



## **Coronavirus Disease (COVID-19) Special Events**

### **Event Considerations**

**Facial Coverings** – All attendees must wear a facial covering while attending a public event in the City of Nashua. If food is offered at an event, a section for event dining should be created so people can remove their mask and eat while being socially distanced from other groups. Public messaging in the form of signs and posters must be prominently displayed around the event reminding attendees that masking is mandatory, in anticipated language(s) of attendees. This is the responsibility of the event planner.

**Social distancing** – All aspects of event planning should be made with social distancing in mind. Markings, tape, chalk or other means should be utilized to visually represent social distancing where appropriate. Frequent signage throughout the event area shall also be posted as a reminder and visual representations at every vendor booth or area where people could gather for short periods of time. Events should be planned to allow as much continuous flow as possible to prevent areas from becoming congested.

**Sanitation Measures** – Adequate handwashing and hand sanitizing facilities shall be provided throughout the designated event area and signage promoting the use of the stations should be prominently displayed. Any vendor booth or common use area shall be maintained in such a way to promote frequent cleaning and disinfecting as needed and adequate supplies shall be available throughout the event.

**Contact Trace Back**—A sign-in list of attendee names and phone numbers must be collected and maintained by the event coordinator. Attendees will only be contacted if the event is associated with a potential COVID-19 exposure.

**COVID-19 Mitigation Plan** – Event coordinators shall submit a COVID-19 mitigation plan that outlines the safety measures being implemented to achieve use of facial coverings, social distancing, and sanitation measures during all hours of the event.

***If an event cannot meet facial covering, social distancing, contact trace back and sanitation needs to mitigate the spread of COVID-19, the Division of Public Health and Community Services will not approve the event.***

### **Cancellation Threshold**

The Division of Public Health and Community Services (DPHCS) in consultation with the Office of Emergency Management will review COVID-19 case data on a regular basis to make determinations on the status of events. Considerations impacting the status of special events include, but are not limited to:



**CITY OF NASHUA**  
**Division of Public Health  
& Community Services**

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- Consistent upward trajectory of COVID-19 cases reported per day in Nashua within a 10-day period
- Consistent upward trajectory of the percent positive curve of COVID-19 cases in New Hampshire within a 10-day period
- Consistent upward trajectory of COVID-19 cases reported per day and/or an upward trajectory in the percent positive curve of COVID-19 tests in Massachusetts within a 10-day period
- An outbreak associated with a special event
- COVID-19 safety measures not being adhered to creating a high risk environment

If any of the above considerations occur, the Division of Public Health and Community Services will not approve further events. Following the suspension of events, DPHCS will rely on epidemiological data and appropriate mitigation responses as indicators for future approvals.

### Resources

- State of NH COVID Guidance Main Page [www.covidguidance.nh.gov](http://www.covidguidance.nh.gov)
- Specific Guidance:
  - [Universal Guidance](#)
  - [Performing Arts Venues](#)
  - [Attractions](#)
  - [Fairs and Festivals](#)
- City of Nashua COVID-19 [Data Dashboard](#)
- City of Nashua [Face Covering Ordinance](#)
- NH Department of Health and Human Services [COVID-19](#)
- CDC Considerations [Gatherings and Community Events](#)
- CDC Guidance [www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/overview.html](http://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/overview.html)