



COVID-19 Event Safety Plan and Checklist Affirmation

Dear applicant,

In order for your permit application to be reviewed, you must review and sign the COVID-19 Safety Plan and Checklist Affirmation. All boxes must be checked and initialed to affirm that you will comply. Any support documentation or further plans may be submitted along with this affirmation for review.

Event ID:

Event Name:

Applicant Name:

Applicant Phone:

Applicant Email:

1) **Physical Distancing:** To ensure attendees comply with physical distancing requirements, you/your organization agree to do the following:

- Ensure there is enough space to allow for 6 ft. of distance between all attendees or household groups, unless safety or core function of the event/activity renders such distance not possible. ____ (initial)
- Create distancing markers or signage that denotes 6 ft. of spacing in commonly used and other applicable areas on the site (all marking must be temporary or free standing). ____ (initial)

2) **Face coverings:** To ensure all events comply with State face covering requirements, you/your organization agrees to do the following:

- Post signage to remind attendees about requirements to wear face coverings throughout the duration of your event and message to attendees before the event and at event that face coverings must be worn. ____ (initial)
- Provide a face covering for all staff and volunteers, and maintain supply of replacement face coverings. ____ (initial)

- Maintain a supply of face coverings for attendees who arrive at the event without a face covering. ____ (initial)
- 3) **Hygiene:** To ensure attendees can practice good hand hygiene, you/your organization agree to do the following: Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH):
- Provide visible hand hygiene stations for attendees, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer for areas where handwashing is not feasible. ____ (initial)
 - Regularly clean and disinfect common areas and shared surfaces. ____ (initial)
 - Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves, sanitize and/or wash hands before and after contact. ____ (initial)
- 4) **Communication:** To ensure that event organizers and attendees comply with communication requirements, you/your organization agree that you will do the following:
- Post temporary or freestanding signage throughout the site to remind attendees to adhere to proper hygiene, physical distancing rules, appropriate use of face coverings= and cleaning and disinfecting protocols. ____ (initial)
 - Establish a communication plan for employees, volunteers and attendees with a consistent means to provide up to date/on site information. ____ (initial)
 - Maintain a log of attendees and contact information for your records as practicable. ____ (initial)
 - If an attendee tests positive for COVID-19 after your event; event organizer must cooperate with contact tracing efforts, including notification of potential contacts, who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. ____ (initial)
- 5) **Process:** To ensure the event organizer and its' employees and/or volunteers comply with requirements set by the State Department of Health.
- Implement mandatory health screening assessments for employees and/or volunteers prior to the event: Prior to the event, employees/volunteers must notify



Office of the Mayor

Citywide Event Coordination and Management

Street Activity Permit Office

253 Broadway, 6th Floor

New York, NY 10007

212-788-0025

of: (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Responses must be reviewed and documented. ____ (initial)

- If any employee/volunteer is experiencing COVID-19 symptoms, do not permit them to enter the event space. ____ (initial)

I have read and will comply with all guidelines and safety measures outlined above. I understand that the Street Activity Permit Office and the Mayor's Office of Citywide Event Coordination and Management reserves the right to request a more robust safety plan should they deem one necessary based on the details of my event.

Sign:

Date:

Stay up to date with NY Health and Safety guidelines: <https://forward.ny.gov/reopening-new-york-city>