

Walla Walla County Fairgrounds 1866 VIP Clubhouse Event Safety Plan Phase 3

Event/Organization Name:

Event Manager/Contact:

Completed by:

Email Address:

Today's Date:

All events in the 1866 VIP Clubhouse must complete and submit this safety plan to the Fairgrounds Main Office at least two (2) weeks prior to their event for County approval. Once submitted and approved, this safety plan must be complied with by the event organizer.

- **Organizer agrees and understands that failure to comply with this safety plan will result in loss of rental deposit and termination of the lease. I understand and agree:**

This plan includes the written procedures and practices this business establishment has implemented to prevent the spread of COVID-19 for Walla Walla County Fairgrounds indoor 1866 VIP Clubhouse.

This plan adheres to all measures established by the Governor's guidance, the Department of Labor & Industries (L&I) [Coronavirus \(COVID-19\) Prevention: General Requirements and Prevention Ideas for Workplaces](#), and the [Washington State Department of Health Workplace and Employer Resources & Recommendations \(DOH\)](#). This plan incorporates the latest industry guidance available from the State of Washington at <https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers>

Under the Phase 3 Wedding, Funerals and Events COVID-19 Requirements <https://www.governor.wa.gov/sites/default/files/COVID19%20Wedding%20Funeral%20and%20Events%20Guidance.pdf>

All surface areas will be disinfected prior to an event and after each event by Fairgrounds staff.

SOCIAL DISTANCING & MASKS

6 foot separation will be maintained between all event staff and event contestants during all interactions, at all times. The following prevention measures will be taken:

- The 1866 VIP Clubhouse is 1,322 square feet. Under Wedding, Funeral and Event guidelines, there will be no more than 40 people, or 50 percent, whichever is less, not including event staff.
- There will be no more than 40 in 1866 VIP Clubhouse at any time.
- Masks are required at all times, except in the circumstances allowed under the industry guidelines.
- Signs are placed by Fairgrounds staff. Signs in place: Masks required, sanitizing information and directions to sanitizers, stay home if sick and references to state guidelines. Events will place additional signage during their event if sanitizing stations are added.

Per State Weddings, Funerals and Events Guidelines pre-entry and attendee tracking must be done. What are your attendance guidelines and record retention to meet guidelines?

CUSTOMER TRAFFIC MANAGEMENT

- The 1866 VIP Clubhouse occupancy will be kept to a maximum of 40 people, at a time as per Wedding, Funeral and Events Guidelines.
- EVENT IS NOT OPEN TO THE PUBLIC. NO SPECTATORS. Only necessary participants will be in attendance.
- All attendees will maintain social distance guidelines for safety.

- Signs at entrance and around building communicates occupancy limit, six-foot physical social distancing guidance and requirement for masks.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Events are required to provide PPE to all event staff.

What PPE equipment will you provide for your event staff to meet guidelines?

What are your guidelines to meet requirements of staff wearing/using PPE?

- Signage at entrance of building and around building requires event staff/participants to wear masks, to sanitize and to not enter if sick.

SANITATION AND CLEANING

- All high touch surface areas will be sanitized by Fairgrounds staff before and after events. Sanitation during events will be done by event staff as follows:

- Restrooms: The 1866 VIP Cluhouse restrooms will be cleaned and sanitized prior to, and after, event by Fairgrounds staff. Sanitation during event will be done by event staff.

HANDWASHING/SANITIZING

- Event staff are required to wash hands/use sanitizer frequently throughout event, including before and after using the restroom, before and after eating, coughing, sneezing or blowing their nose.
- Hand sanitizer is located at entrance, inside building and in restrooms, kept filled by Fairgrounds staff.
- Sanitizer will be provided by events, during events. Sanitizer(s) provided will be:

EVENT STAFF HEALTH SCREEING

- All event staff are screened for signs/symptoms of COVID-19 at the start of event. Sick event staff are instructed to go home immediately if they appear or feel sick.

- Any area a sick event staff worked is immediately cleaned and sanitized using cleaning guidelines from the CDC.

EVENT STAFF TRAINING

Events must follow COVID-19 training guidelines for all event staff. What training have your event staff received or will they receive prior to your event?

PLAN MONITORING

This plan will be monitored throughout event for compliance by the COVID-19 site monitor(s). The following event staff will be designated as plan monitors:

EVENT STAFF AND ATTENDEE LOG - EVENT REQUIREMENTS

Events must require pre-registration and maintain a log of all event staff/attendees for at least 4 weeks, per guidelines. What is your requirement for pre-registration and what do you have in place to log all staff/attendees.

This safety plan, once complete, is to be mailed, emailed or placed in the dropbox at the Fairgrounds.

Address:

Walla Walla County Fairgrounds

P.O. Box G

Walla Walla, WA 99362

Email:

info@wallawallacountyfairgrounds.

You may add additional pages if more room is necessary.