

City of Fredericksburg: Health & Safety Plan for Special Events

Health & Safety Plans are submitted to through the special events application for review and approval before a special event permit is issued. Plans should include the entire nature and scope of your event. **Items #1-7 below are required to be included or addressed in every health & safety plan submitted.**

You can also review recommendations from the Center for Disease Control (CDC) here:

[Considerations for Events and Gatherings | CDC](#)

1. Event Details

- a. Are you a not-for-profit or for-profit event?
- b. Event Name
- c. What type of event? (for example, is it a fun run, race, music festival, church service, art show, etc.)
- d. Date of event
- e. Location of event – please be specific (for example: Adelsverein Halle and the catering kitchen at Marktplatz); if the event includes private property, please include that information too (for example, Bethany Lutheran Church grass lot on the corner of Crockett/Austin streets)
- f. Estimated attendance including all staff, employees, volunteers, and participants.
- g. Is this event fenced or gated?
- h. Name of event organizer and contact information (address, phone, and email)

2. Face Coverings/Masks

- a. Describe your plan for face coverings/masks at the event (who must wear a mask, when must they wear a mask, where must they wear a mask)

3. Temperature Checks

- a. Describe your plan for temperature checks at the event (who, when, where). Describe the threshold for temperature and what will happen if someone exceeds that threshold. If no temperature checks, please indicate that in your plan.

4. Personal Protective Equipment (PPE)

- a. Describe what PPE will be available at the event for staff, employees, volunteers and participants, etc. and where it will be located.

5. Signage & Announcements

- a. Describe what signage will be posted at the event regarding health & safety protocols.
- b. Describe what announcements will be made at the event regarding health & safety protocols.

6. Event Promotion/Event Information

- a. Provide your website & social media site addresses. Have you posted your health & safety protocols on your website and social media sites? How will you disseminate information to all attendees regarding the event health & safety protocols?
- b. Pricing: if the event requires registration or a ticket purchase, are you already allowing participants to register or purchase tickets? Please include a listing of the pricing for the event. Or is this event free to the general public?
- c. If your event requires a ticket to enter or the transfer of funds for registration, will you offer contactless payment & ticket options?
- d. Do you have a refund policy? If so, please include a copy of the policy.
- e. Will you limit capacity at the event?

7. Event Layout/Map and Street Closures

- a. Provide a layout or event map/aerial and mark the locations of each event component.

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- b. Is there a street closure associated with this event? If so, please include the official street closure form found on page 9 of the special event application.

8. Event Components

Items below should be addressed in your plan with health & safety protocols if they are included in your event scope. List out each event component and provide a description as to the health & safety protocols your event will follow. Please note that this list is not all-inclusive, and you should add additional components as required.

a. **Food & Beverage: please note that your plan should not include any bulk condiments or self-service items.**

1. Describe the types of food & beverage vendors (i.e., food or beverage trucks/trailers, booths, cook-off tents, food plate fundraiser or serving lines, etc.).
2. Describe what types of payment options you are using for vendors, food tickets, cash, contactless?
3. Will food be prepared and cooked on-site? Pre-packaged items only?
4. Are you allowing food or beverage samples?
5. Is food being given away for free or must individuals purchase on their own?
6. How will lines be spaced to allow for social distancing?

b. **Entrance/Exit Areas: address social distancing, temperature checks, cashless payment options, cleaning & sanitation, etc.**

1. Bag Check
2. Entrance Lines
3. Exits/Emergency Exits for fenced events
4. Ticket, Welcome or Registration Booth(s)
5. Staff/Vendor/Volunteer Check-in
6. Ticket Machines or Kiosks

c. **Booths & Displays: how will booths be spaced; how will lines for the booths be queued, how will equipment be cleaned & sanitized; will hand sanitizer be made available?**

1. Art Exhibition/Sale
2. Craft Show/Sale
3. First Aid Station
4. Interactive Marketing Display
5. Merchandise/Souvenir Sales
6. Specialty/Retail Booths
7. Sponsors
8. Static Car Display
9. Sick Person Isolation Area

d. **Entertainment & Activities: are you able to make announcements and reminders using the sound system? What types of entertainment or activities does your event offer? Remember to include any health & safety protocols the entertainment and activities will be required to follow.**

1. Church Service
2. Concert, Live Music or DJ
3. Contest or Tournament
4. Dance: how will you maintain social distancing on the dance floor?
5. Education Demonstration (i.e., cooking demo)

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6. Egg Hunt
 7. Ice Skating Rink
 8. Live Auction
 9. Live Entertainment Show
 10. Living History Re-Enactors
 11. Mascot or Costumed Character/Photos with Mascot or Character
 12. Silent Auction
 13. Strolling Entertainment
 14. Other:
- e. Amusements/Carnival/Kid Zone: Include any health & safety protocols that will be required of the items below.**
1. Caricature Artist or Face Painter
 2. Crafts
 3. Games
 4. Moonwalks/Inflatables
 5. Petting Zoo/Animals
 6. Rides
 7. Ticket Booths/Kiosks
 8. Trackless Train
 9. Other:
- f. Ceremonies, Awards and Trainings: Include any health & safety protocols that will be required of the items below.**
1. Award ceremony
 2. Banquet or reception
 3. Closing ceremony
 4. Training Event for employees, staff and/or volunteers (pre-event)
 5. Opening ceremony
 6. Ribbon Cutting
 7. Tree Lighting
 8. Other:
- g. Equipment: Cleaning and Sanitation, how often will items be cleaned/serviced and sanitized? How will you ensure the cleaning and sanitation is done (i.e., logs)?**
1. ATMs
 2. Chairs
 3. Trash Receptacles and Recycling Bins
 4. Photo Booth
 5. Tables/Table covers
 6. Other:
- h. Restrooms & Hand-Wash Stations/Hand Sanitizer**
1. Use of on-site restrooms at your event location; will you allow participants to use the on-site restrooms at your event location? Will you limit occupancy inside the restrooms? Will you clean the restrooms during the event? How will you maintain distancing when lines form?
 2. Portable Restrooms: How many? Location? Will you clean the restrooms during the event? How will you maintain distancing when lines form?
 3. Hand Wash Stations; How many? Location? How will you maintain distancing when lines form?

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4. Other:
 - i. **Races, Walks & Runs**
 1. Registration; will registration be on-site or online only? If on-site, what health & safety protocols will be followed?
 2. Packet Pick-Up: will packets be mailed in advance of the event or available in advance or the day of the event? If on-site, what health & safety protocols will be followed?
 3. Starting line; how will you ensure social distancing?
 4. Staggered starting times: describe the start times of each race, the intervals at which participants will be allowed to leave the start line, (i.e., every two minutes) and how many people will be allowed at the starting line at a time.
 5. Water/Rest Stations on route; will you have water or rest stations along the route? Will they be manned or unmanned to limit contact?
 6. Finish Line: include the finish line location on your event layout/map. If the finish line is also the start line, how do you keep distance between the starters and finishers?
 7. Route(s): Your plan should include copies of all routes.
 8. Spectator viewing area: describe how you will encourage social distancing from spectators.
 9. Pre or Post Race Party or Awards Celebration: will you have a pre- or post-race party or awards ceremony or celebration? If yes, address health & safety protocols.
 - j. **Parades & Processions**
 1. How will you ensure social distancing on the route and in the staging areas?
 2. Include a map of the route that includes staging area, route, spectator viewing and route end.
 3. If there are any stopping points on the route, how will you ensure social distancing?
 - k. **Parking/Transportation**
 1. Will your event provide shuttle service? If so, what protocols will be put in place for the transportation vehicles? Limited capacity? Masks required? How often will the vehicle be sanitized?
 - l. **Other items not included: describe any event components that are not included in Section 8, Items a-l, above.**

For Questions, please contact Jennifer Krupa, Special Events Coordinator

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