



## City of Detroit Events

# HEALTH AND SAFETY PLAN

Name	
Phone Number and Email	
Event Name	
Date and Time of Event	
Event Location	
Estimated Number of Attendees	
Event Description	
Event Environment(s): indoor, outdoor, other	

Please use the checklist below to review your plan to ensure you have included all of the following and submit as the cover page along with your plan. Return to Dr. Robert Dunne, Chief Medical Consultant at the City of Detroit, at [dunner@detroitmi.gov](mailto:dunner@detroitmi.gov) and Kim Rustem, Policy Director at City of Detroit Mayor's Office, at [kimberly.rustem@detroitmi.gov](mailto:kimberly.rustem@detroitmi.gov).

### Employee Health Screening plan, including:

- Employee health screening plan

### Event Practice and Distancing plan, including:

- Plan to discourage sick people from attending the event
- Strict 6-foot physical distancing plan
- Space modifications or changes in order to adhere to physical distancing requirements
- Plan for encouraging good hand hygiene practices
- Plan for restricting site access only to invited attendees

### Use of Personal Protective Equipment plans, including:

- Plans for the use of masks or cloth face coverings by employees
- Plans for the use of masks or cloth face coverings by attendees
- Plans for the use of gloves in selected environments (if applicable)
- Plans for the use of eye protection in selected environments (if applicable)

### Worksite and Vehicle Cleaning plans, including:

- Plans for the sanitation and disinfection of high-touch or high-traffic surfaces
- Plans for the sanitation and disinfection of vehicles (if applicable)

### Event Layout

- Diagram of event space, seating arrangements, and sanitation stations