



LARGE GATHERING VENUE

COVID-19 PREPAREDNESS & SAFETY PLAN:

Submission Guide

Updated February 17, 2021

Pursuant to the Governor's New Normal Plan and [Emergency Directive 037](#), certain venues and event hosts are required to submit a Large Gathering Venue COVID-19 Preparedness & Safety Plan ("Large Gathering Plan") for approval prior to hosting the large event or gathering. This guide provides the following general information: (i) Who needs to submit a Large Gathering Plan, (ii) What needs to be included in a Large Gathering Plan; and (iii) How and where to submit a Large Gathering Plan.

For additional details regarding the specific requirements, protocols, and operating rules for hosting a large gathering, please review [Nevada Guidance for Safe Gatherings: Celebrations, Ceremonies, and Events](#) and contact the appropriate State oversight authority (see below) that will be approving your Large Gathering Plan.

WHO MUST SUBMIT A LARGE GATHERING PLAN and WHEN?

Large Gathering Plans are not required for every gathering, event, performance, convention, or other congregation of people. Whether or not a venue or other facility must submit – and receive approval of – a Large Gathering Plan depends on the size and type of large gathering that is planned. The following large gatherings require submission and approval of a Large Gathering Plan prior to the gathering / event:

- **Event venues with 2,500 Fixed Seating Capacity or More (indoor or outdoor)** that want to host an event or gathering with up to but no more than 20 percent occupancy.
 - These event venues and organizers may begin submitting Large Gathering Plans on February 15, 2021, but no large gathering may take place until March 1, 2021 at the earliest and only if approval has been granted.
- **Trade Shows, Conferences, Conventions, Professional Seminars & Similar Gathering Activities in excess of 250 people**, which are capped at a total of 1,000 total attendees and/or registrants.
 - These event venues and organizers may begin submitting Large Gathering Plans for these types of gathering activities on February 15, 2021. These type of gathering activities may begin to take place on March 15, 2021 at the earliest and only if approval has been granted.



WHAT MUST BE IN A LARGE GATHERING PLAN?

The baseline requirements, protocols and operating rules that must be included as part of a Large Gathering Plan can be found in the Governor's Emergency Directive 037 and the [Nevada Guidance for Safe Gatherings: Celebrations, Ceremonies, and Events](#). However, a venue or other facility may be required to adopt additional safety measures that extend beyond the baseline gathering guidance, as determined by the local health authority and the State authority with jurisdiction to review and approve the Large Gathering Plan before the event is held. As such, a venue or host is encouraged to work directly with the appropriate State authority (see below) and its local health authority (see below) to identify and understand what is expected to be included in its plan prior to submitting the plan for approval to the State.

The specific requirements for a Large Gathering Plan may vary depending on the layout of the venue and whether it is a singular live event in a venue with capacity for over 2,500 people or a convention with up to 1,000 attendees. However, the following is a partial summary of what will be required for a large event, but it is not an exhaustive list of all requirements:

- Require each attendee to complete a **COVID-19 screening**
- Designate a **licensed or certified medical professional** who must always be located on-site
- Designate a **primary contact** from the event organizer that will be responsible for collecting and retaining contact information for all attendees for 60 days following the gathering or event to assist the local health authority with **contact tracing** should there be a positive case identified from the gathering or event
- Complete and submit **diagrams of the layout** of the event, convention, conference or meeting areas, as applicable, to identify the sections, pods and other required seating arrangements as well as the ingress and egress points for attendees
- Identify how event registration and check-in will be accomplished to **avoid crowding**
- Identify the **barriers, markings or other elements** that will be used to reinforce social distancing (such as stanchions or hedges)
- Identify the **staff resources** that will be utilized for enforcement of face covering and other social distancing requirements, occupancy counting, metering of crowd access to certain facilities, crowd/congregation control, etc.
- Identify the **communication protocols** with all attendees prior to arrival, upon arrival, and throughout the event
- Identify the cleaning and **disinfection protocols** that will be implemented

HOW AND WHERE TO SUBMIT A LARGE GATHERING PLAN?

The type of the large gathering and its location will dictate to which State authority the Large Gathering Plan must be submitted. Only the State authorities listed below may approve a Large Gathering Plan. County, city and municipality local government authorities may not approve a



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Large Gathering Plan. However, every Large Gathering Plan must first be submitted to the local health authority with jurisdiction over the gathering or event for review and confirmation that the Plan meets the local public health standards and will not place an unacceptable burden on the local health infrastructure.

A Large Gathering Plan should be submitted to the following State authorities following written confirmation, as outlined above, by the applicable local health authority:

Gaming Control Board (GCB):

- For large gatherings or events at gaming properties regulated by the GCB.
- Phone: (702) 486-2020

Nevada State Athletic Commission (NSAC):

- For sporting events licensed and regulated by the NSAC.
- Phone: (702) 486-2575

Nevada Department of Education (NDE):

- For large gatherings hosted and organized by county school districts, charter schools, and private schools
- Phone: (702) 668-4318 / Email: fgonzales@doe.nv.gov

Nevada Department of Business & Industry (B&I):

- For all other large gathering events – not regulated by GCB or NSAC – the Large Gathering Plan should be submitted to B&I.
- Phone: (702) 486-9000 / Email: COVID19Plans@dir.nv.gov

The Operational Plan Checklist for the Large Gathering Venue COVID-19 Preparedness & Safety Plan can be found [HERE](#).

LOCAL HEALTH AUTHORITIES IN NEVADA

Carson City Health and Human Services

Areas Served: Carson City, Douglas County, Storey County and Lyon County (Cities: Minden, Gardnerville, Genoa, Glenbrook, South Lake Tahoe, and Topaz Lake)

Address: 900 East Long Street, Carson City, NV 89706

Phone: (775) 887-2190



Nevada Division of Public and Behavioral Health

Areas Served: Churchill County, Elko County, Esmeralda County, Eureka County, Humboldt County, Lander County, Lincoln County, Mineral County, Nye County, Pershing County, and White Pine County.

Address: 4150 Technology Way, Carson City, NV 89706

Phone: (775) 684-4200

Southern Nevada Health District

Areas Served: Clark County (Cities: Las Vegas, North Las Vegas, Henderson, Boulder City, Mesquite and Laughlin)

Address: 280 S. Decatur Blvd., Las Vegas, NV 89107

Phone: (702) 759-1000

Washoe County Health District

Areas Served: Washoe County (Cities: Reno, Sparks, Gerlach, Vya, Pyramid, Washoe City)

Address: 1001 East 9th Street, Reno, NV 89512

Phone: (775) 328-2400