



2021 EV Expo Health and Safety Plan

for
Taos Public Library
September 25, 2021, Noon to 4:00 p.m.

UPDATED: 03 SEPTEMBER 2021

Purpose and Background

The 2021 Taos EV Expo Health and Safety Plan presented herein is our response to the ***Proclamation of Civil Emergency*** issued by the Office of the Mayor of Taos on Friday, August 13, 2021, and Town of Taos Resolution 21-41, ***Declaration of a Health Emergency for the Town of Taos and the Imposition of Preventive Measures for the Public and Town Employees***.

Renewable Taos, Inc. ("RT"), the organizer of the Taos Electric Vehicle (EV) Expo, fully acknowledges the presence of the ***Civil Emergency***, and will abide by all local, state and national rules and guidelines in the preparation and conduct of the Taos EV Expo. This Plan will be followed by all event volunteer organizers and other entities who interact with the event through related support activities. RT is working closely with Kit Carson Electric Cooperative who will also adhere to its provisions.

The 2021 Taos EV Expo is an outdoor event that is open to the general public. Social-distancing and masking will be principle components of the health and safety of the attendees and volunteers managing the event, in accordance with the ***Proclamation*** and the ***Resolution***.

In planning for this **Taos Electric Vehicle Expo** and National Drive Electric Week ([NDEW.org](https://www.ndew.org)) in-person event, public health and safety is of paramount concern for the event staff and attendees.

This in-person event must be carried out with the following recommendations and requirements on top of our state and local health guidelines. If the event is cancelled, RT will notify all volunteers, exhibitors, speakers, event partners, and NDEW Support. (support@driveelectricweek.org)

In the event of conflict, we will apply the most restrictive advice. Since the COVID-19 situation is fluid, we will monitor changes in those recommendations up to the day of our event to ensure we are able to apply the safest standards to protect our staff and attendees.

The Special Event Permit Application has been submitted to the Town, and Renewable Taos has received a preliminary approval to proceed by Mitch Miller, Town Facilities and Special Events Director.

Contacts

Renewable Taos, Inc.	Daniel Pritchard	dan@renewabletaos.org	505-980-8345
Renewable Taos, Inc.	Paula Claycomb	paula.claycomb@gmail.com	575-770-3267
Town of Taos	Carla Murphy	cmurphy@taosgov.com	575-751-2001
Taos Public Library	Kate Alderete	kalderete@taosgov.com	575-737-2594

Venue

The venue for the 2021 Taos EV Expo is the Taos Public Library, 402 Paseo de la Placita in Taos. The event setup will occur both the day before and the morning of the event. The venue will be vacated by Renewable Taos no later than 6:00pm on the day of the event.

The Town of Taos (“Town”) has tentatively agreed to allow event attendees and Renewable Taos to use the library conference room and toilet facilities. If this is no longer available as directed by the Town officials, RT has **alternate plans** for an open-air tent for the Speaker Program, and will utilize one or more porta-potties and hand-washing stations.

Prior To The Event

- We will monitor the CDC website and our local and state health authorities for updated guidance as we get closer to our event.
- We will create a written plan (this document) on how we will mitigate the spread of COVID-19 and provide it to those who will be staffing the event. This plan will include what our current state and local health guidelines are for in-person events.
- We will provide details of the COVID-19 safety precautions attendees must take in the event description of our online event page.
- Any staff should stay at home if they have fever, respiratory symptoms, or believe they may be sick.
- We will promote messages that discourage people who are sick from attending events, and display signage provided by the Town of Taos and NDEW, as available.
- We will request attendees leave the event if they begin to have symptoms of COVID-19, which include fever, cough, and shortness of breath. See a list of symptoms and [CDC guidance on what to do when sick with COVID-19](#).
- We will identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants.
- We will designate a person on our team who will have lead responsibility during the event for ensuring that everyone is wearing a mask and maintaining distancing. This person will be supplied with disposable masks for distribution.
- Exhibit layout will include at least one vehicle-parking space separation to promote social distancing.

Public Health Measures to be Taken

The following measures are to be taken in accordance with the Proclamation and Resolution, and the NM Department of Health Epidemiology and Response Division *Policies for the Prevention and Control of Covid-19 in New Mexico* (August 30, 2021):

Requirement for Covid-19 Vaccination

- All persons participating in the EV Expo including volunteers, exhibitors, speakers, food vendors and public attendees are required to be vaccinated against Covid-19 in accordance with policy issued by the New Mexico Department of Health.
- Signage will be posted stating this requirement.
- Proof of vaccination will not be required; attendees are expected to be honorable and truthful.
- The Taos EV Expo may refuse entry to anyone not in compliance.

Mandatory Face Coverings

- Event staff and attendees over the age of 5 are required to wear face masks that cover nose and mouth at all times.
- The Taos EV Expo reserves the right to refuse entry to anyone incorrectly wearing a face covering.
- Masks will be provided for use.

Minimum Physical Distance

- “Social distancing” (striving to maintain a physical distance of six feet between persons) shall be the standard by EV Expo attendees.
- An exception to social distancing is allowed between members of the same household.
- Event attendance is limited to the maximum attendance permitted by local health authorities.
- Signage will be posted to discourage physical contact among staff and attendees.

Hand Sanitizer and Sanitization

- Alcohol-based hand sanitizer that contains at least 60% alcohol will be widely available for use before and after interacting with event exhibit booth activities and vehicles.
- Sanitizer will be placed at frequently used locations such as entrance, registration and water station.
- Renewable Taos will advise exhibitors and attendees to use hand sanitizer on exhibits of cars, bicycles, skateboards, scooters, demonstration charging equipment and cables, and any other equipment or displays during the event.
- Event staff will practice routine cleaning and disinfecting of frequently touched surfaces including tables, charging cables, charging demonstration and other equipment.
- Porta-potty and hand-wash stations will be provided, and sanitized hourly.

Food and Beverage Service

- Only sealed packaged food will be served, if any.
- Beverages sold with food will be pre-packaged, such as in recyclable aluminum cans.
- A water station will be provided with disposable cups.
- There will be no-touch trash cans and/or recycling bins.

Registration and Giveaway Events

- Renewable Taos will conduct “touchless” on-line registration of attendees using a QR code, and also on-line through the Drive Electric Week website (ndew.org).
- At registration, there will be no trinket or other items as handouts for attendees this year.
- RT may provide paper bags for exhibitor handouts or information flyers.
- Likewise, any “giveaway” event will be touchless with an on-line registration process.
- All donations will be through an on-line payment portal and a cash drop-box at the event.

Sharing and Showing of Electric Vehicles by Owners or Dealerships

- Renewable Taos discourages personal electric car owners from providing demonstration rides or allowing attendees to enter vehicles.
- Allowing attendees to test drive private vehicles is prohibited, with the exception of e-bicycles.
- Car dealerships participating are to be advised of this policy and are to abide by the dealership’s own policy regarding vehicles they have brought to the event.

- Test-drive vehicle owners (drivers) will be provided with an alcohol-based hand sanitizer that contains at least 60% alcohol. See this [Guidance From CDC Specifically For Disinfecting Vehicles](#).
- Test-drive vehicles will be wiped down after every drive, including front seats, steering wheel, touch panels and buttons, arm rests, seat belt buckles, dashboards and inside and outside handles.
- Test-ride e-bicycles will be wiped down after every ride including handlebars, seat, shifters, etc.
- Only a dealer salesperson and people who live in the same household will be allowed in a test drive vehicle at the same time, providing the dealer allows for test drives.
- Private owners of cars may choose to give rides to people who live in the same household in accordance with the wipe-down procedures described above, however, this will be discouraged.
- On test drives, all windows should be completely down during the drive to ensure good air flow.

Speaker Program

- The speaker program will be held outside in a large tent with chairs spaced 6' apart.
- Any speaker podium or stand will include hand sanitizer and will be wiped down between speakers.

Exhibits

- Ample space exists at the venue for distributing exhibitors' tents and tables to maintain a social-distancing standard. Gaps will be included in the site layout plans, such as an empty parking space between cars or ten feet between exhibitor spaces.
- At the end of the day as exhibits and tents are removed, a final sanitization will be conducted as appropriate.

State Public Health Orders

This Plan shall, by reference, incorporate and be consistent with any future COVID-19 related Public Health Orders, Executive Orders, and regulations by the NM Health Secretary, NM Governor, NM Department of Health, NM Environment Department and NM Bureau of Alcohol and Gaming.

Town Notices, Flyers, Posters and Signage

Renewable Taos acknowledges that Town Staff are directed, through the Town Manager, to produce necessary informational mechanisms so as to educate the public including tourists as to these requirements. Additionally, in accordance with the Proclamation and Resolution, Renewable Taos understands the Town shall produce and distribute flyers, posters and signage to alert visitors as to the requirements contained in the **Proclamation** and **Resolution**.

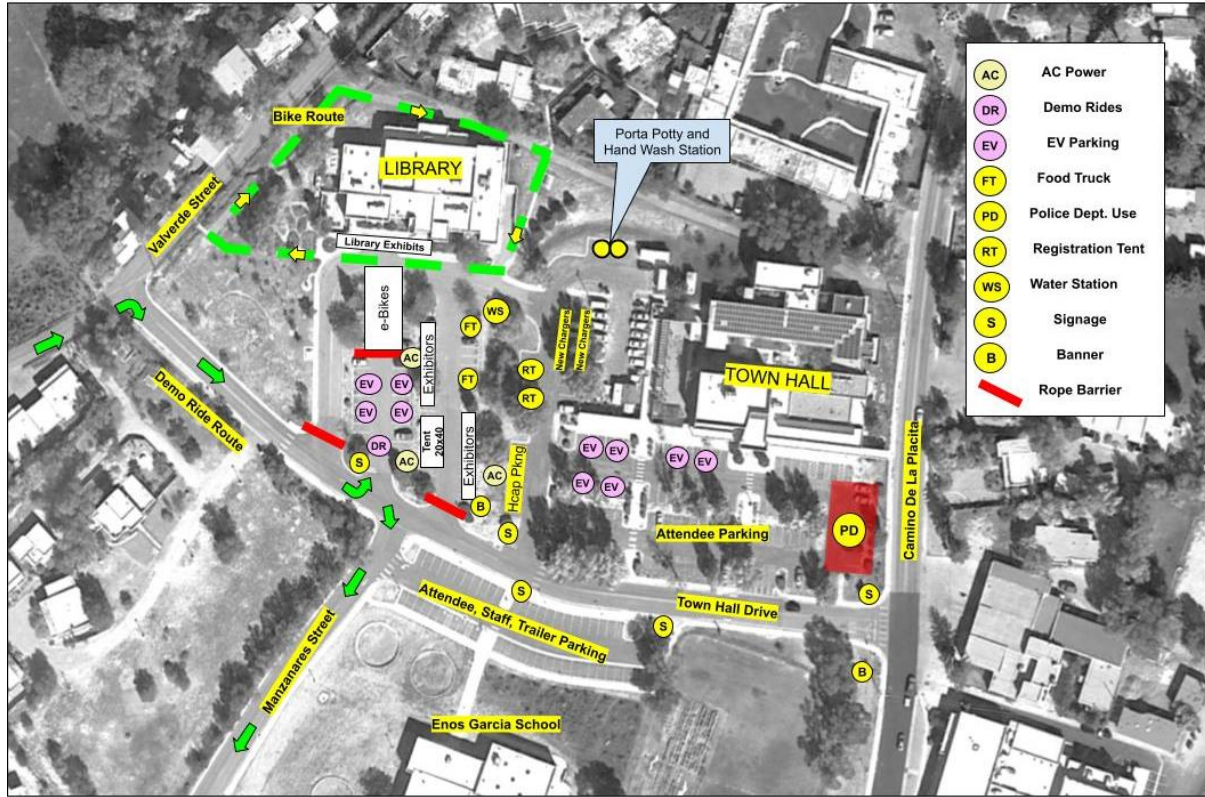
Penalties

Renewable Taos acknowledges that participants in violation of the Order shall be considered a petty misdemeanor, consistent with the Town Code and laws of the state of New Mexico.

Promulgation of the Taos EV Expo Health and Safety Plan

Renewable Taos will publish this Plan, when approved, on the Taos EV Expo website, as well as providing Plan details in hardcopy to event exhibitors nearer the event date and the day of the event.

Site Plan – Taos Public Library



Submitted by:
 Renewable Taos, Inc.
 Executive Board
 PO Box 1453, Taos, NM 87571