

## Commercial Event Planning Information

Due to the COVID-19 Pandemic and associated Indiana Governor's Order 21-06 commercial event planners must submit an event plan in advance to their local health department. This plan should outline when the event will occur, how many people will be in attendance, and include any safety measures that will be taken to prevent the spread of COVID-19.

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### General Event Guidelines:

- Physical distancing of 6 feet must be maintained between all attendees that are not a family unit.
  - Face coverings are mandatory when physical distancing of at least 6 feet cannot be adhered to.
  - Attendees may only remove facial coverings indoors if they are seated in a socially distanced manner and consuming food or beverage.
  - Systems should be in place to avoid congregation of attendees.
  - Hand sanitizer/handwashing should be easily accessible.
  - [Signage](#) should be posted at entrance and throughout venue reminding guests they are required to wear a mask, socially distance, to frequently and thoroughly wash their hands, use hand sanitizer if hand washing facilities are not available, and to go home if they have been exposed to COVID-19 or if they are feeling ill.
  - Monroe County Currently restricts all gatherings to 50 people regardless of indoor or outdoor setting, to request an exemption please fill out the form on our website. [Monroe County Exemption Request for Gathering Size](#)
  - Consider tracking event attendance and contact information of attendees to assist contact tracing efforts if needed.
  - Event Attendance Restrictions are subject to change please visit the Monroe County Health Department Website at [www.co.monroe.in.us/HealthDepartment](http://www.co.monroe.in.us/HealthDepartment) or email [khewett@co.monroe.in.us](mailto:khewett@co.monroe.in.us) or [bhobson@co.monroe.in.us](mailto:bhobson@co.monroe.in.us) for up to date information.
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### Helpful Event Planning Resources

- To request an attendance restriction exemption fill out the online [Monroe County Exemption Request for Gathering Size](#)
- CDC Event Planning Tips: [Considerations for Events and Gatherings | CDC](#)
- To view current health regulations visit [www.co.monroe.in.us/HealthDepartment](http://www.co.monroe.in.us/HealthDepartment)
- State County Color Coded Guidelines: [Mar-1-to-Mar-31-Coronavirus-Response-Requirements.pdf \(in.gov\)](#)
- For questions regarding food sales contact [Nwagner@co.monroe.in.us](mailto:Nwagner@co.monroe.in.us)