

Temporary Event with Food COVID-19 Plan Requirements

Temporary Events with Food: COVID-19 Plan Requirements (updated 4/23/21)

Due to the current COVID-19 pandemic, Public Health – Seattle & King County is requesting additional information from coordinators of temporary events with food service prior to approval. The plan must include information on how the event will control for health screening, physical distancing and sanitation. The following information should be included in the plan and submitted to PHSKC:

1. Health Screening

- **Event staff** - Describe how you will ensure all event staff are screened for COVID-19 before beginning work. Include what you plan to do with event staff who either have symptoms or have been exposed to someone with COVID-19 or symptoms.
 - **Recommendation:**
Please follow DOH Guidelines on quarantine and isolation when staff or vendors have COVID-19 symptoms or are exposed to someone who is sick. This is summarized in our document, [What Should I Do if a Food Worker is Diagnosed with COVID-19](#).
- **Vendors** - Describe how you will ensure that all vendors are screened for COVID-19 symptoms before beginning work.
 - **Recommendation:**
Identify ways to check on vendors before they arrive at the event.
- **Customers** - Describe how you will ensure customers who exhibit symptoms are excluded. Customers should self-screen for symptoms before attending the event.
- Describe how you plan to discourage/communicate with customers, staff, vendors who are at a higher risk of illness
 - **Recommendation:** Include the full definition of the high-risk category.
People at higher risk include:
 - Over 60 years of age
 - With underlying health conditions including heart disease, lung disease or diabetes and weakened immune systems
 - Those who are pregnant
- **Event staff** - Identify event staff who will be charged with the responsibilities of health screening for staff, vendors and customers.
- **Vendors, customers, event staff** - Describe how you will ensure that face coverings are worn at the event to help prevent the spread of Covid-19.
- **Maintain a daily log of all customers** who voluntarily provide contact information, including customer names, phone/email, and time/date they were at the event. Maintain the log for 30 days to help with contact tracing.

2. Social Distancing

- Describe how you will ensure adherence to physical distancing requirements at all times (vendors, customers, event staff). Use timed ticketing or online/phone reservations when possible to reduce crowding.
- Identify event staff who will be charged with the responsibility of ensuring the physical distancing plan is followed.
- Describe how you are ensuring event vendors are keeping adequate physical distancing during set up and tear down.
- Describe how you will ensure customers (both waiting in line and inside of the event) are keeping adequate 6-foot physical distancing. Use appropriate signage and spacing markers.
- Describe how you will intervene with customers, vendors and staff who aren't complying with the physical distancing requirements?
- Have specific event entry and exit points so the number of customers coming in and leaving the event can be counted and controlled.
- The number of participants at the event at any given time should be at or below the maximum capacity established by the governor's current guidance. Check the governor's guidance (links below) for maximum allowed capacity for your type of event or venue.

3. Sanitation

- Describe your overall sanitation plan, including sanitizing common contact surfaces, and disinfection of restrooms.
- Ensure all event staff and visitors have the means to clean their hands. Install temporary, portable handwashing stations or alcohol-based hand antiseptic dispensers for event staff, volunteers, and customers:
 - Handwashing stations must have soap; running, potable warm water; and single-use towels.
 - Antiseptic hand rubs must have at least 60% ethyl alcohol or 70% isopropyl alcohol.
 - Provide a hand wash station for staff use.
 - Provide hand sanitizer or hand wash stations at event entry points.
- Describe how you will provide adequate restroom facilities for staff and vendors with a handwash sink with hot running water supplied with soap and paper towels.
- Identify event staff that will be charged with the responsibility of ensuring sanitation plans are met.

4. Vendors

- Provide a list of vendors who will be participating at the event.
- Vendor booths must be placed at a minimum of 6 feet apart.
- Back-to-back vendor booths are allowed with a physical barrier wall between the booth backs. Barrier must be at least 6 feet high.
- A temporary handwashing station will be required in every food vendor booth which is preparing/packaging food and/or sampling food or beverages.
- Product sampling is prohibited, except for single portions offered in response to a customer's request at the vendor booth. Samples must be kept from the customer accessible area. Vendors sampling need to ensure customers being served can maintain 6 feet from other customers, this may limit sampling to one customer group at a time.

- Foods prepared at the event (in booths or mobile food trucks) must be sold to consumers in closed “to go” packaging. Provide wrapped self-service utensils and single service condiments (where appropriate).
- Consider where vendors preparing food will be placed to minimize congestion; we encourage limiting onsite food preparation steps to shorten customer wait time. Consuming food/beverages while walking through the event is not permitted. Food and beverages only allowed to be consumed in designated dining areas. Facial coverings can only be removed while actively eating or drinking in a designated dining area.
- If an onsite dining area is provided, it must be separated from customer activity areas and walkways. Event staff must be designated to monitor the dining area for compliance with the Governor’s Requirements for [Eating and Drinking Establishments](#) and the [open-air and outdoor dining guidelines](#). (including but not limited to number of people per table and spacing between seats at separate tables).
- For prepackaged food vendors (not sampling) and for nonfood vendors, a hand wash station and/or a dispenser with hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol is required for vendors and recommended to be in the booth for customers. The Governor’s [In-Store Retail Requirements](#) and the Governor’s [Miscellaneous Venues Requirements](#) must be followed as appropriate.
- If live entertainment is offered it must follow the Governor’s Requirements for [theater and performing arts](#).

5. Further Guidelines

- Prohibit pets (except for service animals) to help minimize congestion.
- Describe the signage you will use to notify customers about physical distancing expectations, not to gather in groups, staying home if sick, face coverings and where you will have these posted (required at entrances).
- Events must follow the additional governor’s guidance (including for capacity) specific to the type of venue/event:
 - [Spectator events](#)
 - [Agritourism](#)
 - [Theater & Performing Arts](#)
 - [Miscellaneous Venues](#)
 - [Racing](#)
 - [Fairs and Special Events \(most events that do not fit into another category\)](#)

Under the following circumstances, Public Health can require the event to discontinue:

- PH receives multiple legitimate complaints regarding a lack of compliance.
 - Lack of verification/documentation.
 - Lack of follow-up with identified issues. Reports of exposures to COVID-19, or of illnesses resulting from exposure and failure to manage the situation.
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Please review employee health policies and procedures with staff. **Employee health policies should prohibit food workers from working in food establishments while sick.**

The following are links to handouts on recommendations for food establishments as well as original document sources for the above information.

- [Guidelines for restaurants and other food businesses](#)
- [What to do if you have confirmed or suspected coronavirus disease \(COVID-19\)](#)
- [What to do if you were potentially exposed to someone with confirmed coronavirus disease \(COVID-19\)](#)
- [What to do if you have symptoms of coronavirus disease 2019 \(COVID-19\) and have not been around anyone who has been diagnosed with COVID-19](#)
- [Food Worker and Establishment Guidance on COVID-19](#)
- [What to do if an Employee has COVID-19 and What Not to Do](#)
- [COVID-19 Guidance for Food Workers & Food Establishments \(wa.gov\)](#)