

WILLIAM PEDUTO
MAYOR



WENDELL D. HISSRICH
DIRECTOR

CITY OF PITTSBURGH
OFFICE OF SPECIAL EVENTS
CITY-COUNTY BUILDING

Guidance on Covid-19 Safety Plans for Event Applicants

The City of Pittsburgh Office of Special Events currently requires all Special Event Permit applicants to submit a "Covid-19 Safety Plan" with all Special Event Permit applications. The plan should demonstrate to the Office of Special Events and the Special Events Committee how the applicant intends to meet all state and local Covid-19 mitigation guidelines currently in place. The Special Events Committee cannot issue permits to events that have not successfully demonstrated the measures that will be taken to meet state and local guidelines to keep patrons and staff safe. Please review the information below for guidance on what is expected in the Covid-19 Safety Plans.

Effective May 17, 2021, the State of Pennsylvania has issued revised occupancy guidelines on indoor and outdoor events in the State of Pennsylvania. Outdoor events are now limited to 75% of the venue capacity, regardless of venue size. Indoor events are now limited to 50% of the venue capacity, regardless of venue size. Occupancy is determined applying the appropriate percentage to the venue's posted limit set by the National Fire Protection Association (NFPA) Life Safety Code.

When no NFPA capacity is published or available for outdoor events or venues, maximum capacity shall be calculated as 67 people per 1000 square feet. The 75% maximum capacity limit will be applied to that number to determine the max capacity of the event.

Additionally, current Pennsylvania mitigation efforts include social distancing (six feet), masking in public, and frequent hand sanitation.

When drafting your plan, please plan to adhere to mitigation controls that are in place **today**, even if your event is scheduled to be later in the year. We cannot assume mitigation controls will change. If they do, we will work with you to adapt your event and answer any questions you may have about what is advisable or allowable closer to your event date.

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REQUIRED ITEMS IN THE COVID-19 SAFETY PLAN

ATTENDANCE CONTROL: In your safety plan please list and explain measures that will be employed to ensure that attendance at your event complies with the 75% venue capacity limit currently in affect in Pennsylvania. Please remember that the 75% capacity includes staff and volunteers. This could include things like timed entry, counters, etc.

SOCIAL DISTANCING: Please indicate measures that will be taken to ensure that attendees do not cluster, and have adequate space to distance. The City requires the following measures to be taken to ensure proper distancing:

- Six (6) feet of space must be left between any vendor tents; a physical barrier preventing patrons from walking between the tents must be used.
 - Vendor tents may be placed back-to-back with a tent wall separating them.
 - If you want to allow transit between tents, 10ft of space must be left between tents.
- Six (6) feet of space must be left between Port-o-johns to allow for space between any lines that may form. Units may be placed back to back.
- Seating must be spaced six (6) feet apart.

HAND HYGENE: Hand washing stations are the preferred sanitation method, however hand sanitizer is acceptable. Hand sanitizer should be made available within all restrooms and periodically throughout your venue. Encourage vendors to have some available at their tables. It is good practice to offer hand sanitizer at entrance points so guests can sanitize their hands upon entry.

UNIVERSAL MASKING: The Commonwealth of Pennsylvania is currently under a Universal Face Masking Order. In your plan, please demonstrate how you intend to ensure that all staff and attendees of your event wear masks at all times.