



## RiverStone Health Guidance for Event Planning

The following recommendations and guidelines should be considered when planning an event during Montana's Phase 2 reopening in the COVID-19 pandemic. As far in advance of your event as possible, submit this completed form to RiverStone Health ([events@RiverStoneHealth.org](mailto:events@RiverStoneHealth.org)) for review and recommendations. RiverStone Health will review your plans and provide feedback to help you plan a safer event.

Food vendors that prepare and serve food to the public with or without charge must be licensed and/or permitted by RiverStone Health Environmental Health Services: 406.256.2770 or [environmental.health@riverstonehealth.org](mailto:environmental.health@riverstonehealth.org).

Following these guidelines will protect people attending the event and decrease the potential of the novel coronavirus spread in our community. The attached checklist provides recommendations and best practices to consider when planning your event.

### Name & contact information of person responsible for event planning:

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Type of event:

- Wedding
- Trade show
- Rodeo
- Street fair
- Craft fair
- Live theater
- Sporting event
- Other: \_\_\_\_\_

Date of event: \_\_\_\_\_

Event location: \_\_\_\_\_ Estimated number of guests: \_\_\_\_\_

Describe activities planned for the event:

Describe your sanitation plan (disinfecting, handwashing and toilet facilities):

Describe your plan to maintain six-feet of space between family groups throughout the event:

# Event Planning Checklist

## Event size

- Under Phase 2, event size is limited to 50 people unless six feet of distance can be maintained between non-household members throughout the event.

## Event venue

- Plan of how physical distancing will be maintained before and during the event. The event venue should allow for a minimum of 6 feet of space between attendees who are not members of the same household. Attendees should be able to appropriately distance during all aspects of the event including, but not limited to:
  - Seating space
  - Bathroom space
  - Standing in line for registration or food

## Sanitation

- Plan for sanitation protocols before, during, and after the event. The plan should include what products will be used, the frequency of disinfection, what surfaces require disinfection, the availability of hand sanitizer or handwashing stations, and access to toilet facilities.

## Food and bar

- Plan for safe serving of food and beverages, adhering to current food service guidelines. Self-service buffets and bars/kegs are not allowed. Staff may fill a plate or cup from a buffet or keg and serve it to guests, or a bartender can serve drinks directly to guests. “Plated” meals served directly to guests are a best practice. Drink refills are not allowed unless new cup is used.

## Entertainment/activities

- Plan for maintaining physical distancing for all entertainment/activities because there is a higher risk for virus transmission with singing, dancing and other physical activities.

## Staff

- Plan for training, for both paid and volunteer event staff, on the importance of personal hygiene (including proper hand-washing), physical distancing, cleaning and sanitizing. In addition, they should not work if they are sick.

## Guests

- Plan on how and when to communicate expectations with guests that they respect physical distancing requirements. Guests who are ill should not attend the event. Keep a list of event attendees in case of future illness that may be traced back to people at the event.