



APPENDIX A
EVENTS AND GATHERINGS WITH MORE THAN 25 PEOPLE

Event organizers should recognize that there is inherent risk with bringing together large groups of people during the COVID-19 pandemic. The CDC recognizes that large events and gatherings can contribute to the spread of COVID-19 and can introduce the virus into communities through travelers who attend the events. Further, CDC recommends canceling large gatherings and events if the community spread of COVID-19 is “minimal to moderate” within the community.

Adhering to the requirements outlined below will help mitigate the risk, but will not eliminate it.

1. Events and gatherings that will have a total of more than 25 people, including attendees, volunteers and staff, shall:
 - a. Be highly structured so that event organizers or staff can ensure that requirements will be met throughout the event.
 - b. Create a written COVID-19 safety plan to show how the event will be managed so that all requirements are met.
 - c. Confer with the Health Department’s Environmental Health Division at jrolich@bsb.mt.gov or 406-497-5027 before the event or gathering and submit a plan for review if requested by the Health Department or if the event or gathering will have more than 250 people in attendance.
2. Events and gatherings that will have a total of more than 25 people, including attendees, volunteers and staff must meet the following requirements:
 - a. Capacity:
 - i. Organizers must determine the maximum event or gathering capacity, based on space needed for adequate physical distancing of people at the event or gathering and the total number of people that can be effectively managed at one time. This capacity shall not be exceeded.
 - ii. Organizers must be able to effectively exclude people if admitting them would exceed the maximum event capacity or if six-foot distancing in waiting lines outside of the event cannot be maintained.
 - b. Physical Distancing: Six-foot physical distance between individuals/associated parties/25-person groups shall be maintained throughout the event or gathering.
 - c. Static Groups: Events and gatherings may use static groups of 25 or fewer people who do not intermingle with other static groups of 25, to manage physical distancing within an event or gathering.
 - i. Strict physical distancing is not required within the 25-person group.
 - ii. Organizers must ensure that each group is static and that groups will not intermingle during the event or gathering, including when entering, exiting, or moving throughout the venue; and
 - iii. Use of 25-person groups does not otherwise change the total number of allowable people at an event or gathering or the requirements that apply.
 - d. Traffic flow: Foot traffic flow, including entry into the venue, moving throughout the venue, finding seating, exiting the venue, and waiting in lines shall be



- designed and monitored to ensure six-foot physical distancing will be maintained between individuals or associated parties.
- e. Event boundaries: The physical boundaries of the event or gathering shall be clearly defined and delineated to ensure crowds and flow can be managed.
 - f. Signage: Signs and other visible markers shall be used to help attendees understand and comply with physical distancing or other event requirements.
 - g. Enforcement of Requirements: Organizers must anticipate that some attendees will not understand or follow the requirements. Organizers shall be able to manage or exclude participants who are not adhering to the applicable requirements.
 - h. Cleaning and Disinfection: Frequently touched surfaces, including bathroom facilities, shall be disinfected frequently during the event or gathering.
 - i. Sanitary Facilities: Toilets, handwashing facilities, and hand sanitizer shall be provided.
 - j. Health Screening: Staff, volunteers and attendees with COVID-19 symptoms shall be excluded. To ensure symptomatic individuals are excluded, organizers shall require:
 - i. Pre-shift health assessments on all staff and volunteers; and
 - ii. Attendees to complete a health assessment before attending the event or gathering.
 - k. Close Contact Identification: In case of an exposure to COVID-19 at the event or gathering, organizers and/or attendees must be able to identify where an attendee was sitting or located during the event, and who may have had close contact with the COVID-19 case. This information must remain available for public health officials for at least two weeks after the event or gathering.
 - l. Face Coverings: Organizers are required to comply with all current state directives and local rules/orders for face coverings, as they apply to the event or gathering.
3. The event or gathering shall be modified, scaled back, postponed or canceled if notified by the health officer that further restrictions for gatherings and events are necessary based on the epidemiological situation at the time the event will take place.
 4. The Health Department may approve alternate strategies to the requirements listed herein, if the department determines that those strategies will provide equivalent public health protection.
 5. Organizers must follow the COVID-19 safety plan during the event or gathering. If necessary, organizers shall make further adjustments during the event to ensure that requirements are being met.
 6. The health officer may cancel an event or gathering if it does not adhere to the requirements of this order.
 7. The venue may have additional requirements based on the governor's directives. If requirements for the event or gathering and the venue conflict, the more restrictive requirement applies.
 8. If the event will have more than 250 people:



THE CITY-COUNTY OF Butte-Silver Bow

Health Department
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Ph: 406-497-5020 Fax: 406-497-5095
<http://co.silverbow.mt.us/135/Health>

- a. Organizers must submit a complete COVID-19 safety plan to the Butte-Silver Bow Health Department at jrolich@bsb.mt.gov or at 25 W. Front St., Butte, MT 59701, before the event or gathering. Organizers are encouraged to submit the plan as early as possible to give time for review and collaboration, but must submit it at least 10 business days before the event.
- b. The department will provide responses within five business days of receiving the plan.
- c. Responses may include additional requirements or requests for more information.
- d. The health officer can limit the number of people who may attend the event or gathering based on the submitted plan and venue. Organizers must ensure that health officer-imposed capacity limits are complied with during the event or gathering.
- e. The event or gathering shall not take place without written approval of the COVID-19 safety plan from the Butte-Silver Bow Health Department.
- f. The Health Department shall make the final determination of whether the plan will ensure that the requirements for large events and gatherings can be achieved during the event or gathering.
- g. The Health Department may revoke the approval for failure to adhere to the elements of the plan or failure to manage the event as approved.
- h. The Health Department's approval is based on review of the COVID-19 safety plan's compliance with local, state and national authorities regarding best practices to mitigate the spread of COVID-19. Approval of the COVID-19 safety plan by the Health Department does not eliminate the risk of spread of COVID-19.