

## **Orange County Special Event Permit Requirements during COVID-19**

To enhance the protection of individuals and communities and to prevent the spread of coronavirus (“COVID-19”), Orange County is requiring the submittal of a “Safety Plan” as part of a request for a special event permit. Your application submittal, including the submission of a Safety Plan, shall demonstrate compliance with Mayor Jerry L. Demings’ Emergency Executive Orders 2020-12 and 2020-25 and the Safety Plan requirements below.

The Safety Plan shall include floor layout of the entire event area and demonstrate compliance with the following:

1. Signage requiring the wearing of masks and social distancing shall be prominently displayed.
  - Location(s) of signage must be indicated in the Safety Plan;
  - General verbiage of signage must be included in the Safety Plan; Signage must include the phrase “Face Coverings Required” in a minimum of 1” lettering.
  - Signage shall be a minimum of 11” x 17” in size and located in highly visible location(s) (including entrance) with 1 sign for every 100 square feet of event area.
2. Check Points/Floor Markings shall be provided.
  - Floor, surface or ground markings and checkpoints shall be identified in the Safety Plan showing how a minimum 6-foot separation in queues and between any tables and/or chairs will be met.
  - The Plan should eliminate lines or queues wherever possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks in congregation areas such as entrances, exits, and restrooms.
3. Face coverings shall be required unless otherwise exempt pursuant to Section 3 of Executive Order 2020-25.
  - Indicate how the face covering requirement will be enforced (e.g. Security, Staff).
  - Attendees eating or drinking should be encouraged to remain stationary.
4. Social Distancing of six feet between individuals or parties shall be practiced.
  - Indicate how the social distancing requirement will be enforced (e.g. Security, Staff).
  - Floor layout should encourage appropriate social distancing.
  - Event plan must show physical barriers, such as sneeze guards and partitions, in areas where it is not possible for individuals to remain at least 6 feet apart.

The following recommendations are highly encouraged to be included as part of your Safety Plan to assess overall compliance with the best safety practices and Centers for Disease Control and Prevention (“CDC”) guidelines:

1. Use temperature checks prior to entering event.
2. Provide additional restrooms to minimize queues and promote social distancing.
3. Provide multiple entrances and exits to discourage crowding or direct persons.
4. Show location(s) of hand sanitizer or hand washing stations.
5. Touchless payment systems are encouraged.
6. Identify cleaning protocols that disinfect surfaces and materials between uses by using an EPA-approved disinfectant.
7. Ensure proper ventilation and increase circulation of outdoor air as much as possible. If using fans, make sure they do not blow from one person onto another.
8. Consideration to limit attendance by staggering, rotating shifts or arrival times.

For additional considerations on CDC Guidelines for Special Events or Gatherings:

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>