

As the Venue you must insure the following:

75% of your maximum occupancy and will not exceed an indoor limit of 150 guests or an outdoor limit of 200 guests.

- **Contact information for tracing-** (may be digital or paper form)

Each attendee must sign in upon arrival to the event with the following information:

1. Full Name
2. Date of Birth
3. Address
4. Phone Number

If there is a minor in attendance an adult from the party/household/family must sign in for them.

- **Screening/Testing**

1. Responsible parties must require and ensure all attendees have received a negative Covid-19 test: Negative PCR test within 72 hours of the event.  
Negative Rapid test within 6 hours of the event.

Proof of a negative test result must be provided by all attendees prior too or immediately upon arrival to the event.

Alternatively attendees may provide proof of having completed the Covid-19 vaccination series at least 14 days prior to the event, or be within a 90 day time frame of having tested positive for Covid -19 and completed the recommended isolation time frame and can present proper documentation of said isolation.

**ANY ATTENDEE WHO FAILS TO PROVIDE ACCEPTABLE PROOF TO THE ABOVE MUST BE DENIED ENTRY TO THE EVENT.**

2. Employees/Event staff must be tested biweekly(every other week) for as long as they are part of the events. (may also provide proof of completing Covid -19 vaccination series)

- **Health Screening-** (For employees/event staff/attendees)

3. Checking temperatures upon arrival
4. Daily health questions
5. Must practice social distancing by maintaining six feet from other individuals except for members of the same immediate party/household/family.
6. Venue must assign each attendee to a table or area where they must be seated while eating or drinking for the duration of the event.
7. Physical barriers in places where there is frequent interactions between employees/event staff/or attendees.
8. Proper signage for social distancing rules.

- **Face Coverings-** All attendees/employees/event staff must wear acceptable face coverings at all times during the event. Signage must be clearly posted notifying everyone of the face covering requirement at the event location.

1. Except while seated at assigned table to eat or drink.
  2. Except while presenting/speaking/singing – as long as there is 12 feet of social distancing or an appropriate physical barrier is in place.
- **Controlled Movement**
    1. All attendees must be confirmed in advance (guest list) to ensure compliance with occupancy.
    2. Prevent unnecessary congregation or foot-traffic congestion in common areas (entrances, exits, restrooms).
    3. Develop a system to stagger the ingress/egress of attendees at the event venue or facility ( timed entry, distanced waiting zones).
    4. Consider limiting amenities or event services that may present unnecessary interactions between employees/event staff and attendees at the event (coat checks, valet service or parking lot attendants) unless additional protective measures can be adopted.
  - **Activities**
    1. Ensure all attendees are not congregating, except when seated at their assigned table.
    2. Ensure that all attendees are only standing when necessary (enter/exit, restroom, buffet) or essential to the event (ie: entrance of the bride & groom) or permitted as follows:
      - Venue may provide cocktail receptions for attendees with strict adherence to social distancing guidelines and all attendees do not remove face coverings to consume food and beverages until they are seated.
      - Attendees may not remove their face coverings or consume food or beverages if members from the other parties/households/families are within six feet.
      - Venue may permit live music, entertainment and/or dancing within the following parameters: ( this will be revisited by New York State Department of Health as conditions continue to change.)
      - \* \*Live music – performers and other entertainers, if unmasked or playing wind instruments must be separated from attendees by either 12 feet or an appropriate physical barrier.
      - \*\*\*Select attendees designated to the venue prior to the event may participate in the ceremonial dances with members of their immediate party/household/family ( ie; First dance) as long as you maintain six feet of separation from other attendees throughout the dance.
      - Attendees may only dance with members of their immediate family/party/household with which they are seated.
      - Dancing areas shall be clearly marked in designated zones and must be six feet apart from other areas and should be at least 36 square feet. Face coverings must be worn while dancing. (ie: Table one has 4 people zone one should have 36 square feet for table one to dance in and 6 feet from the next zone.)
      - Consider staggered intervals for food service at staffed buffets to allow attendees to maintain social distancing while waiting in line.
      - Consider serving any passed foods in containers that limit touching of any shared surfaces by attendees.
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Please submit all qualified event details to Otsego County Department of Health at least 5 days prior to the event. Forward to Angela M. Roberts at [robertsa@otsego county.com](mailto:robertsa@otsego county.com) or via fax at (607) 547-4385.

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