**The following requirements apply to special or seasonal events where there will be more than 25 people in total attendance. A written plan must be turned into and approved by the Vigo County Health Department 7 days prior to the event.**

**Please email plans to beth.morse@vigocounty.in.gov**

**Capacity Limits:** Outline the steps that will be taken to ensure the allowable limits and social distancing can be achieved.

**Guest Information:** Outline how you will provide appropriate information to guests to stay home if sick or part of a vulnerable population.

**Staff and Volunteer Screening:** Identify measures that will be taken to appropriately screen staff and volunteers for COVID-19 symptoms

**Social Distancing Measures:** Outline measures that will be employed to ensure attendees engage in social distancing.

**Increased Sanitation:** Provide the steps that will be taken to ensure the event space is appropriately cleaned and sanitized.

**Face Coverings:** Face coverings should be highly recommended, if not required by the event organizer

**Compliance:** Identify the event staff or volunteers who will monitor and ensure compliance with the approved plan