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EVENTS, FAIRS & FESTIVALS COVID-19 RESPONSE

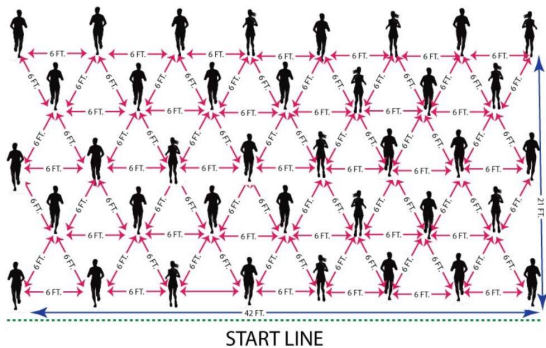
Organization or Event Name:	Northeast Indiana Base Community Council Race for the Warrior 5/10k Run and Walk		
Contact Name:	Patrick Dooley	Contact Phone:	260-446.3447
Contact Email:	Dooley@fwairport.com		
Date Questionnaire Submitted to DOH:			
Date(s) of Event, Fair or Festival:	August 1, 2020		
Location of Event, Fair or Festival:	Fort Wayne International Airport – Air Trade Center & Airport Runway		

PLEASE ANSWER THE QUESTIONS BELOW AND SUBMIT THIS FORM TO THE ALLEN COUNTY DEPARTMENT OF HEALTH AT MINDY.WALDRON@ALLENCOUNTY.US

YOU WILL CHECK THE APPROPRIATE ANSWER FOR EACH CATEGORY, AND THEN YOU WILL EXPLAIN YOUR PLAN/STEPS IN THE NOTES SECTION BELOW THE CHECKBOXES. YOU ARE WELCOME TO SUBMIT A FULL PLAN WITH THIS DOCUMENT, OR IF YOU WISH TO SIMPLY JUST COMPLETE THIS DOCUMENT AND LET IT ACT AS YOUR PLAN, THAT CAN SUFFICE AS WELL.

Yes	No	N/A	Question/Issue: (and then describe your plan/steps in the notes section for each)
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	1. Does your plan recommend or require staff, participants, and/or customers/spectators to wear face coverings?
Notes:			Face mask are required in all event areas except when running on the racecourse after crossing the timing mat, when actively eating or drinking.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	2. Does your plan recommend that staff, participants, and/or customers/spectators stay home if ill or experiencing symptoms of COVID-19?
Notes:			Recommendation include in our event updates, social media, on our event site and we will have signs located prior to entering parking and the event area.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	3. Does your plan state that the organization provide tools for staff, participants, and/or customers/spectators to self-screen before arriving at the event (such as a self-symptom survey)? (NOTE REGARDING ON-SITE TEMPERATURE SCREENING: While taking temperatures of participants/attendees is sometimes stated as a recommendation in certain guidance, we want to caution you that although we don't discourage taking temperatures as a screening tool, please be aware that with the ability to spread the disease prior to showing symptoms or the possibility that some people never display symptoms at all but are still infectious, taking temperatures is only a partially effective tool. While it helps to screen people out, it's not an absolute assurance that someone is not ill and infectious, and it's important to understand this so there is no false sense of security created when utilizing this practice.)
Notes:			We require volunteers and all participants wear face masks and will provide free face masks to anyone that does not have a personal mask – or requests a mask. Replacement masks available at registration table, sanitation stations and from our volunteers throughout the event area. Volunteers will also be offered face shields and gloves to wear. Volunteers at registration table and food/beverage areas and water stations will also wear face shields and gloves. Hand sanitizer at registration, water stations and sanitation stations throughout the event area and on the racecourse.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	4. Does your plan explain that if staff, participants, and/or customers/spectators arrive ill or displaying symptoms of COVID-19, they will be sent home?

Notes:			As participants arrive, and prior to entering the event parking area participants and volunteers will see signs advising symptoms and advised if displaying symptoms or ill they should not attend. Participants and volunteers will be advised to immediately vacate the event if they become ill, or to go to the events isolation tent where EMS will assist if needed. EMS on-site and can transport if required.
<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> N/A	5. Does your plan encourage individuals 65 yrs of age and older or those in high-risk categories to not attend the event?
Notes:			Although we do not specifically encourage individuals 65 and older and those in high-risk categories not to attend, we advise volunteers and participants associated with the two groups of the risk associated with COVID-19 when attending events of this nature.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	6. Does your plan state how food service will safely operate during an event?
Notes:			Food is served by paid staff that is trained on safe-serve and will be wearing face mask, face shield and gloves. A que line will be stanchioned, and ground marking will indicate 6' separations. Guest in line for food will be required to wear a face mask and socially distance. A volunteer in face mask, face shield and wearing gloves will manage the que line. Water on racecourse located in water stations that will have hand sanitizer, extra face masks and water is available in hands free setup in small individual bottles.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	7. Does your plan state the social distancing measures to be taken by the venue?
Notes:			<p>Social distancing has been planned in all areas of our event</p> <ul style="list-style-type: none"> - Registration tables are separated into five last name groups with tents that are separated by 15' - Registration lines at each registration tent will be organized with parking cones and socially distance ground markings to assist participants in lines - Tables will be socially distanced with a limited number of chairs per table - Food Que line will be stanchioned with socially distance ground markings - Race starting will be separated into "heats" to keep groups controlled and runners will be asked to take a starting position by standing on a ground marking. Ground markings will be in 6' distances in grid format. - The race timing mat is 75' wide to allow runners to maintain social distancing - The racecourse is 150" wide once runners pass over the timing mat and then expands to 200' wide when runner reach the airports runway. - Volunteers in all areas including on the racecourse will manage runners who are not socially distancing.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	8. Does your plan state how the venue/site is going to enforce social distancing during intermission of an event, food-service areas, or while awaiting seating or entry?
Notes:			Trained volunteers will assist in managing social distancing by asking participants to socially distance. Volunteers will be aided by our board members, event committee members and ultimately by paid Fort Wayne Police officers if needed.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	9. Will ropes and stanchions, as well as markings on the ground to keep people 6 feet from each other be used?
Notes:			Yes, as explained above.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	10. Does your plan state that gatherings before and after the event will be discouraged (such as picture-taking, hospitality gatherings in a small room or congregate setting, etc.)?
Notes:			Guidelines will be included on signs, in event registration instructions and during our pre-race instructions.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	11. Does your plan state that staff/volunteers will be trained on social distancing, sanitation, and cleaning hands often and will ensure compliance with your plan?
Notes:			We meet with volunteers two days prior to the event for training and will also reinforce the guidelines on social distancing, hand cleaning and our volunteer requirements to wear a mask and depending on the volunteer's role on wearing a face shield and gloves. We have 95 volunteers scheduled for the event and feel our ability to cover our event area and duties is strong – even if we have volunteers withdraw due to illness prior to the event.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	12. Does your plan state how the venue is going to space out seating OR standing (in line, for example) for attendees to achieve appropriate social distancing at all times?
Notes:			Described in multiple areas above.
<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> N/A	13. Does your plan limit spectators at the event to enable appropriate social distancing?
Notes:			<ul style="list-style-type: none"> - With a pre/post event area that measures 700' by 400' we have a large area to space registration tents, our food truck and tables.

			<ul style="list-style-type: none"> - With the racecourse measuring 150' wide on the taxiways and 200' on the runways we have areas that are easy for runners and walkers to socially distance. - The starting area for runners is 75' wide and will be marked on ground in 6' grid - Example of starting line que marking placement 
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	14. Does your plan state how social distancing is going to be maintained during the event at all areas of concern? Notes: Our 95 trained volunteers will assist in managing social distancing by asking participants to socially distance. Volunteers will be aided by our 15 board members, 10 event committee members and ultimately by paid Fort Wayne Police officers if needed.
<input type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> N/A	15. Does your plan state how merchandise sales will occur – reducing the touching of items and again, socially distancing people while waiting in line or shopping? Notes: No merchandise sale at event
<input type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> N/A	16. Does your plan state how the space between musicians at concerts will be expanded to prevent the transmission of aerosols? Notes: No musicians at the event.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	17. Will your organization provide hand sanitizer and similar hygiene supplies for staff, participants, and customers/spectators? (Not required, only suggested when feasible.) Notes: Yes. We have a large supply of PPE and hand sanitizer available FREE for all volunteers and participants.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	18. Does your plan state signs that encourage social distancing and frequent handwashing will be posted at the entrances and around the event, fair or festival? Notes: Place roadside as participants approach parking, in pre/post event area and along racecourse at water stations. Water is touchless and in small individual bottles.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	19. Does your plan discuss the use of handwashing and hand sanitizer stations by the Porta-Jons or event restroom areas if not an actual fixed facility in a building? Notes: We have increased the number of portajons and they will be distanced 10' apart from each other with defined que lines with 6' social distancing ground marking. Portajohns will be cleaned periodically throughout the event and sanitation stations will be placed outside portajon que lines.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	20. Does your plan state prevention signage (cover cough or sneeze, wash hands and avoid touching mouth, nose or eyes with unwashed hands) will be placed in the restrooms or by the Porta-Jons? Notes: Symptom and prevention signs will be located thru event area and inside portajons
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	21. Does your plan state employees will wear gloves when handling food, tickets or any items on which the virus can be transmitted and be trained on how to safely remove them? Notes: Face mask, gloves and face shields to be worn by our food vendor and our volunteers at registration, water stations and whenever they will have direct contact with materials being exchanged with participants.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	22. Does your plan require sign-in sheets and gather contact information for participants if a positive case of COVID-19 is reported? (This aids in contact tracing in the event of a positive case and is more applicable at actual events where people attend, stay, view, participate, etc., vs. short gatherings where they pick something up and leave.)

Notes:			As this is a paid event we have contact information on every participant as well as an emergency contact. We gather the same information on our volunteers.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	23. Does your plan state “virtual” queuing for ingress is being used for arrival and seating for large events? [Event organizers can schedule staggered ingress in order to minimize the number of people waiting in line.]
Notes:			Runners and walkers will be staged in “Heats” for the start of the race to minimize groups sizes. Each Heat will have its own starting time and signaled start.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	24. Does your plan stagger start times to events to limit gatherings and the number of individuals present at the same time?
Notes:			As described above.
<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> N/A	25. Does your plan state that the social gathering requirements will be followed (if there are attendee caps in place at the time of your event)?
Notes:			Our race has been rescheduled two times already and our communications have clearly stated that we will follow CDC and State of Indiana guidelines. If we need to modify our date or plan, we will work aggressively to do so.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	26. Does your plan state there will be an employee counting the number of attendees at the event (if there is a capacity cap in place at the time of your event)?
Notes:			We know the number of attendees based on event registration. We will also count attendees as they enter the event parking area. Each car will be stopped to distribute event information including COVID symptoms and health guidelines as well as to take touchless temperatures of all participants and volunteers.
<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> N/A	27. Does your plan show separate entrances and exits for staff, participants, and spectators?
Notes:			One entry point to control entry and exit of all volunteers and participants.
<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> N/A	28. Does your plan ensure protective shielding for ticket windows, food purchase windows or merchandise areas?
Notes:			Volunteer and vendor staff at the food truck will wear face shields. Protective shielding at registration is not practical due to wind potential but if you require, we will add it.
<input type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> N/A	29. Does your plan state security personnel will be wearing N95 respirators and gloves to do pat-downs and bag checks, since they will be within 6 feet of the attendees?
Notes:			Our plan does not call for security pat-downs or bag inspections. If EMS or Fort Wayne Police officers are called in to assist, we will require them to wear face shields and gloves if permitted by their employer/Union.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	30. Does your plan discuss what the high touchpoint surfaces are for frequent cleaning and disinfection?
Notes:			Portojons and tables are our only high touchpoints. Pens, iPad and square between each use. We have plans to clean and sanitize regularly.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	31. Does your plan discuss how often high touchpoint surfaces will be disinfected in the site/facility/venue?
Notes:			Tables cleaned by volunteer each time a table is observed being exited by a group. Portojons sprayed with sanitizer every hour.
<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	32. Does your plan state how often restrooms or Porta-Jons will be disinfected?
Notes:			Every hour all surfaces inside, and door handles sprayed with sanitizer

-----Department of Health Use Below-----

- ☐ Event plan seems to comply with requirements and most items are denoted appropriately for safety.
- ☐ Event needs to include the denoted missing requirements for safety before proceeding with event.
- ☐ Event does not meet requirements and must resubmit a more comprehensive plan.

- ☐ It is recommended that this event does not occur as it is considered a very high-risk type of event by nature of its type, number of attendees, location, inability to enact the safety recommendations, or the like.

Notes: