



**PLAN TEMPLATE FOR LARGE INDOOR EVENTS**

(Posted August 12, 2021)

**A Health and Safety Plan is required for all Large Indoor Events and all Mega-Events.**

Large Indoor Events are events with an attendance of between 1,000 and 4,999 people. Large Indoor Events may include—among other things—indoor conventions, conferences, and expos, concerts, shows, sporting events, live events and entertainment, festivals, and large private events or gatherings. This template is intended for use by hosts or organizers of Large Indoor Events.

Mega-Events are indoor events with more than 5,000 people attending or outdoor events with more than 10,000 people attending. Hosts or organizers of Mega-Events must submit a detailed plan that includes all of the information set forth in Section 7(c) of the [Safer Return Together Order](#).

**How to Submit a Plan:**

Use the template beginning on the next page. **Plans must be submitted to [HealthPlan@sfcityattty.org](mailto:HealthPlan@sfcityattty.org) at least ten business days before the planned event.** You do not need advance written approval to proceed with your event. But if the Health Officer identifies deficiencies in the plan, DPH will contact you, and you are required to use your best efforts to work with DPH to address any and all deficiencies before the event occurs.



# Large Indoor Events Health and Safety Plan

Plan Submission Date: \_\_\_\_\_ Event Date and Time: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

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

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

Address of Event Venue: \_\_\_\_\_

Contact Person (name and information): \_\_\_\_\_

Website of Organization or Venue (if applicable): \_\_\_\_\_

Venue Capacity: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

(Attendees refers to patrons in the audience. Event staff members, performers or volunteers should be excluded from this tally).

Will food and/or drinks be served at the event?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the event involve a performance?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## Health and Safety Requirements and Considerations for Large Indoor Events

### Communication with attendees

Have you communicated the following information to your attendees?

The health and safety measures you are taking at your event.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
That all attendees must provide proof of full vaccination.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
That all attendees must wear a well-fitted mask at the event.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

### Vaccination

Staff and patrons aged 12 and older must be fully vaccinated.

Describe how you will verify the vaccination status for attendees. Note that you may not accept a written self-attestation as proof of full vaccination. You also may not accept proof of a negative COVID-19 test in lieu of proof of fully vaccination.

## Masking

All individuals two-years old and older must wear a well-fitted mask at all times unless a specific exception (e.g., while actively eating or drinking) applies. See [Safer Return Together Order](#), Appendix A.

Describe the measures you will take to ensure that the masking requirement is followed at your event. (Staff monitoring, signage, announcements, reminders on the ticketing website and on social media.)

Performers at indoor live events may remove their masks while actively performing. If they do so they must maintain a distance of at least six feet from members of the public, and as much distance as possible from other performers. If the event involves a performance, please complete this section.

All performers have been informed about masking and distancing rules they must follow while performing.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
You have provided ample space for performers to safely distance from each other and from attendees.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## Ventilation

Ventilation is an important measure to reduce the risk of transmission of COVID-19.

You have taken measures to improve ventilation in the facility as much as feasible (See <a href="https://www.sfdph.org/dph/files/ig/COVID-19-Ventilation-Guidance.pdf">https://www.sfdph.org/dph/files/ig/COVID-19-Ventilation-Guidance.pdf</a> )	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>If attendees are allowed to remove their Well-Fitted Mask under any of the exceptions listed in Appendix A of the <a href="#">Safer Return Together Order</a> (e.g., to eat or drink), at least one of the following ventilation strategies must be employed (check all that apply):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> all available windows and doors accessible to fresh outdoor air are kept open as long as air quality and weather conditions permit; or</li> <li><input type="checkbox"/> fully operational HVAC system; or</li> <li><input type="checkbox"/> appropriately sized portable air cleaners in each room.</li> </ul>		

## Traffic Flow

Describe strategies you will take to improve traffic flow during the event (including, for example, while standing in line for food or beverages, if applicable) and while people are arriving and leaving the event.