



NYC Parks

City of New York
Parks & Recreation

The Arsenal
Central Park
New York, NY 10065
www.nyc.gov/parks

COVID-19 Event Safety Plan and Checklist Affirmation

To move forward with your upcoming permit application, all applicants are required to review and sign the COVID-19 Safety Plan and Checklist Affirmation. All boxes must be checked off and initialed to affirm that you will comply. Any support documentation or further plans may be submitted along with this affirmation for review.

Event ID:

Event Name:

Applicant Name:

Applicant Phone:

Applicant Email:

- 1) **Physical Distancing:** To ensure attendees comply with physical distancing requirements, you/your organization agree to do the following:

- Ensure that all attendees wear acceptable face coverings throughout the duration of your event. ____ (initial)
- Ensure there is enough space for 6 ft. of distance between all attendees. Unless safety or core function of the event/activity requires a shorter distance. In which, all attendees are required to wear face coverings. ____ (initial)
- Create distancing markers or signage that denotes 6 ft. of spacing in commonly used and other applicable areas on the site (all marking must be temporary or free standing). ____ (initial)
- If you are proposing a sports or recreation event or program, all activity must be consistent with NY State Guidelines, this includes restrictions on games and/or competitive events/programs.
<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/SportsAndRecreationSummaryGuidance.pdf>



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- 2) **Face Coverings:** To ensure all events comply with State face covering requirements, you/your organization agrees to do the following:
- Post signage to remind attendees about requirements to wear face coverings throughout the duration of your event and message to attendees before the event and at event that face coverings must be worn. ____ (initial)
 - Event organizer must provide attendees, staff, and volunteers with a face covering at the time of the event and have a supply of face coverings in case of replacement. ____ (initial)
 - Face coverings must be disposed of properly and all soiled items must be removed from Parks property. ____ (initial)
- 3) **Hygiene:** To ensure attendees can practice good hand hygiene, you/your organization agree to do the following: Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH):
- Provide visible hand hygiene stations for attendees, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer for areas where handwashing is not feasible. ____ (initial)
 - Regularly clean and disinfect common areas and shared surfaces. ____ (initial)
 - Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves, sanitize and/or wash hands before and after contact. ____ (initial)
- 4) **Communication:** To ensure that event organizers and attendees comply with communication requirements, you/your organization agree that you will do the following:
- Post temporary or freestanding signage throughout the site to remind attendees to adhere to proper hygiene, physical distancing rules, appropriate use of face coverings and cleaning and disinfecting protocols. ____ (initial)
 - Establish a communication plan for employees, volunteers and attendees with a consistent means to provide up to date/on site information. ____ (initial)
 - Maintain a log of attendees and contact information for your records, as practicable. ____ (initial)



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- If an attendee tests positive for COVID-19 after your event; event organizer must cooperate with contact tracing efforts, including notification of potential contacts, who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. ____ (initial)
 - i. Have a plan for contact tracing in the event of a positive case. ____ (initial)
 - ii. In the case an employee, volunteer and/or attendee tests positive for COVID-19, how will you trace close contacts? How will close contacts be informed that they may have been exposed to COVID-19?

5) **Process:** To ensure the event organizer and its' employees and/or volunteers comply with requirements set by the State Department of Health.

- Implement mandatory health screening assessments for employees and/or volunteers prior to the event (e.g. questionnaire, temperature check, more info). Prior to the event, employees/volunteers must notify of: (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Responses must be reviewed and documented. ____ (initial)
<https://www1.nyc.gov/assets/doh/downloads/pdf/imm/covid-19-symptom-screening-businesses.pdf>
- If any employee/volunteer is experiencing COVID-19 symptoms, do not permit them to enter the event space. ____ (initial)

I have read and will comply with all guidelines and safety measures outlined above. I understand that NYC Parks reserves the right to request a more detailed safety plan, should they deem one necessary based on the details of my event.

Sign:

Date:

Stay up to date with NY Health and Safety guidelines:
<https://forward.ny.gov/reopening-new-york-city>