

Cayuga County COVID-19 Large Gathering Event Notification Form

Please complete and submit the following for each event you are planning a minimum of 5 days before the event.

Event General Information

Event Name: _____

Date of Event: _____

Occupancy Capacity (**at 100%**) of Rented Space: _____

Expected # of Attendees (Excludes event staff. **Must be the lesser of 150 persons or 75% of occupancy capacity indoors or 500 people outdoors**): _____

Space Information

Event Venue Name: _____

Venue Address: _____

Venue Primary Contact: _____

Venue Primary Contact Telephone: _____

Venue Primary Contact Email: _____

Large Gathering Event Requirements

Please refer to the NYS Forward Phase 3 “Interim Guidance for Food Services During the COVID-19 Public Health Emergency” for a full explanation of requirements.

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Indoor_and_Outdoor_Food_Services_Detailed_Guidelines.pdf

The information below is provided as a reminder of some of the requirements.

Guest Sign In Information

- ❖ *All guests must be required to sign in, and provide full name, address, email, and phone #s.*
- ❖ *Table seating chart (if applicable) must be obtained*
- ❖ *The event venue must maintain guest sign in (and table seating chart) for 28 days in the event contact tracing is required.*

COVID Testing for Attendees:

To attend the event, guests must show proof that they have:

- ❖ A negative PCR or NAATS COVID test 72 hours prior to the event **OR**
- ❖ A negative FDA authorized antigen test within 6 hours of the event, **OR**
- ❖ Proof of the completion of vaccine series at least 14 days prior to the event

COVID Testing for Employees and Event Staff:

Employees and event staff include anyone who may interact with attendees and other employees or event staff. Examples are venue staff, catering staff, entertainers, photographers/videographers, security personnel, parking attendants, etc.

- ❖ Employees and event staff must be tested, and test negative through a diagnostic (PCR or NAATS COVID) prior to working their first event, AND be tested BIWEEKLY while continuing to work events, **OR**
- ❖ Provide proof of completion of vaccine series at least 14 days prior to the event

Health Screening of Attendees:

Immediately before entering the event, attendees must be asked the following:

- ❖ If they have any COVID 19 symptoms, such as temperature above 100.4F, cough, loss of taste and smell, shortness of breath.
- ❖ If they have received recent positive COVID-19 test results
- ❖ If they have had recent contact with a suspected or confirmed COVID-19 positive individual
- ❖ If they have complied with the NYS travel advisory

*This screening may be done remotely (by phone/online form/etc.) or in person but must be done prior to entering the event/workplace. **ATTENDEES WHO ARE EXPERIENCING COVID SYMPTOMS, ARE POSITIVE FOR COVID, HAVE HAD A RECENT CONTACT WITH A SUSPECTED OR CONFIRMED POSITIVE PERSON, OR IF THEY ARE UNDER THE NYS TRAVEL ADVISORY QUARANTINE MUST NOT BE ALLOWED TO ATTEND THE EVENT.***

Seating:

- ❖ Seating must be limited to a maximum of 10 attendees per table
- ❖ where possible, attendees should be seated at a table or area with members of their same immediate party, household or family
- ❖ tables must be spaced a minimum of 6 feet (from chair back to chair back)
- ❖ guests may only remove face coverings when seated at a table

Food Service:

- ❖ Food and beverages may only be consumed while seated.
- ❖ Buffet Service: Facility must have designated food workers at each station in order to serve food items to the guests, queue line signage and floor markings must encourage social distancing.
- ❖ Bar Service: Table service or guests must take beverages back to their table for consumption

Music/Dancing:

- ❖ Live music performers and other entertainers must be separated from attendees by either 12 feet of physical space or an appropriate physical barrier
- ❖ Dancing is allowed with the following conditions:
 - Ceremonial dances by selected attendees with members of their immediate party/household or family

- Non-ceremonial dancing is allowed but attendees must wear face coverings and may only dance with members of their same immediate party/household/family
- Dancing zones or areas must be clearly marked, and dancers must remain in their designated zone/area

General Reminders:

In the event of a COVID positive employee, event staff, vendor or attendee, responsible parties must cooperate with Cayuga County contact tracing staff to trace all affected contacts.

Responsible parties must ensure that employees and event staff wear appropriate face coverings at all times.

Responsible parties must ensure that attendees properly wear face coverings when standing, and are only standing when necessary.

Facilities must conduct regular cleaning and disinfecting, and more frequent cleaning and disinfecting of frequently touched surfaces – see NYSDOH “Interim Guidance For Cleaning and Disinfection of Public and Private Facilities for COVID-19” for detailed instructions.

https://coronavirus.health.ny.gov/system/files/documents/2020/08/interim-guidance-public-and-private-facilities_1.pdf

The responsible party submitting this form must affirm below that all applicable current NYS COVID-19 Executive Orders and Guidance will be followed.

Responsible Party:

I am the responsible party for the event listed. I have reviewed all applicable New York State interim guidance for event activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate this event in accordance with such guidance.

Signature

Date