

## Walla Walla County Fairgrounds Community Center Indoor Safe Plan - PHASE 3

Organization Name: \_\_\_\_\_  
Event Manager/Contact: \_\_\_\_\_  
Completed by: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Today's Date: \_\_\_\_\_

All events in the Community Center 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 by the Fairgrounds, 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 Community Center event use.

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, Funeral and Events COVID-19 Requirements COVID19 Wedding Funeral and Events Guidance.pdf (wa.gov) and if serving food/beverages, Eating and Drinking Establishment COVID-19 Requirements COVID19 Restaurant and Tavern Guidance.pdf (wa.gov)

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 customers during all interactions, at all times. The following prevention measures will be taken:

- The Community Center rents by the half building and full building. Full building maximum occupancy is 798 with 12,271 square feet. Half building maximum occupancy is 365 with 5,628 square feet. For use on both, there will be a table maximum of 10. Per Phase 3 guidelines, the max occupancy is 50% or 399 for full building use, or 182 with half building use, with 6-foot social distancing required between groups and tables.
- Masks are required at all times, except in the circumstances allowed under the industry guidelines.
- Signage is up requiring masks, sanitizing, stay home if sick, and reference to state guidelines.
- All use of the Community Center requires a detailed rental application, rental agreement, insurance, and safety plan prior to event. The safety plan must show how the applicant will meet the standards of the guidelines applicable to the type of event (weddings, funerals, other event)

What is your procedure for counting people and ensuring social distancing and face covering use?

### CUSTOMER TRAFFIC MANAGEMENT

- Building occupancy will be kept to a maximum of 50% max occupancy.
- Full building 50% max occupancy: 399
- Half building 50% max occupancy: 182
- Tables will be assigned by event with no more than 10 people per table, with six foot of separation between tables, per guidelines.
- Signage at entrance and around building communicates occupancy limits, six-foot physical distancing guidance and requirement for face coverings.

How many people will be at your event? How will you ensure this?

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Events are required to provide PPE.
- What PPE equipment will you provide for your event to meet guidelines?

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

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

### SANITATION AND CLEANING

- Restrooms, kitchen and surface areas will be sanitized by Fairgrounds staff before and after events. Events are responsible for sanitation during event. Sanitation during events will be done by event as follows:

### HANDWASHING/SANITIZING

- Event participants are required to wash hands and use sanitizer frequently throughout event, before and after using restroom, eating, coughing, sneezing or blowing their nose.
- Hand sanitizer is located on North and South walls, kept filled by Fairgrounds staff.

Sanitizer will be provided by events, during events. Sanitizer(s) provided and location(s) will be:

### EVENT STAFF HEALTH SCREEING

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

- Any area a sick participant was is immediately cleaned and sanitized using cleaning guidelines from the CDC.

### EVENT STAFF TRAINING

Events must follow COVID-19 training guidelines for all event management/staff. What training have your event management/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 monitor(s):



### EVENT STAFF LOG - EVENT REQUIREMENTS

Events must maintain a log of all event staff/participants for at least 4 weeks, per guidelines. what do you have in place to log all event staff and participants, to include name, address, phone and email?



NOTE: If you are SERVING FOOD AND BEVERAGES OR BRINGING IN A CATERER(vendor) YOU MUST COMPLETE AND HAVE ON FILE A SAFETY PLAN PER STATE GUIDELINES: [COVID19 Restaurant and Tavern Guidance.pdf \(wa.gov\)](#)

- Prior to beginning operations, all vendors working at a wedding service, funeral, or event are required to develop a comprehensive COVID-19 exposure control, mitigation, and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure-response procedures and a post-exposure incident project wide recovery plan. A copy of the plan must be available for inspection by state and local authorities, but state and local authorities are not required to preapprove the plan. Failure to meet planning requirements may result in sanctions including the vendor's business or the venue being shut down.

You may attach additional pages if more room is necessary.

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.