



**Public Health**  
Prevent. Promote. Protect.

Hill County Health Department

Hill County Health Department  
302 4<sup>th</sup> Ave  
Havre, MT 59501  
406-400-2415

## Planning Form for Group Gatherings:

**Governor Bullock's 5/19/20 Directive states that gatherings of over 50 people may occur with adequate and maintained social distancing beginning June 1st. As stated in the directive, "If you are planning an event with more than 50 people you should consult with your local public health office on a plan to implement adequate social distancing." Please submit your plan for your gathering using the form below. A health department employee will contact you with feedback or questions.**

I have read the above disclaimer.

**All fields need to be completed in order to submit this form.**

I agree to complete the following form to the best of my ability.

### Contact Information

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

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

Phone Number: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To submit this form:** email to [hchd@hillcounty.us](mailto:hchd@hillcounty.us)

**Please submit at least 10 days prior to your proposed event.**

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## Ticketing

1. Are attendees required to have a ticket to enter the event?  
Yes      No
2. If the event is ticketed, what is your plan to allow for physical distancing during the ticket entry process? Consider the suggestions below.

\*Consider or utilize the following ideas: • Limit access to events to ticketed event goers only. o Implement limited ticket sales. • Limit event sizes to allow for social distancing. • Require reserved seating. o Do not allow for general standing areas. o Require that each ticket correlates with a reserved seat. • Encourage event goers to sit with household members. o If possible, provide spacing between different ticket groups. □ E.g. offer ticket options in groups of 2, 4, 5, etc. with empty chairs between the grouped tickets. • Consider offering more events with less event goers. o E.g. Three smaller concerts instead of one large concert. • Continue to offer virtual events or event streaming.

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## Entry and Exit

3. What is your plan for allowing social distancing in ingress and egress areas?

\*Consider or utilize the following ideas to avoid congested or "bottleneck" areas: • Implement staggered entering and exiting of the facility o Create staggered entering times. State the time frame individuals are encouraged to enter on their ticket. o At the end of an event, dismiss people by category (e.g section, row, last name, etc.) • Offer flexible hours to provide for social distancing o Allow event spaces to open earlier or close later for ample time for guests to move in and out.

## Food and Beverages

4. Will your event be providing food or beverage services?  
Yes      No

If your event will have food or drink and will not be held at a licensed food facility, then you may be required to obtain a special event or temporary event food permit.

5. Will the event be held at a licensed retail food establishment?  
Yes      No

If you are a licensed retail food establishment, continue to follow state and local regulation in addition to your social distancing plan.

6. Is this a private event?  
Yes      No

7. If your event will have food or drink, use the space below to provide a plan to provide social distancing while providing these services. Please note that Governor Bullock's directive currently prohibits self-serve buffets.

\*Consider or utilize the following ideas for social distancing: Consider table service or single-serve packed meal options. Consider limiting alcohol sales. If food is served in a concession setting, provide markings on the ground for social distancing for patrons waiting in line. Buffets and self service food areas are not allowed in Phase 2.

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## Restrooms

8. What is your plan to avoid restroom congestion? Please describe your plan to prevent crowding in these areas. Review the suggestion below.

\*Consider or utilize the following options: Bring in additional restrooms such as port-a-potties. Provide markings on the ground for social distancing for patrons waiting in line. Place signage on restrooms requesting limited numbers of people in stalled restrooms at all times. Consider closing private restrooms and only utilizing port-a-potties.

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## Cleaning

9. Please describe your plan for cleaning of the facility. (Consider the following: who is cleaning, how often is cleaning occurring, how are you ensuring that the cleaning occurs?)

\*Examples: Clean all “high touch” areas such as counters, doorknobs, tables, benches, chairs, restrooms, dressing rooms etc. frequently. • Ensure cleaning products are available for members or have staff ready to clean before and after events. • Clean high touch surfaces after every use. • If available, use disposable gloves to clean surfaces.

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## Respiratory Etiquette and Hand Hygiene

10. Please check all of the following places you plan to offer hand washing or hand sanitizer for attendees.

Entry of facility

Restrooms

Common spaces

Any area where food is served

11. Will you be considering the use of cloth face covering for staff or attendees?

Yes

No

\*Studies have shown that people may be contagious with COVID19 before they show any signs or symptoms. The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission

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## Overall Event Plan

12. Please describe your plan for social distancing for all other aspects of your event.

Please include a description of the regulation of numbers of attendees, health screening, and traffic flows of participants. A diagram is helpful. See Event Planning for Mass Gatherings in Phase 2 for assistance. Attach additional pages if needed.