

**STATE OF NEVADA**  
**Large Gathering Venue COVID-19 Preparedness & Safety Plan**  
**DEPARTMENT of BUSINESS AND INDUSTRY CHECKLIST**  
<https://nvhealthresponse.nv.gov/>



**Instructions:**

A COVID-19 Preparedness & Safety Plan is required for large gatherings at:

- Events with 2,500 Fixed Seating Capacity or More that want to host an event or gathering for more than 250 people. These venues are capped at 10% of the venue’s total seated capacity.
- Trade Shows, Conferences, Conventions, Professional Seminars & Large Business Meetings in excess of 250 people, which are capped at a total of 1,000 total attendees and/or registrants.

This checklist will help event sponsors prepare for a successful event and draft an event-specific operational plan. This checklist is not intended to fully inform you of every provision regarding COVID-19 prevention and mitigation. Knowing those is your responsibility. The plan and any supporting documents must fully address all elements on the list. Failure to address all items may result in your event being delayed, disapproved or closed.

**General Event & Venue information:**

- Event Coordinator name(s) & contact information, including how they can be reached during the event.
- Event name, location & specific hours of operation (including set up and tear down)
- If your venue has been closed for an extended period of time, have you followed the reopening guidelines to prevent the transmission of non-COVID illnesses such as Legionnaire’s Disease?
- How does your plan address rules and guidance specific to your venue/industry?

**Venue Capacity & Map**

- Size of the venue in square feet and regular occupancy level
- Total number of attendees over the course of the event and maximum number of attendees at any one time
- Discuss how compliance with the maximum number of attendees will be achieved. For example, will attendees be together in one group, will there be separate sections, will you use pods, will people cycle in and out of the event?
- Discuss how the planned number of attendees will be enforced.
- Provide a map and/or plot plan of the venue that shows the following:

<input type="checkbox"/> Location of booths and/or stages	<input type="checkbox"/> Traffic flow through event	<input type="checkbox"/> Food service locations
<input type="checkbox"/> Toilet facilities	<input type="checkbox"/> Screening station(s)	<input type="checkbox"/> Distinct locations within venue with separate capacities
<input type="checkbox"/> Handwashing/sanitizing stations	<input type="checkbox"/> Isolation area	

**Sanitation Schedule:**

- What sanitizers and/or disinfectants from the [EPA "N" List](#) are you using?
- What is the required contact time for the chosen product and how will you ensure this is met?
- Who will be responsible for sanitizing each area identified including restrooms, concession stands, high-touch items such as door handles, shared equipment, etc.?
- How frequently will you sanitize or disinfect various surfaces/items?
- Where will hand sanitizer be placed, how often will it be checked for restocking and who will be responsible for restocking?

**Use of Face Coverings and Personal Protective Equipment (PPE):**

- Discuss how the event will comply with the face covering requirement for attendees, vendors and performers.
- What signage will you have in place informing attendees, vendors and performers of the face covering requirements?
- How will you enforce proper wearing of face coverings?

- What PPE will staff use for sanitizing?
- Do you have sufficient face coverings and PPE to distribute to staff?

**Registration/Check-in:**

- Describe the registration and check-in system you will use to avoid crowding at the entry point. If this cannot be accomplished online, provide a process that is deemed as least as effective.
- Identify the communication protocols with all attendees prior to arrival, upon arrival, and throughout the event.

**Social Distancing:**

- How will you ensure staff, attendees, vendors, and performers to remain at least 6 ft apart within the venue?

<input type="checkbox"/> Traffic arrows or guides	<input type="checkbox"/> Queuing within venue	<input type="checkbox"/> Barriers at vendor booths
<input type="checkbox"/> Scheduled entry	<input type="checkbox"/> Posters	<input type="checkbox"/> Sections within venue
<input type="checkbox"/> Restroom access/use	<input type="checkbox"/> PA reminders	<input type="checkbox"/> Pods within sections

- How will you space performers who are singing, playing wind instruments, engaging in physical activity, or similar performers at least 25 feet away from attendees?
- What other PPE or engineering controls (e.g. plexiglass partitions, stanchions, hedges) are you implementing to accomplish social distancing?
- How will you inform attendees, vendors, and performers of the social distancing requirements? (e.g. signage, announcements, etc.)
- Who will be responsible for enforcing social distancing requirements?

**Risk Assessment Analysis:**

- Who is attending/participating in the event? (any susceptible or at-risk populations?)
- Do your face covering, PPE and social distancing controls reasonably accommodate the needs of persons with disabilities?
- Will you require or recommend attendees, vendors and performers to download the COVID Trace app?
- Designate a primary contact from the event organizer that will be responsible for collecting and retaining contact information (name, phone, email, etc.) for all attendees for 60 days following the gathering or event to assist the local health authority with contact tracing should there be a positive case identified from the gathering or event.

**Health Screenings & Isolation:**

- Designate a medical professional who must always be located on-site (EMT, nurse, physician).
- Will you pre-screen staff, attendees, vendors, and/or performers? How? (e.g., testing, medical questionnaire or temperature checks)
- What will you do if someone on-site does not pass your screening requirements?
- What will you do if someone becomes ill with COVID-like symptoms on-site?

**Employee/Staff Training & Enforcement:**

- How will you train staff on cleaning, sanitizing, and disinfecting?
- If you will be using chemicals that are corrosive or flammable, what is your Hazard Communication program?
- How will you train staff on face covering and PPE use?
- How many staff/volunteers will you have to enforce capacity, social distancing and face covering requirements?
- What will you do when a staff member, attendee, vendor, or performer does not comply with face covering, PPE or social distancing requirements? Who will have authority to deny entry or remove a patron who is not complying with the requirements?

**Health Authority Approval:**

- Provide a letter from the applicable local health authority confirming that the plan meets local health guidelines and will not place an unacceptable burden on the local health system. This must be submitted with the plan.

**Submission Instructions:**

- For all large gathering events not regulated by the Gaming Control Board or Nevada Athletic Commission, submit the plan to the Department of Business and Industry, Division of Industrial Relations.
- Plans must be submitted to the Department of Business and Industry 30 days prior to the event. Note that local jurisdictions may have other approval requirements that also need to be met.
- Phone: (702) 486-9000
- Email: [COVID19Plans@dir.nv.gov](mailto:COVID19Plans@dir.nv.gov)