



CITY CLERK'S OFFICE

City Hall, 520 Warren Street
Hudson, New York 12534

TRACY S. DELANEY
City Clerk

TELEPHONE
518-828-1030

MASS GATHERING PERMIT

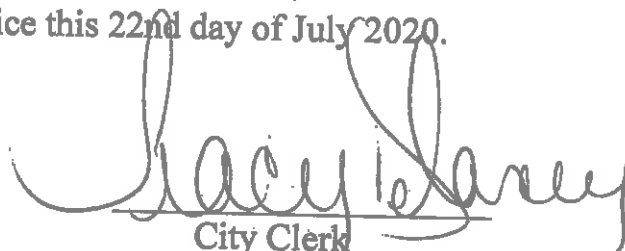
ORGANIZATION: Operation Unite New York Inc

DATE OF EVENT: August 7-9, 2020 9:00am-11:00pm

African-American Arts and Cultural Festival 2020
Parade from 7th Street Park down Warren Street to the
Henry Hudson Riverfront Park

MASS GATHERING APPROVED BY MAYOR: July 22, 2020
Certificate of Insurance Received: March 20, 2020

Issued by the City Clerk's Office this 22nd day of July 2020.


City Clerk

cc: Public Works Dept.
Police Dept.

City Clerk's Office
City Hall, 520 Warren Street
Hudson, NY
(518)828-1030

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Revised 10/2015

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HUDSON, NEW YORK

Before completing application, please read attached Rules & Regulations as outlined in Hudson City Code Section 199. Attach additional sheets as needed. Applications will be reviewed by the Police Department and/or Public Works Department as relevant before being sent to the Mayor for approval.

MASS GATHERING PERMIT APPLICATION
APPLICATION TO BE SUBMITTED AT LEAST 120 DAYS PRIOR TO EVENT

OFFICE USE ONLY:

120 Day Requirement Waived _____ By _____

126 days

1. Name of Sponsoring Organization: Operation Unite, New York Inc.

Address: 360 Columbia Street Hudson, NY 12534

Individual(s) In Charge of Event: Elene Masley

Telephone Number(s) 518 828-3612

Contact Cell Phone Number(s) during the event: 518 821-8150

2. Date of Event Aug 7th, 8th, 9th 2020 Hours 9:00 am - 10:00 pm

3. Nature of Event African-American Arts and Cultural Festival 2020.

Family Fun Festival including Gospel, Jazz music and the
Sunset Service.

4. Area(s) to be used (Route of Parade-Race-Walkathon provide a sketch of route) _____

The Henry Hudson Riverfront Park. The Parade will be on Saturday
August 8th 2020 and will start from 7th Street and Warren St.
to the Henry Hudson Riverfront Park.

5. Approx. Number of Persons expected to attend: 2,000

6. Free to Public or a Charge, please specify: Free for the Public.

7. Support Services Planned/Requested (Review Carefully Rules & Regulations regarding the following. Submit additional pages as needed. City may provide certain equipment and/or materials if available)

(a) # Temporary Parking Signs Requested: No

(b) # Barricades Requested: Yes, we need from 7th St. and State St. and from 7th St. and Warren St. (Please close 7th St. between State and Warren St.)

(c) Utilities Needed: We need electricity to use at the Gazabo and the Riverfront Park.

(d) Restrooms: Yes, we need both restrooms open at the Riverfront Park.

(e) Banners & Other Signage and Location (Sponsor Responsibility): Banner on 3rd Street and a mini banner along the gate at the Riverfront Park, and a banner on Fairview.

(f) Tents & Other Temporary Structures (Sponsor Responsibility): Yes, at the Riverfront Park.

(g) Emergency Medical Service Area and Egress Route: Public access road to the Riverfront Park.

(h) Security Non-Needed.

(To be determined by Mayor. Private Security may be required of Sponsor)

8. Other permits/licenses required (food permits from Columbia County Health Dept., fireworks licensing, permits, etc.) Non local food vendors requested to have permits issued by the health department, local vendors under BUNY permits.

9. Will Alcohol be served? NO (If yes, please complete the City of Hudson Alcohol Agreement and demonstrate full compliance with all applicable regulations pursuant to Hudson City Code Chapter 65)

10. Certificate of Insurance must be furnished naming the City of Hudson as Additional Insurance at least 14 days prior to the event. (All events must obtain a liability insurance policy in the amount of \$1,000,000 for bodily injury, a minimum limit of \$100,000 for property damage and in the case that alcohol will be sold at the special event or parade, a minimum limit of \$3,000,000 for liability arising from the sale or consumption of alcohol pursuant to Hudson City Code §199-8(B)) _____

11. Does your parade or special event require a street closure(s)? Yes from 7th St. between State St. and Warren St. Traffic Control for the Cross Streets during the parade.

12. Notification and Public Comment. If parade or special event requires a street closure(s), the applicant must submit to the City Clerk an affidavit of publication from the city's official newspaper (*Register Star*) pursuant to Hudson City Code §199-7.

For Office Use:

Public Works Dept. Reviewed as required

Reviewed Supt Perry 2/19/2020
(Signature & Date)

Police Dept. Reviewed as required

Reviewed Chief Moore 2/14/2020
(Signature & Date)

Mayor's Office:

Approved/Disapproved

7/22/20
(Date)

by Mayor

[Signature]
(Signature)

Comments/Notes: _____

Fees to be paid by Sponsor (state none if applicable) _____

Event Organizer's Vendor License
Alcohol Agreement

yes or no
yes or no



NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov. If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

COVID-19 Reopening Safety Plan

Name of Business: Operation Unite, New York Inc.

Industry: Education and Cultural Arts

Address: 360 Columbia Street, P.O. Box 1305

Contact Information: 518 821-8150, 518 828-3612

Owner/Manager of Business: Elena Mosley, Director

Human Resources Representative and Contact Information, if applicable:

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- ✓ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- ✓ Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

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- ✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- ✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

Bathroom stalls are preset. We can limit how many go in at a time.

How you will manage engagement with customers and visitors on these requirements (as applicable)?

One person at time at vendor tables. Vendors will be spread out on the grass. People will leisurely walk around, bring their own lawn chair or blanket. On going announcements to social distance in all areas.

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)? Staff will have scheduled breaks,

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- ✓ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

We will have masks and hand sanitizer available. The county is providing free hand sanitizer. We will provide disposable masks for the public.

- ✓ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

Disposable masks will be discarded in trash receptacles.

- ✓ Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

Team Leaders will have their own clip boards & pens. There will not be any games or crafts or any activity that encourages sharing of objects.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- ✓ Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

Bathroom stalls are preset. We can limit how many go in at a time.

Bathrooms will be checked every 30 minutes and sinks wiped down.

- ✓ Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

There will be two locations where hand sanitizer will be available to all. Employees will be instructed to sanitize/disinfect work stations. There will also be signs in bathrooms for proper handwashing instructions.

- ✓ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?

Employees will be instructed to sanitize/disinfect work stations. There will also be signs in bathrooms for proper handwashing instructions. They will also have to wash hands when coming into contact with anyone.

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- ✓ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- ✓ Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- ✓ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

- ✓ If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

Director Elena Mosley

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- ✓ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

Employees and volunteers will be screened prior to set up. All staff at the DOH Guidelines Training given by NYS Network for Youth.

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

All screening will be done upon arrival. Everyone is required to wear a mask and use wash hands and use hand sanitizer. Disposable masks will be provided if needed.

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- ✓ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

Disinfective wipes and sprays will be used to sanitize everything including items touched and work area of the person.

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

Screening and Attendance is taking daily. Contacts on the same day will be reported from the list.

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

All participants will be required to attend a zoom meeting or set up a one on one telephone call to review rules and any concerns. Flyers and social media post will list all space guidelines. Updated changes in guidelines will be shared via written notifications.

Elena Monkey

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- ✓ Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at [governor.ny.gov/executiveorders](https://www.governor.ny.gov/executiveorders) on a periodic basis or whenever notified of the availability of new guidance.

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

State and Federal Resources for Businesses and Entities

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

General Information

[New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)
[Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)
[Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

Workplace Guidance

[CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)
[OSHA Guidance on Preparing Workplaces for COVID-19](#)

Personal Protective Equipment Guidance

[DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)
[OSHA Personal Protective Equipment](#)

Cleaning and Disinfecting Guidance

[New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)
[DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)
[CDC Cleaning and Disinfecting Facilities](#)

Screening and Testing Guidance

[DOH COVID-19 Testing](#)
[CDC COVID-19 Symptoms](#)

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