COVID-19 EVENT PLANNING TEMPLATE

In accordance with Governor Herbert's Executive Order, event size can exceed 50 individuals if organizational oversight can be provided that ensures guidelines are followed. Formal organizations are required to complete the following event management template to assist their efforts to plan a safe event. This document must be kept and available for inspection by the local health officer or their designee.

<table>
<thead>
<tr>
<th>Event Details:</th>
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</thead>
<tbody>
<tr>
<td><strong>Event Name:</strong> Scots on the Rocks, Moab Celtic Festival</td>
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<tr>
<td><strong>Event Location:</strong> Center Street Ballfield, Moab 84532</td>
</tr>
<tr>
<td><strong>Party Responsible for Organizational Oversight:</strong> <a href="mailto:clanlamontofutah@yahoo.com">clanlamontofutah@yahoo.com</a> 435-210-0080</td>
</tr>
<tr>
<td><strong>Event Dates:</strong> September 17, 2021 Start Date September 19, 2021 End Date</td>
</tr>
<tr>
<td><strong>Anticipated Number of Attendees:</strong> Fri. 600, Sat. 1000, Sun 600 2200 over 3 days</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Event Type</th>
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<tbody>
<tr>
<td>static: events where the attendees primarily enter, watch and depart</td>
</tr>
<tr>
<td>interactive: events where attendees create a traffic flow and interact with each other</td>
</tr>
<tr>
<td>participant: events where attendees primarily participate in an activity or production</td>
</tr>
<tr>
<td>community: events with many activities and populations centers and likely a random traffic pattern</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Employees, Volunteers, Players, Performers, Actors, Etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Checklist:</strong></td>
</tr>
<tr>
<td>□ Symptom checking symptoms checked (checklist or verbal), including temperature checks when feasible</td>
</tr>
<tr>
<td>□ Face coverings are worn in settings where other social distancing measures are difficult to maintain</td>
</tr>
<tr>
<td>□ Ensure that face coverings are available</td>
</tr>
<tr>
<td>□ Provide accommodations to high-risk employees &amp; volunteers; minimize face-to-face contact, assign tasks that allow these individuals to maintain a 6-foot distance from other employees or customer</td>
</tr>
<tr>
<td>□ Comply with distancing and hygiene guidelines</td>
</tr>
</tbody>
</table>
Tracking Attendance:

*Must have the ability to track attendance, please describe your plan to track attendance to support contact tracing.*

Online Ticket sales is encouraged so we can obtain their contact information through our online store.

We will also gather contact information from the following groups;
- Clans and Vendor booths will fill out an application,
- Competitors (dancers, bag pipers, drummers and athletes will sign up for competition,
- Entertainment will fill out a contract and
- Patrons that purchase their tickets at the gate will be asked to provide contact information.

Cash sales are not recommended.

Masks and gloves will be provided for our staff/volunteers as they check in at the gate. Face shields will be available for our high-risk staff, if they prefer. Hand sanitizer, disinfecting spray, paper towels and trash receptacles will be available to ensure sanitary conditions.

Disposable face masks will be provided for patrons who don't have one. There will be signage throughout the festival to remind patrons to wear their mask properly and maintain social distancing. Staff will be monitoring patrons for proper mask use and social distancing.

Social Distancing

*A 6-foot distance must be maintained between household groups at all times including while seated, limiting the number of people in a confined area to enable adequate distancing at all times, and congregating at any point is not allowed. Please describe your plan to maintain appropriate social distancing throughout the event.*

Each Family Clan will set up their own 10x10 or 10x20 canopy, in their designated area. They must have their side and back walls in place. There will be a 2 foot or larger, space between each booth. There will be a 10-20 foot walkway between rows of Clan and Vendors. Vendors will set up their own booths, some as large as 20x30. They will have walls in place between vendors or a 2 foot space between side walls. Vendors can also have directional signs, with entrance and exit doors.

We will have directional arrows painted on the grass for traffic flow. There will be ample signage to remind people to wear their mask properly and maintain social distancing. Chairs and risers will be available and sanitized. Patrons will be encouraged to bring their own chairs.

The athletic competition will be marked off and/or fenced for the safety of the patrons. The athletic staff will ensure the equipment is cleaned and sanitized between uses. They will wear masks or cloth face coverings and keep 6 feet distance. Hand sanitizer will be available. There will be ample space for patrons to watch the athletic competition while maintaining 6 feet between family groups. Pipe and drum competition will take place at judging stations throughout the festival. patrons will be able to watch with plenty of distancing between family groups.
High-Risk Attendees

Set an established window time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues, please describe your plan to accommodate high-risk attendees.

All events are outside to minimize the risk of COVID-19 transmission. We will space each booth and each event as far apart as possible, with ample space between for people to spread out and maintain social distancing.

Signage will be posted in a prominent place at the gate, to inform the high-risk patrons of the risk of COVID-19. High-risk warning will also be on our website, facebook page and online when ordering tickets.

Signage

Maintain signage to remind and help individuals stand or sit at least 6 feet apart, please describe your plan to maintain signage including the number of anticipated signs as well as locations.

Signage for social distancing and required mask wearing will be posted at the entrance, and throughout the festival, with at least 12 signs in prominent places.

Vendors will also post signs for hand-washing, mask wearing and social distancing at their own booths.

Food vendors are not allowed any self-serve condiments, etc. Vendors will mark the ground for patrons to line up, maintaining 6 feet distance while in line.
Payment Options

Encourage contactless payment; disinfect between transactions at facility stores/gift shops and comply with other retail recommendations, please describe your plan for payment.

Online purchase of entrance tickets is encouraged.

We will have separate lines at the entrance, one for online purchase tickets (Will Call) and one for purchasing tickets at the gate.

The use of cash will be discouraged.

Masks and gloves will be provided for our staff at the gate. Face shields will be available for our high-risk staff, if they prefer.

Hand sanitizer, disinfecting spray, paper towels and trash receptacles will be available to ensure sanitary conditions. POS equipment will be sanitized after each use.

Hygiene & Sanitization

Dedicated staff for sanitizing high-touch areas, please describe your plan to provide hygiene and regular sanitization throughout the event.

Restrooms are available in the center area of the ballfield, where people can wash their hands with soap and water. Porta-potties will be placed.

Hand washing stations will be placed in the food vendor area, on the athletic area, band area, clan/vendor area. Each booth will have hand sanitizer. Each vendor will have hand sanitizer available and will sanitize frequently touched surfaces after each patron.

The restrooms and porta-potties will be cleaned frequently according to the current COVID-19 cleaning procedures, including door handles, hand rails, frequently touched surfaces, etc.

Trash cans/trash recepticles will be emptied often and trash will not be allowed to overflow. Trash will be taken to the dumpster. Cleaning staff will wear a mask and gloves. Face shields will be provided, if they prefer.
Concessions

Checklist:

- Serving and seating protocols consistent with
- Any concessions/restaurant seating is compliant with
- Encourage contactless payment
- To the extent reasonable, serve grab-and-go food items
- Maintain 6-foot distancing for all lines

Additional Safeguards

Please share any additional planned safeguards or measures being enacted at the event.

Scots on the Rocks staff will monitor Food Vendors to be sure they are sanitizing properly and are in compliance with COVID-19 cleaning procedures. If a vendor is found in non-compliance, SOTR will close their booth until they complete the cleaning procedures. If they can’t maintain proper sanitation, they will be asked to leave.

All Food Vendors will sanitize tables and POS systems after each transaction. Hand sanitizer will be available. Alcohol will be sold in plastic disposable cups, not reusable cups. Food vendors will give single serve condiments. Self-serve food and drinks will not be allowed at the Festival. All food service vendors will wear a mask and gloves.

VIP food will be served to VIPs and Volunteers with Grab-and-go options available. Minimal seating will be available with tables and chairs sanitized between uses. Serving staff will wear a mask and gloves at all times. Disposable plates, utensils, cups, napkins will be used.

The Scots on the Rocks COVID-19 plan will be posted on our website, facebook page and online store so the public will be aware before they enter the Festival. We will forward it to our participating Clans, Vendors, Entertainers, Athletes, Dancers Board members and volunteer staff so they will all be aware.

Staff will be monitoring patrons for proper mask use and social distancing.

Symptoms checking area: Warning signs will be posted at the entrance to make patrons aware of the symptoms of COVID-19. If a patron is showing any symptoms, they could be denied entrance. If someone already in attendance develops symptoms, they can go to the First Aid Tent (which will be near the front gate entrance and clearly marked) where they will be screened. Symptoms include fever of 100.4 degrees Fahrenheit or above, cough, trouble breathing, sore throat, sudden change in taste or smell, muscle aches or pains. Persons with any of these symptoms will be asked to leave the festival immediately. We will refund their entrance fee if we ask them to leave. The refund will be made in the same manner as it was paid.

Signature

Please provide the signature of the organizational representative that will be responsible for ensuring event oversight.

______________________________
Printed Name

______________________________
Signature

Festival President

Title

1-19-21

Date