



CLARK COUNTY LARGE GATHERING VENUE PLAN SUBMISSION GUIDE

Pursuant to the Governor's New Normal Plan and Emergency Directive 033, venues planning to host a large gathering are required to submit a Large Gathering Plan for approval prior to hosting the large gathering.

WHO MUST SUBMIT A LARGE GATHERING PLAN?

The following large gatherings require submission and approval of a Large Gathering Plan prior to the gathering:

- **Events with 2,500 Fixed Seating Capacity or More** that want to host an event or gathering for more than 250 people. These venues are capped at 10% of the venue's total seated capacity.
- **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.

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 033 and the *Nevada Guidance for Safe Gatherings: Celebrations, Ceremonies, and Events*. However, a venue may be required to adopt additional safety measures that extend beyond the baseline gathering guidance, as determined by the Clark County Recovery Organization Enforcement Workgroup.

The following is a summary of what will be required for as part of a Large Gathering Plan, but it is not an exhaustive list of all requirements:

1. Plan must address how the event organizer will confirm that attendees **do not have any COVID-19 symptoms**
2. Designate a **licensed or certified medical professional** who must always be located on-site
3. Designate a primary contact from the event organizer that will be responsible for collecting and retaining names and 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
4. 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
5. Identify how event registration and check-in will be accomplished to **avoid crowding**

6. Identify the **barriers, markings or other elements** that will be used to reinforce social distancing (such as stanchions or hedges)
7. 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.
8. Identify the **communication protocols** with all attendees prior to arrival, upon arrival, and throughout the event
9. Identify the cleaning and **disinfection protocols** that will be implemented

HOW AND WHERE TO SUBMIT A LARGE GATHERING PLAN?

Every Large Gathering Plan must be submitted to the Clark County Recovery Organization Enforcement Workgroup for review at least 10 business days prior to the event. Upon receipt, the Clark County Recovery Organization Enforcement Workgroup will forward the Plan to applicable agencies to review and ensure it meets the local regulations and will not place an unacceptable burden on the local health infrastructure. The initial review process will be completed within 7 business days from acknowledged receipt.

Clark County Recovery Organization Enforcement Workgroup:

- Email: CCROEnforcementWorkgroup@ClarkCountyNV.gov

NOTE: If it is determined at any time that the large gathering will negatively impact the local health infrastructure or if the allowed attendance for the event decreases per Governor's Directive, the event approval will be revoked and the event will not be permissible.