

## Planning Form for Group Gatherings:

Governor Bullock's May 19, 2020 Directive states, as of June 1<sup>st</sup>, "avoid gatherings of more than 50 people in circumstances that do not readily allow for appropriate physical distancing. If you are planning an event with more than 50 people you should consult with your local public health office on a plan to implement adequate social distancing."

Lewis & Clark Public Health advises that all gatherings be limited to 50 people or less. If the event must go on and must exceed 50 individuals, we ask that you please cap the event at 250 people to avoid the potential for a super-spreader event. This is to protect our community from the rapidly changing situation with new COVID-19 cases occurring daily.

I have read the above disclaimer.

**All fields need to be completed in order to submit this form.**

I agree to complete the following form to the best of my ability.

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**Please submit your plan for your gathering using the form below. A health department employee will contact you with feedback or questions.**

### Contact Information

Name: Sports Car Club of America, Montana Region 105

Address: 32 Buffalo Drive, Great Falls, Montana 59404 (Address of Regional Exec.- Robert Nommensen

Email: good\_scout\_26@yahoo.com

Phone Number: 406-799-7619

Type of Event: Autocross Solo Competition at Rocky Mountain Emergency Services Training Center facility

Event Name: Top Gun 2020

Date(s) of Event: August 15 - 16, 2020

Expected Number of Attendees: 150 Drivers, 100 Driver Family Members & Spectators

Signature: Robert Nommensen (signed electronically) Date: July 17, 2020

**As you are filling out this application, please identify how you will prevent the spread of COVID-19 at your event. This must be clearly identified with a structured physical layout, identified seating arrangements, and controls for crowd flow, entry and exit, with clear means for physical distancing. Signs alone are not adequate control. Active controls could include ushers for seating and attendants to monitor groups.**

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## Ticketing

1. Are attendees required to have a ticket to enter the event?  Yes  No

**Note:** Requiring tickets, whether or not there is a cost, allows you to predict the number of people at your event.

2. If the event is ticketed, what is your plan to allow for physical distancing during the ticket purchase and entry process? Consider the suggestions below.

Our event is an Autocross, to be held at the Rocky Mountain Emergency Services Training Center (a 31 acre facility) near the east end of the Helena airport. Our events normally do not have large spectator groups, rather mainly consist of drivers & accompanying family members. We limit the number of drivers to 150. Some of the drivers are accompanied by their family member. (Typically approx. 20-25% of drivers are accompanied by family members). If approved for 250 total, our plan is to limit spectators to the remaining number after tabulating the total drivers & family members who have checked in. (We require drivers to check in roughly 2 hours prior to the start of racing.)

All Drivers are required to pre-register prior to the event.

Family members accompanying them to the event are not required to register, although we will be asking drivers to send an email to our registrar if family members will be attending.

Our entry procedures will be as follows:

The races are held on Saturday & Sunday, but drivers begin arriving on Friday afternoon.

The facility gates are locked until shortly after noon on Friday.

When the gate is unlocked, an event worker will be stationed at a check-in table at the entrance gate to verify that only registered drivers & family members are entering the facility on Friday.

On Saturday morning, the balance of the drivers/family members will be arriving. Again, an event worker will be stationed at the entrance gate to verify that only registered drivers & family members are entering the facility until the close of check-in at 8:30am,

At check-in, we will use the same procedures followed at our Great Falls races held at Montana Expo Park in June & July.

The check-in table will have the following items available:

- masks for any entrants who do not have their own.
- sanitizer
- wipes
- preregistration listing

The event worker will ask each entrant a series of questions developed by the Cascade County Health Department.

If an entrant answers a question in a way that indicates potential COVID symptoms, they will not be allowed on site, & their registration fees will be refunded in full. (Susan Shannon, manager of the Montana Expo Park, (406)403-8636, has observed our entrance procedures & can be contacted in regards to them.)

The event worker will also indicate that social distancing is required on site.

At the close of check-in, we will make a count of total driver/family members on site, based on the tabulations kept by the workers at check-in.

The number of spectators to allow will be determined by subtracting the total entrants (through the close of check-in) from the total number allowed on site. An event worker will remain at the gate &, as individuals leave & arrive, will limit the total on site attendance to 250 individuals. The gate worker will continue to ask each entrant the COVID questions, indicate the social distancing requirements, & direct spectators to a designated area of the grass infield. We will monitor the infield to ensure social distancing is being practiced.

\*Consider or utilize the following ideas: • Limit access to events to ticketed event goers only. • Implement limited ticket sales. • Limit event sizes to allow for social distancing. • Require reserved seating. • Do not allow for general standing areas. • Require that each ticket correlates with a reserved seat. • Encourage event goers to sit with household members. • If possible, provide spacing between different ticket groups.  E.g. offer ticket options in groups of 2, 4, 5, etc. with empty chairs between the grouped tickets. • Consider offering more events with less event goers. • E.g. Three smaller concerts instead of one large concert. • Continue to offer virtual events or event streaming.

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**Entry and Exit: This is a potential bottle neck and a place where people are congregating closely.**

3. What is your plan for structuring physical distancing in ingress and egress areas?

All individuals will be required to remain in their vehicles as they enter & leave. The event worker at the gate will wear a mask & keep distance between him/herself & the vehicle occupants.

\*Consider or utilize the following ideas to avoid congested or "bottleneck" areas: • Implement staggered entering and exiting of the facility o Create staggered entering times. State the time frame individuals are encouraged to enter on their ticket. o At the end of an event, dismiss people by category (e.g section, row, last name, etc.) • Offer flexible hours to provide for social distancing o Allow event spaces to open earlier or close later for ample time for guests to move in and out.

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## Food and Beverages

4. Will your event be providing food or beverage services?

Yes  No

If your event will have food or drink, use the space below to provide a plan to provide social distancing while providing these services. Please note that Governor Bullock's directive currently prohibits self-serve buffets

5. Will the event be held at a licensed retail food establishment?

Yes  No

If you are a licensed retail food establishment, continue to follow state and local regulation in addition to your physical distancing plan.

6. Is this a private event?

Yes  No

If your event will have food or drink and will not be held at a licensed food facility, then you may be required to obtain a special event or temporary event food permit. Contact Lewis & Clark Public Health at 457-8900 for permitting requirements.

**Please describe your plan for food and beverage service.**

For the convenience of the competitors & to lessen the number of competitors that leave the grounds during their rest session, a food caterer will be operating a commercial food trailer with a set menu (no buffet style.) For their waiting line, markings will be made at 6 foot intervals on the pavement similar to the check-out lines at most stores. Disinfecting wipes & hand sanitizer will be available on a table. Customers will be asked to return to their pit location to eat & to not congregate for dining. These protocols will be announced during the morning drivers meeting (distancing required during the drivers meeting - PA system is used during drivers meeting.) Lewis & Clark Public Health will be contacted for permitting requirements.

\*Consider or utilize the following ideas for social distancing: Consider table service or single-serve packed meal options. Consider limiting alcohol sales. If food is served in a concession setting, provide markings on the ground for social distancing for patrons waiting in line. Buffets and self service food areas are not allowed in Phase 2.

\*Additional helpful ideas for food service are found in the guidance located here:

<https://www.lccountymt.gov/health/covid-19/phase-two-guidance.html>

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## Restrooms

8. Please describe your plan to prevent crowding in restroom areas. Review the suggestion below.

Porta Potties are located on the facility site. Markings will be made at 6 foot intervals for the waiting lines.

(Disinfecting Wipes, & Hand Sanitizer will be placed on a table outside of the Porta Potties.)

\*Consider or utilize the following options: Bring in additional restrooms such as port-a-potties. Provide markings on the ground for social distancing for patrons waiting in line. Place signage on restrooms requesting limited numbers of people in stalled restrooms at all times. Consider closing private restrooms and only utilizing port-a-potties.

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## Cleaning

9. Please describe your plan for cleaning of the facility. (Consider the following: who is cleaning, how often is cleaning occurring, how are you ensuring that the cleaning occurs?)

Porta Potties will be cleaned following each worker shift change during the day. (Five worker changes occur during the day.)

The competition & the entire event takes place outside on an approximately 31 acre asphalt pad & track.

The items that are potentially handled by more than one workers during the race are:

FRS Radios used to communicate from the track workers to the race control trailer, & visa versa.

Flags used by a track worker to indicate a track shut down to a competitor

Timing computer keyboard

These items will be cleaned with disinfecting wipes each time course worker shifts changes occur.

Course workers will be reminded at each shift change to use disinfecting wipes if they handled any of these items.

Pylons marking the course may be struck during a competition run & if so a track worker will return it to the proper location.

A supply of disinfecting wipes for use by course workers will be placed in multiple "safety supply buckets" spaced around the track during the competition.

\*Examples: Clean all "high touch" areas such as counters, doorknobs, tables, benches, chairs, restrooms, dressing rooms etc. frequently. • Ensure cleaning products are available for members or have staff ready to clean before and after events. • Clean high touch surfaces after every use. • If available, use disposable gloves to clean surfaces.

## Hand Hygiene and Respiratory Etiquette

10. Please check all of the following places you plan to offer hand washing or hand sanitizer for attendees.

Entry of facility     Restrooms

Any area where food is served     Common spaces

11. Will you be implementing the use of **cloth face covering** for staff?

Yes     No

Attendees?  Yes     No

Online registration & pre-race publicity will indicate that masks are required for all attendees. We will have masks available for all who do not have their own.

\*Studies have shown that people may be contagious with COVID19 before they show any signs or symptoms. The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission

12. Please describe your plan for physical distancing and controls for all other aspects of your event.

In our pre-race publicity (emails & social media) & in our on-line registration documents we will indicate that COVID protocols will be in place, including screening questions will be asked at the entrance, social distancing will be required throughout the event, & face masks will be required during all gatherings held during the event, including safety meetings & awards presentations.

All entrants to the facility will be reminded by the event worker at the gate to maintain distancing & that masks will be required at all group settings, including safety meetings & awards presentations .

Covid related protocols will be repeated at each mornings safety meetings. All drivers are required to attend the safety meetings at all of our events. The meeting takes place on the asphalt pad outside the trailer. At our safety meetings, we have been asking all drivers to stay at least 6 feet apart throughout the day, including at the safety meeting.

At this event in past years & planned for this year's event, we will be breaking down our drivers into 3 groups. Each (roughly 50 drivers each) group stays separate from the other driver groups during the entire race day per the following schedule:

	Session1	Session2	Session3	Session4	Session5	Session6
Run Group 1	Racing	Course Work	Rest/Pits	Racing	Course Work	Rest/Pits
Run Group 2	Rest/Pits	Racing	Course Work	Rest/Pits	Racing	Course Work
Run Group 3	Course Work	Rest/Pits	Racing	Course Work	Rest/Pits	Racing