



Village Green Community Center

26159 Dulay Road NE

Kingston, WA 98346

(360) 297-1263

www.myvillagegreen.org

COVID-19 CONTROL PLAN

All renters of the Village Green Community Center or property **must** develop a written control plan outlining how their event will comply with the mandatory safety standards for operation in the Safe Start Plan for Washington state. This template must be filled out to meet the requirements. Control plans need to be submitted to the Village Green Community Center for approval 10 days prior to the event.

EVENT INFORMATION (please provide the following information)

NAME OF APPLICANT:			
NAME OF EVENT:	Time of Actual Event from:	to:	
DATE OF EVENT:	Time from:	to:	(including set-up/clean-up)
GROUP / ORGANIZATION			
TELEPHONE (home)	(cell)		
EMAIL ADDRESS			

SOCIAL DISTANCING (Check the boxes to certify you will comply with the following guidelines):

- Ensure that all event attendees remain at least six feet apart to the greatest extent possible, both inside and outside facilities.
- Event attendees should wear a cloth face covering or medical face mask throughout the entirety of the event.
- Tables must be placed far enough apart when measured from occupied chair to occupied chair to ensure event attendees are seated a minimum of six (6) feet away from guests at adjacent tables. Set-up arrangements and guidelines will be provided to events that encourage social distancing.
- Request attendees replace handshakes with greetings that don't require skin contact.
- Please describe additional social distancing guidelines that will be utilized here:

HYGIENE (Check the boxes to certify you will comply with the following guidelines):

- Encourage event attendees to wash hands or use the provided hand sanitizer:
 - As soon as they enter the building
 - Before eating
 - After eating
 - After using the restroom
 - Prior to leaving the building
- Obey posted signage with guidelines on handwashing, social distancing, covering coughs, and sneezes, etc.
- Condiments (ketchup, soy sauce, salt, pepper, etc.) must be single-use or sanitized after each use.
- Stagger food and drink stations and serve food in individual units like bag lunches, individual water bottles, etc. Avoid serving foods buffet style or where multiple hands will touch the food,
- Keep the quantity of food on display to a minimum and restock frequently to reduce the amount of food touched by event attendees.
- Please describe additional hygiene guidelines that will be utilized here:

OPERATIONS (Check boxes to certify you will comply with the following guidelines):

- Event attendees will be provided with the link to the Kitsap County Pathway to Recovery Playbook prior to the event. https://www.kitsapgov.com/Documents/Kitsap_Recovery_Playbook.pdf
- Event attendees who are displaying COVID-19 like symptoms will not attend the event.
- The primary event contact will serve as a COVID-19 safety representative during the event to monitor the health of event attendees and enforce the COVID-19 Control Plan.
- The primary event contact will participate in a COVID-19 pre-event orientation with Village Green staff.
Orientation Completion Date: _____
- Depending on the size of the event, event operators may be responsible for requiring event participants to complete a health screening and thermal temperature scan prior to entering the event.
- Please describe additional operations guidelines that will be utilized here:

DISINFECTING (Check the boxes to certify you will comply with the following guidelines):

- Clean and disinfect with the Village Green provided disinfectants. Outside cleaning products are not allowed.
- Clean and disinfect contact surfaces within the facility frequently with the provided disinfectants throughout the event.
- Clean and disinfect with the provided disinfectants all personal items such as decorations, serving trays, kitchen appliances, etc. that will be utilized:
 - As soon as entering the building
 - Prior to leaving the building
- Clean and disinfect contact surfaces, tables, chairs with provided disinfectants prior to leaving the facility.
- Please describe additional cleaning and disinfecting guidelines that will be utilized here:

By signing below, you agree to accept the above stated terms of this COVID-19 Control Plan.

Signature

Printed Name

Date