



# GOVERNMENT OF THE U.S. VIRGIN ISLANDS

## DEPARTMENT OF HEALTH, DIVISION OF ENVIRONMENTAL HEALTH

### SPECIAL EVENTS REQUEST FORM

- ◆ *Forms and all promotional materials must be submitted to inspection.deh@doh.vi.gov as a PDF Attachment.*
- ◆ *Any requests submitted less than 14 days before the event will be denied.*
- ◆ *The COVID-19 Taskforce has the right to conduct compliance inspections.*
- ◆ *If found to be out of compliance, a "Cease-and-Desist Order" will be issued.*
- ◆ *This form is not a substitute for a "Special Events Health Permit," which is required for food sales.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Do you request a COVID-19 Vaccination Clinic at your event? Yes / No

Name of Venue Owner or Manager : \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Venue: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Physical Address of Venue: \_\_\_\_\_

Pre COVID-19 Capacity: \_\_\_\_\_ Number of Expected Attendees: \_\_\_\_\_ Food Served: Yes / No Alcohol Served: Yes / No

Type of Event: \_\_\_\_\_

Live Music / DJ : Yes / No If "Yes" Explain: \_\_\_\_\_

#### EVENT DETAILS & COVID-19 SAFETY PLAN


Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Venue Owner or Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommended / Not Recommended**

**Approve / Disapprove**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Wanson S. Harris, CIH, COHC, Director, Environmental Health Division

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Justa E. Encarnacion, RN, BSN, MBA/HCM, Commissioner of Health

#### Official Use Only - Additional Remarks




**GOVERNMENT OF THE UNITED STATES VIRGIN  
ISLANDS**  
**DEPARTMENT OF HEALTH**  
**DIVISION OF ENVIRONMENTAL HEALTH**



3500 ESTATE RICHMOND  
ST. CROIX, VI 00820  
(340) 718-1311 x 3709

1303 HOSPITAL GROUND, SUITE 10  
ST. THOMAS, VI 00920  
(340) 774-9000 x 4642

## **Guidance for All Parties/Gatherings/Events**

**Requests submitted less than two weeks (14 days) before the event will be denied.**

- ALL events, big and small, need approval from the VI Department of Health (DOH). DOH will only approve events with more than 50 attendees as "all vaccinated events." (<https://www.vi.gov/executive-orders/>)
- The first step for approval is submitting a Special Events Request Form (attached).
- Email the form and promotional materials to [inspection.deh@doh.vi.gov](mailto:inspection.deh@doh.vi.gov) as a **PDF attachment** – saved as "**First Name Last Name Event Date**" early in the event planning stages.
- Response time varies, and events that require vaccination verification take more time.
- DOH will return incomplete forms to the applicant.

### **Event Details & COVID-19 Safety Plan**

Your COVID-19 Safety Plan is a written plan outlining the COVID-19 prevention measures for your event.

- COVID-19 often spreads by people before they know they are infected. Write out your plan to prevent the airborne virus from infecting other guests.
- The best way to write your "Event Details & COVID-19 Safety Plan" is to think about how you would stop the spread if some of your guests have COVID-19 but have no symptoms.

### **Person in Charge**

Someone must be responsible for ensuring the guidance in this document and your COVID-19 Safety Plan is followed throughout the event.

- The person in charge must keep an attendance list and contact information on file for a month after the event.
- No person who is ill may attend the event.
- A person who has been in close contact with a suspected or positive case of COVID-19 must be in quarantine and is not allowed to attend any event or be out in public.
- The event must end before midnight.

### **Social Distancing**

- Households should be seated together whenever possible.
- Maintain a 6-foot distance (two arm lengths) if you are not in the same household.
- Leave 4-feet of space between table sets (follow restaurant guidance). Seats for people who are not in the same household must be spaced 4-feet apart.

### **Masks**

- Masks are to be always worn except when eating or drinking at assigned seats.
- Masks must cover the nose and mouth while guests are not eating or drinking.

## Capacity

- All events must be at places where the number of guests is less than or equal to 75% of the pre-COVID-19 capacity set by the Fire Department. The venue owner or manager can give you this information when they sign the form. This policy is to ensure enough room for social distancing. Outdoor events are preferred.
- As of 08/13/21, the limit on mass gatherings is 50 people and require approval from DOH. All gatherings of less than 50 people also require DOH approval.

## Hygiene

- Areas for handwashing and hand sanitizer must be widely available and easily accessible. No-touch sanitizer dispensers preferred.
- Frequently touched surfaces and restrooms must be cleaned and sanitized often.

## Ventilation

- Outdoor events are preferred. Good ventilation required indoors.

## Food and Beverage

- Serve food using [restaurant guidance](#). Ensure food safety, masking, and social distancing.
- Do not serve alcoholic beverages after 11 pm or within the venue's business license limits.
- No standing at a bar; seating must be 4 feet apart.
- Only serve drinks to people at seated tables or people sitting 4 feet apart at the bar.

## Live Music and D.J. Music

- Live and D.J. must be at least 10 feet from the guests and coordinated within the venue's business license limits. Venues must have the correct permissions to host live music. If you are unsure, check the business license issued by DLCA.
- One D.J. is allowed at outdoor events.
- Dancing is permitted if everyone is wearing a mask and dancing 4-6 feet apart in a socially distanced manner.
- Walking around with a drink in hand is not a justifiable reason not to wear a mask. Masks must be worn while socializing, standing, walking, running, and dancing and only removed while seated at one's party's designated table to help stop the spread of COVID-19.

**Optional Vaccination Clinic** You can host a clinic at your event. If you are interested, a DOH representative will contact you with more information.

## Compliance and Enforcement

- The Governor's Executive Orders, Special Event Guidance, Event Details & COVID-19 Safety Plan, and all other information on the "Special Events Request Form" must be consistently followed.
- The COVID-19 Task Force has the right to conduct inspections. If found to be out of compliance, a "Cease and Desist" will be issued.

## Gatherings With More Than 50 Attendees Must "All Vaccinated" Events

As per Governor Bryan's Executive Orders, DOH will only approve events with more than 50 attendees as "all vaccinated" events. <https://www.vi.gov/executive-orders/>. DOH may approve mass gatherings of up to 250 persons on a case-by-case basis. Please indicate if your event is an "all vaccinated" event on the "Event Details" section of the form.

- DOH will grant conditional approval contingent on the verification of the vaccination status of the attendees. Before full approval, DOH will verify that everyone attending the event is fully vaccinated against COVID-19 (guests, staff, organizers, artists, hosts, volunteers, everyone).
- The verification process includes submitting an attendance list (Excel File) with the names and birthdates of the people who received a COVID-19 vaccine in the territory and a separate list of the names of those vaccinated elsewhere. The latest time to submit an attendance list is five (5) business days before the event.
  - When submitting weekly list updates, format the attendance list in an Excel file.
  - Keep a running list and note the date the list was last submitted on a "Row" on the Excel File to separate each week's list. We ask you to do this so that we don't look up the same name multiple times. This procedure lets us see which names have already been verified while maintaining an accurate number of attendees.
  - Regarding the attendees who were vaccinated elsewhere: Everyone must bring their vaccination card and valid, government-issued identification card to the event.
  - This information will be checked at the door by your team or the COVID-19 Task Force before event entry.
- Everyone, including attendees vaccinated in the USVI, must follow the same procedure for identification verification by bringing their vaccination card and valid, government-issued identification card to the event. Before entry, your team or the COVID-19 Task Force will check this information at the door.

### **Permits and Health Cards**

- The "Special Events Request Form" is not a substitute for a "Special Events Health Permit" required if food or drinks are being sold at the event.
- For more information, see Food Establishments and Public Permit Requirements.
- Health Cards are required for any person handling food and drinks that are sold to the public. How To Get A Health Card.

### **Additional Details**

- For more information, please call (340) 718-1311 extension 3600.
- To report violations, please call 340-771-7226 (STT/STJ) or 340-727-7226 (STX).

To learn more about the current COVID-19 situation, visit:

- <https://www.covid19usvi.com/>
- <https://www.vi.gov/executive-orders>,
- [Virgin Islands Department of Health | Facebook](#)