

# COVID-19 Safety Plan

## New Requirements for Special Events

### CREATING A PLAN

The City of Raleigh's Office of Emergency Management and Special Events requires all special event organizers to submit a COVID-19 Safety Plan. The purpose of the plan is to outline the actions you will take at your event to reduce the impact and transmission of the virus. City personnel will review each plan and make recommendations as needed.

These guidelines have been created to help event organizers understand what information should be considered when creating a plan.

### GENERAL CONSIDERATIONS

At a minimum, address the following considerations when creating your COVID-19 Safety Plan:

1. How do you plan to ensure your special event does not exceed the State's current mass gathering limitations for the duration of the event?
2. How do you plan to maintain the six (6) feet of physical distance required for employees, vendors, and attendees?
3. How do you plan to ensure employees, vendors, and attendees comply with the State's face covering requirements?
4. How do you plan to separate entrances and exits to control the flow of attendees?
5. How do you plan to provide adequate sanitation and personal hygiene for employees, vendors, and attendees?



6. How do you plan to monitor symptoms of employees, vendors, and attendees?
7. How do you plan to discourage employees, vendors, and attendees who are experiencing COVID-19 symptoms from attending?
8. How do you plan to discourage high-risk populations from attending?
9. What is your communications strategy for sharing information about COVID-19 requirements, both before and during the event?
10. Please share any additional actions that will be taken.

### CONTACT

For questions or additional information, please contact the Office of Emergency Management and Special Events at:

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