COVID-19 Health & Safety Plan and Layout

Outdoor Events

The public has an expectation and a right to be safe while attending an outdoor event. The event producer has a responsibility to ensure their attendees the safest environment practicable and to adopt a Health & Safety Plan (HASP) to address the current COVID-19 pandemic and to guard against the spread of the virus. This HASP must be submitted to the City of Somerville along with any CitizenServe public event permit.

Please refer to the City Covid Safe Event page for the process of permitting. Some events require obtaining a permit through the CitizenServe platform while others require only approval of a HASP. Please refer to this page for update-to-date permit guidance: <https://www.somervillema.gov/covidsafeevents>.

**To be approved by the City of Somerville to conduct an Outdoor Event, you must:**

1. Review the State guidance on events and ensure your HASP is in alignment with this guidance: <https://www.mass.gov/info-details/safety-standards-and-checklist-indoor-and-outdoor-events>
2. Complete your COVID-19 Health & Safety Plan (HASP) and Layout using this template.
3. Submit this document either via the CitizenServe (<https://www.somervillema.gov/citizenserve>) if your event requires a permit or by email to the City of Somerville Inspectional Services Department at isd@somervillema.gov if it does not require a permit.
4. Receive confirmation that your HASP and Layout was approved by Inspectional Services Department; and your overall permit will be approved by City Clerk.

If you have questions, please email cityclerk@somervillema.gov regarding CitizenServe or isd@somervillema.gov regarding your HASP. You can also call 311.

# This HASP details how the Commonwealth and City of Somerville reopening guidelines will be applied to your specific event. **Keep the printed HASP and Layout on hand for your event**.

# SECTION ONE: EVENT PRODUCERS INFO

|  |  |
| --- | --- |
| **Contact Name:** |  |
| **Business Name:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |

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# SECTION TWO: Event Information

## **Narrative:**

Please describe in detail how your event will ensure current distance requirements. How will you ensure event gathering limits are maintained? For current updates on distancing and maximum attendee numbers please refer to the City website: <https://www.somervillema.gov/covidsafeevents>

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Feel free to attach additional pages if you need more space.

# SECTION THREE: Compliance with Somerville Specific COVID-19 Safety Standards

The City has developed the following list of **additional, clarified, or strengthened safety standards** that will apply to all Outdoor Events in Somerville. The standards below are required **in addition to all of the state standards.** **Check each box** to indicate that you understand and have implemented each standard, describe how you will implement each standard, and **sign** the certification at the bottom.

## **Checklist: Face Coverings**

**Face Coverings**

* All outdoor event participants and attendees must follow the State guidance that individuals must wear a mask at all times when in crowded areas, such as public events.

Please describe how you will meet this requirement

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## **Checklist: Social Distancing**

**Advanced Reservations**

* All event participants and attendees should be encouraged to be socially distant.

Please describe how you will meet this requirement

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# SECTION FOUR: Layout Plan

Attach a layout of your Outdoor Event which shows how your performers/artists, and your attendees will meet the social distancing requirements of the Commonwealth’s guidelines. This must be drawn to scale so that the Inspectional Services Department can understand how your layout achieves compliance with the Commonwealth’s guidelines and Somerville’s modifications. **This layout can be hand-drawn.**

Include your layout plan here, or attach your plan to this document.

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## **Certification**

By signing below, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I am in compliance with all of the above Somerville specific safety standards.

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| --- | --- | --- |
|  |  |  |
| Signature |  | Date |

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