that at least six feet of physical distance is maintained?

How will you install visible markers for queue lines that separate people by six feet of physical distance?

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How will you create and display physical distancing communication tools, including static signs, kiosks, audio announcements, or video announcements?

How will you reconfigure seating areas to allow six feet of physical distance between individuals by eliminating and closing select tables or seating areas, or by spreading them out to allow for adequate spacing?

How will you ensure entrances and exits are configured to reduce the occurrence of bottlenecks and people congregating?

How will you ensure people maintain adequate physical distance during the event?

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Please email completed form to the Special Event Permit Manager.

By submitting the Special Event Permit Application and holding this event in the City of Alexandria, you agree to:

- Install sneeze guards in front of commonly used point-of-sale or guest service stations;
- Have on site retail, recreation and fitness, and food establishments follow the requirements and guidelines specific to those establishments;
- Require all employees, volunteers, participants in the event wear face coverings over their nose and mouth;
- Provide hand washing or sanitizing stations for attendees and employees, volunteers, and participants;
- Practice routine cleaning and disinfection of high contact areas and hard surfaces using the CDC Reopening Guidance for Cleaning and Disinfection and EPA-approved disinfectant;
- Provide sanitizing wipes for people to use on high-touch surfaces;
- Determine appropriate crowd capacity levels for the event site to ensure compliance with physical distancing requirements, taking into account facility size, layout, and operational needs;
- Remain cognizant of the potential for outdoor staff to experience overheating or breathing difficulties caused by facial coverings, and, when developing staff schedules, implement additional short breaks into increase the frequency with which staff can cool off indoors.

You also agree that you have read and understand the guidelines issued by the Office of the Governor of Virginia.

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