

NCFEST

**North Carolina Festival &
Events Safety Taskforce**

July 2020





SUMMARY



Before you begin planning your event, check and understand local and state restrictions. Contact local health officials to confirm their thoughts and recommendations on your event. Local and state restrictions and health official guidelines must be prioritized before using any recommendations in these guidelines.

Who is this group and what is this report about?

NC FEST is a collective group of festival and events organizations throughout North Carolina. This report sets new standards for all events and addresses how these organizations can move forward with business while adapting to the changes of COVID-19.

Attending and hosting events increase the risk of contracting and spreading COVID-19. **The risk of COVID-19 spreading at events and gatherings increases as follows:**

Lowest risk: Virtual-only activities, events, and gatherings

More risk: Smaller in-person gatherings (10 people indoors or 25 outside) in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., community, town, city, or county).

Higher risk: Medium-sized in-person gatherings (50 people indoors or 100 outside) that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.

Highest risk: Large in-person gatherings (100+ people) where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.

However, if you decide to continue with your event it is important to take the necessary precautions to decrease this risk as much as possible. This can be done through health screening upon entry, requiring face coverings, maintaining social distancing for all guests throughout your event, and constant sanitation of the venue – **especially at high traffic areas.**

[Check here to assess your risk.](#)

Key Conclusions & Recommendations

Events and festivals are high risk activities. It is important to take every possible precaution to ensure a safe environment for everyone involved in the event. **We recommend:**

Effectively communicating safety guidelines and procedures that will be required of attendees and performed by staff.

Screening all persons that enter the event are healthy and recording these persons in the case of a later outbreak.

Creating an ongoing cleaning and sanitation plan and providing spaces for social distancing throughout the event.

Requiring face coverings.

Educating all staff members on health guidelines, how to properly interact with customers, and how/when to sanitize each workstation.

Hire vendors to adhere to safety guidelines and provide a clean environment for customers.

Provide entertainment groups/activities enough space for social distancing and constant cleansing.

Legally protect your event/organization through contracts and waivers.

Disclaimer

These recommendations were made off the guidelines from health officials, CDC, executive orders.

- We are not liable for any loss or damage of any kind.
- Having an event is a risk. Use these guidelines at your own risk.
- Federal and state guidelines may be different in your area. Follow federal and state guidelines.



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INTRODUCTION

Background Information

COVID-19 is a new disease spreading throughout the world that has put an abrupt stop to all events and festivals and changed the way that events and festivals will be carried out in the future. We want to provide a report to help events and festivals begin/re-open while keeping people safe and adhering to health and safety guidelines.

Purpose

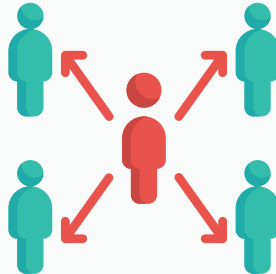
The purpose of this report is to create a set of steps to reduce viral spread. This report covers how to treat most all aspects of events and festivals to ensure a safe environment for workers and guests. These important aspects to control at the event include registering, entering, providing a clean environment, and exiting the event.

Remember Your Three W's!



Wear

Wear a mask when you're out in public.



Wait

Wait 6 feet apart. Avoid close contact.



Wash

Wash your hands frequently or use hand sanitizer.

COVID-19 Compliance Officer

A COVID-19 Compliance Officer (COO) is a designated person at the event who has been trained on COVID related health and safety procedures. At least 1 COO should be identified for every 25 people. The COO is responsible for overseeing and monitoring protocols for face coverings, social distancing, symptom monitoring, disinfecting, training staff and volunteers on COVID procedures, and other duties as may be determined by the employer. This person should always be accessible during working hours to ensure safety of all persons at the event. **The COO (and staff) should ensure that:**

- The private testing and symptom screening programs are operating appropriately and efficiently.
- Venue/Shop environments are properly prepared, maintained and managed during use. This will involve assessment and assurance of adequate filtered ventilation, air circulation, and disinfected surfaces, property and equipment.
- All people on site are complying with protocols for masking, handwashing, and distancing.
- The venue and venue systems such as ventilation, cleaning, and restroom facilities are compliant with the COVID-19 safety plan.



METHODS AND FINDINGS

Staffing & Volunteers

Screening

- Staff and volunteers should go through the same screening process as attendees.
- Monitor absenteeism of employees, cross-train staff, and create a roster of trained back-up staff.

Communication

- Make sure your staff and volunteers are all using the same consistent messaging and stay in touch about hours, policy changes, and updates.

Requirements

Create a set list of rules and requirements for staff to follow while at work. These may include:

- Daily screening process
- Maintaining social distancing by limiting the amount of people on each shift
- Rules/procedures for symptomatic employees
- Staff are required to wear proper face coverings throughout the entirety of the event
- Providing safety “work kits” that could include disposable mask, individual hand sanitizer, and disposable gloves
- Clearly communicated expectations of safety protocols: masks, washing hands, gloves

Hygiene

A worker with appropriate medical and risk management knowledge be designated the “COVID-19 Compliance Officer” for the event, venue, or business. The COVID-19 Compliance Officer should have the following functions:

- Coordinate with, communicate, and help implement public health guidelines.
- Work closely with the event producer or venue operator to develop and implement event health plans.
- Ensure that existing safety plans are modified for compatibility with new health plans.
- Help create worker training that applies current information about hazards and infection control measures, including face coverings, social distancing, handwashing, temperature checking, and disinfecting high-touch surfaces.
- Determine, in conjunction with the venue or event organizer, if a worker or patron may safely enter the event space when there is a health concern
- Social Distancing:** Public health guidance stresses that whenever possible, everyone should leave at least six feet (about two meters) to the person closest to them. Where a task cannot be accomplished working alone, workers can limit their exposure by forming a “work team” in which people routinely work together, but they keep their distance from everyone else
- Hand Washing:** Frequent hand washing with soap is vital to help combat the spread of any virus
- Gloves:** Gloves are not a substitute for regular hand washing. Gloves made of vinyl or similar non-absorbent material that allows fine motor function without possibility of contaminating the wearer’s hands should be worn when conducting health checks on workers or patrons, when handling food, tickets, or any items on which infection can be transmitted, and when using cleaning or disinfecting products.
- Face Coverings:** Physical respiratory protection such as a cloth face covering should be worn whenever people are or could be within six feet (two meters) of each other. Avoid touching your face.
- Cough and Sneeze Etiquette:** Workers should cover their cough or sneeze with a tissue, or an elbow or shoulder if no tissue is available, followed by thorough handwashing.
- Encourage employees to use transportation options that minimize close contact with others
- Allow staff to work remotely as much as possible. Stagger shifts when remote working is not possible.



METHODS AND FINDINGS

Staff Training

The COVID-19 Compliance Officer should educate workers on information about hazards and infection control measures, including face coverings, social distancing, handwashing, temperature checking, and disinfecting high-touch surfaces.

Conduct training virtually to ensure that social distancing is maintained during training. If training needs to be done in person, maintain social distancing.

Offer options for staff at higher risk for severe illness (including older adults and people of any age with underlying medical conditions) that limit their exposure risk. Replace in-person meetings with video- or tele-conference calls whenever possible.

Symptomatic Workers

Designate an administrator or office to be responsible for responding to COVID-19 concerns. All staff and attendees should know who this person or office is and how to contact them. Workers must notify this supervisor and stay home from work if they have symptoms of acute respiratory illness consistent with COVID-19. If a worker exhibits symptoms, or becomes sick during the day, their supervisor must separate them from other workers and patrons and send them home or to a designated isolation area immediately. The supervisor should document the circumstances of the worker's illness to help with contact tracing, as applicable.

Because one can carry COVID-19 with no symptoms at all, anyone who has been in close contact with a person known to have had the virus, or whose family or friends show signs of exposure, should behave as if they are infected, quarantine, and contact their physician.

Establish and enforce sick leave policies to prevent the spread of disease, including enforcing employees staying home if sick, encouraging liberal use of sick leave policy, and expanding paid leave policies to allow employees to stay home when sick.

Role Model

All staff are required to wear face coverings and maintain social distancing. The staff and volunteers set the tone for the event. As staff comply with the safety guidelines, attendees are more likely to follow the guidelines as well.

Screening & Mitigation

[Check appendix 3 for an example of a COVID-19 onset screening survey.](#)

Face Coverings

Face coverings should be required.

Clearly communicate to attendees that face coverings will be required. Use signage to remind attendees when and how to wear their face coverings.





METHODS AND FINDINGS

Face Coverings *(continued)*

Face coverings must be worn at all times at the event. When you are eating or drinking you may remove your face covering but must practice proper social distancing. You must stay in one location while you eat or drink to avoid spread of germs/disease. Once finished, put on your face covering and you may move around the venue.

Face coverings are vital to producing a safe event. Everyone at the event should wear a proper face covering.

Face coverings should be available at the event or festival for attendees who do not have proper face coverings.

Establish which types of face covers are allowed. Can they be cloth or do they need to be medical grade?



Must fit snugly against the sides of your face and be secured with ear loops or secured around your head

Must be at least two-ply (consist of at least two layers)

Must cover your nose and mouth

Must be secured under your chin

Face coverings with exhalation valves

Face coverings that are not secured with ear loops or secured around your head

Face coverings that include mesh material or holes of any kind

Costume masks or veils, per our costume guidelines





METHODS AND FINDINGS

Bag Check

- Essential for all venues to ensure safety of attendees
- Event organizers may wish to enforce a small clear bag policy in which patrons open their own bags for inspection to avoid touching
- A no-bag policy will have the effect of driving away families who carry diaper bags for their young children, and avenue that offers coat check will need a sanitary security procedure to accept checked items

Magnetometers and Pat-Downs

- Essential for some venues to ensure safety of attendees
- Walk-through magnetometers are effective at detecting metallic objects while allowing security workers to maintain social distance
- Hand wands are a less costly alternative which still allow no-contact metal detection, but they require the security worker to be closer than six feet (two meters) from the patron, so they are less optimal from a health perspective
- Pat-downs are obviously least sanitary, and venues may deny admission to patrons who repeatedly activate the magnetometer rather than putting hands on patrons

Vendors

Vendor Expectations

Vendors are required to wear proper face covering throughout the entirety of the event and practice social distancing.

- All vendors must provide a thorough safety plan or develop and require a compliance agreement to include individual protocols for sanitation and safety prior to arrival on-site, detailing how vendor operations and staff will adhere to your policies, as well as CDC and local health guidance. See appendix 1c for an example of a COVID-19 vendor waiver.
- Vendors should go through the same screening process as attendees.
- Limit occupancy of all operating establishments and ensure sufficient social distancing with at least 6-foot separation between patrons.

Parking

Parking lot operators can space out available parking spots by adding at least one empty space between vehicles to enforce and encourage persons to social distance while entering and leaving the event.

Temperature

All entrances must contain an approved COVID-19 Compliance Officer who will take the temperature, conduct a brief visual screening for symptoms of fever or infection, and can ask any health screening questions.

All persons at the event must pass through this checkpoint (attendees, staff, volunteers, vendors, etc.)

The thermometer used must be compliant with your applicable public health authority. We recommend a 'no-touch' thermometers approved by the COVID-19 Compliance Officer. Anyone displaying a temperature over 100.4 F (38.0 C) should be taken to a private area for a secondary temperature screening. Workers or patrons confirmed to have a higher temperature should be denied entry and directed to appropriate medical care. Safety plans should include a refund policy and protocols how to handle groups where one member is denied entry.

No person can enter the event without going through the screening process. The screening results are private information. Screening logs should be kept every day for the entire event by the COO in a private file.

Booking

Site visits and venue tours for marketing and booking should be replaced by virtual tours to the extent feasible. Companies seeking to book a space should prepare to submit a health and safety plan consistent with these guidelines regarding the risks particular to their event.



METHODS AND FINDINGS

Handling Food and Beverages

Workers should place food and beverages on the table, counter, or other surface rather than handing purchases directly to patrons.

Where practicable, physical barriers such as clear plastic partitions should be installed at registers.

Menus should be printed for single use, electronic, or online. Text when order is ready at a designated pick-up location.

Concession stands will follow social distancing guidelines.

Eating areas will maintain social distancing guidelines. Reduced seating may be necessary. Stagger mealtimes to ensure capacity is kept at a safe level.

Bartenders must wear face coverings and gloves, use tongs to garnish drinks. IDs will be checked from the attendee's hand.

Self-service fountain drinks should be replaced with canned or bottle beverages.

Food trays should be disinfected after each use or eliminated altogether and stick to individually packaged food placed inside a paper bag.

Utensils should be disposable in nature and provided to attendees individually. Straws, stirrers, napkins and cutlery dispensers should not be used.

Condiments should be served with food orders or only at attendees' request, in disposable single-use packages.

There will be an increase in waste with individually packaged food, so trash and recycle needs to be disposed more frequently.

Hygiene

Vendors must wear gloves when handling food and interacting with customers/attendees.

Clean and disinfect frequently touched surfaces such as pens, counters, or hard surfaces between use.

Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations. Consider having pre-packaged boxes or bags for each attendee and allow room for social distancing.

Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart when waiting in line to order or pick up.

Dining tables, bar tops, stools and chairs should be disinfected after each use.

Decoration rental companies may have workers to clean and disinfect furniture before, during, and after events.

Queuing

Mark merchandise sales lines on floor, with barricade, or rope and stanchion, patrolled by guest services workers to provide information and enforce social distancing

Transactions

Contactless POS procedures should be the highly encouraged option if not required. The use of Google Pay, Apple Pay, Venmo, PayPal and other cashless options will require use hotspots, WIFI, or broadband eliminate the need for workers to touch patron credit cards.

Ask customers and employees to exchange cash or card payments by placing them on a receipt tray or on the counter rather than by hand to avoid direct hand-to-hand contact.

Vendors can offer contactless ordering. Items for sale can be posted on a web site or event app that allows for mobile ordering and on-site pickup to decrease direct contact as much as possible.



METHODS AND FINDINGS

Transactions *(continued)*

Recommend vendors to stand by final sale on all items, no returns or exchanges, and no trying on merchandise. This will decrease direct contact between customers-to-customers and customers-to-staff.

Point of sale terminals should be assigned to one worker where possible, and they should be sanitized between each user and before and after each shift. If multiple servers are assigned to a terminal, then servers should sanitize their hands after each use. Workers who handle money should wear gloves and should not serve food or beverages.

Entertainment

Bands

Meet & greets are currently unavailable, however there are virtual ways to host a meet & greet.

The authoritative guidance requiring not less than six feet (two meters) of social distance may have to be expanded for singers and musical instrument players. Musicians often breathe deeply and expel aerosols further than people engaged in non-physical activities. Their performance space, including on stage and in orchestra pits, should be arranged to maximize social distancing while allowing at least some of them to perform together.

Band production suggestions:

- Porta Potty's with hand washing station built in.
- Hand sanitizer stations on stage and backstage.
- Purchase quantities of low-cost windscreens and change between acts.
- Spray bottle of alcohol – if used for surface spray it should be at least 70% isopropyl alcohol or EPA-approved disinfectant effective against SARS-CoV-2 virus.
- Alcohol wipes for cleaning microphone grills where no windscreen is used.
- Clorox wipes to wipe down mic stands and cables.
- Festival volunteer(s) to help with disinfectant.
- Everybody wears face coverings except while performing.
- Boxes of non-latex disposable gloves for stagehands/workers while moving/ loading/ unloading equipment, removing water bottles from stage, etc.
- Temperature checks of all stage workers and performers upon arrival (by a real nurse or other health worker trained in this duty).
- Dedicated person to dispense water/soda bottles to keep everyone's hands out of a cooler.
- Engineers and guest engineers must thoroughly sanitize hands before touching a console.
- Check/ask performers for their recent itinerary. **Example:** Charlotte band played a gig in Myrtle Beach. Two members contracted the virus.
- What safety practices were in place at prior venue and what was practices and what was not enforced.
- Posted daily production schedules with "safe practices" and "safe areas/maps" in several areas throughout stage and backstage areas for production crews and stagehands.
- Plan for catering/client provided meals and drinks at shows.
- Production plans for distancing and safety practices during load in, show and strike while keeping an eye on being time efficient during advance with client and artist. (may very well need additional changeover times to facilitate safety/cleaning practices.
- Distance performers from audience. There is some research suggesting that singing increases the spread of respirator droplets and can increase the transmission of the virus.



METHODS AND FINDINGS

Sanitation

Maintaining Social Distancing

Make face coverings mandatory. Supply face coverings. Place signage reminding people that masks are mandatory and on proper face mask usage around the venue.

Use markings on the floor that are at least 6ft apart to encourage social distancing while waiting in lines.

Stagger use of shared indoor spaces such as dining halls, game rooms, and lounges as much as possible and clean and disinfect them between uses. Add physical barriers, such as plastic flexible screens, between bathroom sinks and beds, especially when they cannot be at least 6 feet apart.

In venues with reserved seating, there is likely to be some flexibility in the number of seats to remove or kill in order to maintain social distancing between unrelated patrons. Some events foreseeably draw crowds that attend in groups, which suggests that perhaps a venue can safely accommodate more patrons for that event.

General admission events are not recommended at this time due to their lack of control to encourage and enforce social distancing and lack of compliance by all patrons.

Messaging patrons before and during the event through electronic messaging and physical signage to encourage social distancing.

Intermission typically involve crowds of people surrounding concessions, bathrooms, and hallways in a short amount of time between shows. In order to maintain social distancing, we encourage shorter shows with no intermission to avoid close gathering and various people moving through aisles. Another alternative is to extend intermissions to reduce congestion in exits, corridors, restrooms, and concession areas. This tactic will require you to allow an organized way for all people to exit the showroom while maintaining social distancing and waiting 6ft apart at concessions, bathrooms, hallways, and exits.

The goal of maintaining six feet (two meters) between people would become a distant secondary consideration if there is a clear and imminent danger requiring an emergency evacuation. Even during this pandemic, emergency egress plans should reflect that moving patrons away from the most urgent hazard is the first order of business.

See appendix 6 for more information on social distancing.

Entering and Exiting

Schedule staggered ingress and egress to minimize lines for waiting, bag check, and ticket scanning. Virtual queuing is a modern version of the familiar concept of metered access to the front of a line.

Patrons nearest the exits should leave first, by row or section, in order to clear space for patrons further inside to follow. This will require workers and volunteers to ensure that patrons understand the procedure and comply with social distancing requirements until they are in their vehicles or otherwise outside the venue doors.

Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times.

Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart during ingress/egress.



Strong considerations to gated entry are highly encouraged to keep track of attendees at the event and make sure all persons who through the screening process.

Consider ways to move all admission procedures to online, virtual or touchless procedures. This and clear bag policies help to continue “pedestrian flow”.



METHODS AND FINDINGS

Queuing

Venues whose entrance is in a densely settled area may need to arrange with neighboring properties and public safety authorities to allow early-arriving patrons to wait on adjacent streets. If an ingress queue consistent with social distancing would cause the line to extend into a road or pedestrian walkway, consult with local public safety authorities to determine where to safely queue patrons while preserving emergency access

The line waiting to enter can be managed by lines marked on the ground, rope and stanchions, fencing or bike rack, and with workers who provide information about anticipated wait time and encouraging social distancing.

The area where patrons wait should have signage showing the event's health rules, including **social distancing guidelines and face covering requirements.**

Continuous Cleaning

Clean and disinfect frequently touched surfaces within the venue at least daily or between uses as much as possible—for example, door handles, sink handles, drinking fountains, grab bars, hand railings, and cash registers. Develop a schedule for increased, routine cleaning and disinfection. Plan for and enact these cleaning routines when renting event space and ensure that other groups who may use your facilities follow these routines.

Consider closing areas such as drinking fountains that cannot be adequately cleaned and disinfected during an event.

Ensure safe and correct use and storage of cleaners to avoid harm to employees and other individuals. Use EPA-approved products listed as N. Cleaning products should not be used near children. Staff should ensure that there is adequate ventilation when using these products to prevent attendees or themselves from inhaling toxic vapors.

Documenting that health and safety practices were followed at the correct intervals can help a business show that it behaved reasonably under its circumstances, which would be a key issue in a lawsuit. A supervisor should ensure that cleaning logs are carefully entered and preserved for reference.

Ventilation Systems: Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.

Water Systems: Take steps to ensure that all water systems and features (e.g., sink faucets and decorative fountains) are safe to use after a prolonged facility shutdown. Encourage staff and attendees to bring their own water, as drinking water fountains are not encouraged at this time.





METHODS AND FINDINGS

As soon as vendors begin to load in, surfaces and objects that are touched frequently, such as the ones listed below, should be regularly disinfected:

Public Areas

(lobby, hallways, dining and food service areas)

Door handles, handrails, push plates, bike rack, or other barricades

Handrails for stairs, ramps, and escalators

Elevator buttons (inside and out)

Reception desks and ticket counters

Telephones, Point of Sale terminals, and other keypads

Tables and chairs, including high-chairs and booster seats

Beverage stations, water fountains, vending and ice machines

Trash receptacle touch points

Back of House

(dressing areas, green rooms, production areas)

Individual office and other room furniture

Door handles, push plates, doorways, railings

Light switches and thermostats

Cabinet handles

Telephones, computers, other keypads, mouse

Microphones

Backstage and technical equipment

Trash receptacle touch points

Food Prep Areas

Handles of all kitchen equipment doors, cabinets, push pads

Counter surfaces

Light switches

Handles of beverage and towel dispensers

Handles of sinks, including handwashing sink and mop sink

Cleaning tools and buckets

Trash receptacle touch points

Sanitation Stations

Events shall provide adequate and readily accessible sanitation facilities. This lets them know you care about their well-being and have taken steps to protect their health.

A free-standing hand sanitizer dispenser can be used indoors or outdoors and should be placed in high-traffic corridors or near entrances and exits. Customers need the peace of mind knowing the businesses and services they patronize are safe

Clearly mark where these stations are and encourage attendees to use them regularly





METHODS AND FINDINGS

Restrooms

Maintain restrooms that remain open. Ensure they have functional toilets, clean and disinfected surfaces, and handwashing supplies.

Consider limiting the number of people who occupy the restroom at one time to allow for social distancing. Do not allow lines or crowds to form near the restroom without maintaining a distance of at least 6 feet from other people

Clean and disinfect bathrooms regularly, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches.

Develop, implement, and maintain a plan/schedule to perform regular cleanings to reduce the risk of exposure to COVID-19.

If you are providing portable toilets, also provide portable handwashing stations and ensure that they remain stocked throughout the duration of the event. If possible, provide hand sanitizer stations that are touch-free.

An increase in waste is a likely consequence of more sanitary practices. It is recommended to dispose of trash more regularly, ensuring waste and recycle bins do not exceed capacity.

Transportation

When drivers report for duty, they should undergo the same screening for temperature or infection symptoms as other workers

Social distancing should be enforced in buses, vans, and other ground transportation to the extent possible. This may require adjustment of existing plans to provide additional vehicles or multiple trips.

Passengers should wear face coverings and gloves while riding, and wash hands or use hand sanitizer after leaving the vehicle.

Transportation providers should disinfect the passenger compartment after every trip, including all hard surfaces, seats, headrests, seatbelts, seatbelt buckles, and armrests. Nothing should be left in the rear of the vehicle that could be touched by more than one person, such as papers, water bottles, or coffee cups. Additional time between trips must be reserved for this process.

Isolate and Transport Those who are Sick

Staff and attendees know that they should not come to the event and that they should notify event planners (e.g., the designated COVID-19 point of contact) if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a suspected or confirmed case.

Immediately separate staff and attendees with COVID-19 symptoms (e.g., fever, cough, shortness of breath) at the event. Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow CDC guidance for caring for themselves.

Individuals who have had close contact with a person who has symptoms should be separated, sent home, and advised to follow CDC guidance for community-related exposure

Identify an isolation area to separate anyone who has COVID-like symptoms or who has tested positive but does not have symptoms. Establish procedures for safely transporting anyone sick to their home or to a healthcare facility.

Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.



METHODS AND FINDINGS

Amusement Parks/Rides

Suggestions for temporary recommendations for inflatables:

This is an evolving area with more guidance to come.

- Children must always wear socks while on rides.
- Inflatable rides will be used at half of the manufacturer's suggested occupancy limit.
- At large events use slides, obstacle courses, and other "pass through rides" instead of a bounce house where a group of children would enter at once and stay inside for a period. The "pass through rides" would space the children out 6ft or more.
- Face coverings would be used for the staff during hours of operation. CDC guidelines state that every person over 2 years of age and over should wear a mask.
- All rides will be sanitized at the end of each day in operation (chemicals used for sanitizing could irritate children's skin or any open wounds such as cuts, scrapes, or friction burns. So, I would not recommend cleaning before or during operation because the sanitizing solution would not be given time to dry).

Other Amusements (Parades, Petting Zoos, Go-Karting, etc.)

Interactive petting zoos and agricultural education activities should follow SCDA guidance.

All interactive entertainment (face painting, balloon making, etc.) is discouraged at this time.

Capacity, spacing, and enhanced cleaning should be based on types of rides

Parades draw large group gatherings in close proximity to one another and should return later.

Material Handling

Production equipment and cargo should be sanitized when loaded at the warehouse and unloaded at the venue.

Heavy equipment such as forklifts, boom lifts, and scissor lifts should minimize the number of operators of each piece of equipment where feasible

Social distancing applies to production crew working in confined spaces, such as inside trailers. Workers should always wear face coverings and gloves when those do not interfere with essential work functions, particularly when they cannot maintain social distance. The general need for distancing should not cause other unsafe working conditions for technical and construction crew. High-touch equipment such as motor controllers, microphones, mic stands, presentation remotes, and audio/video cable should be sanitized frequently, and equipment should be dedicated to individual users where possible.

Delivery truck drivers should not leave their cab during offloading unless they receive the same screening and follow the same health procedures as other workers.

Deliveries should be scheduled in shifts to minimize the time workers load or unload close together. Workers unloading deliveries should change their gloves and wash their hands between each delivery.



Marketing & Communication

Examples of visuals and posters that can be used to communicate guidelines can be found in appendix 7.

Before the Event

Be proactive in communicating with employees. Tell them how you are reducing the risk for them. Tell them your stance on COVID-19 and in what case there would be a cancellation.

Ticket purchasing sites should link to health and safety rules. Online ticket purchases can require patrons to check a box affirming that they have read and agree to comply with posted rules, that way we affirm that we are not a robot before making an online purchase.

Identify and address potential language, cultural, or disability barriers associated with communicating COVID-19 information to your attendees. The information you share should be easily understood.

Meet with your emergency operations teams (police, fire, EMS) at your venues to discuss your emergency plan and determine how attractions/vendors/entertainment/demonstrations might be impacted by recommended guideline implementation at your event. Work together to develop a plan that addresses scenarios you might encounter during a COVID-19 outbreak. Clearly identify the roles of your community partners and officials within your event. Consider who has the decision-making authority and contact your local public health department for a copy of their outbreak response and mitigation plan for your community.

Require attendees to sign a waiver acknowledging the risks of attending the event. **See appendix 2 for an example of a COVID-19 waiver for attendees.**

Attendee Expectation

Make sure attendees know what is expected of them at your event.

A reasonable assumption for anyone attending/working an event is that they will be in large crowds and in high-touch areas that increase the chance of spreading/contracting COVID-19 and other diseases.

Organizations must communicate what their attendee expectations are before the event (or registration) takes place and multiple times throughout the event to remind attendees. Each event may have different expectations of their attendees.

These questions may be used to set their unique attendee expectations:

- Do attendees know to wear a face covering?
- Will attendees be screened before entering? What will happen when an attendee does not pass the screening process?
- Are face coverings required throughout the event, just during entry, or only for specific parts?
- Do you expect attendees to practice social distancing (6ft apart) throughout the entirety of your event?
- Do you expect staff and vendors to wear face coverings and practice social distancing?
- Can you enforce these expectations? What will happen when an attendee refuses to comply to these expectations?
- Can your event effectively communicate these expectations and adapt quickly to new health and safety guidelines?





METHODS AND FINDINGS

During the Event

Record a list of all people in attendance (attendees, staff, vendors, volunteers, etc.) and receive proper contact information.

Registration materials can be placed by workers or volunteers on a table to be picked up by event attendees, and lines can be marked on the floor or created by rope and stanchions to enforce social distancing.

Paper tickets and cash require physical contact between patrons and workers that can be avoided at many events. At ticketed events, tickets can be made available in advance and online only. Electronic tickets can be scanned by ticket-takers wearing face coverings and gloves, or patrons could check themselves in at self-service kiosks outside the health and security screening area.

Mark and map where sanitation areas, restrooms, and other aspects of your event are located and make this information easy for attendees to find, use, and understand.

Vendors should have proper signage discouraging sampling and touching products. They should have proper signage of where customers should stand/line-up to practice social distancing. Vendors should also have signage of their transaction process (Touchless? Cashless? Etc.).

Identify a place that can be used to isolate staff or volunteers who may become ill at your event. Communicate the location of this area with your staff and volunteers.

Signs and Messages

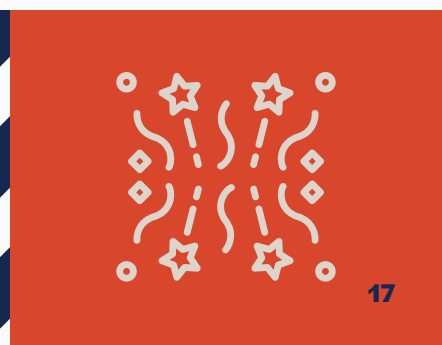
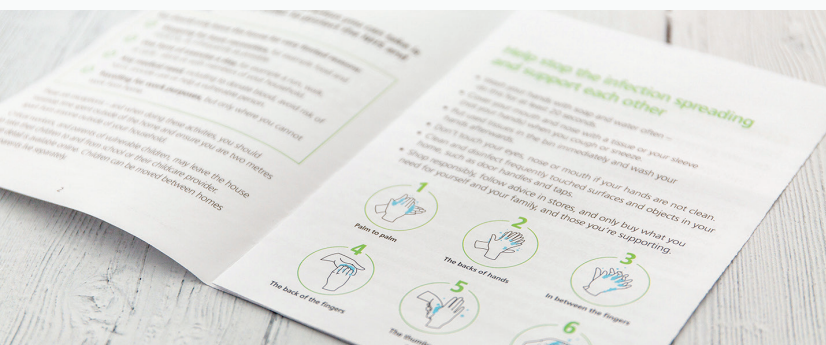
Post signs in highly visible locations (e.g., at entrances, in restrooms, on social media) that promote everyday protective measures and describe how to stop the spread of germs by properly washing hands and properly wearing a face covering.

All signage should promote the daily practice of everyday preventive actions: If you are unwell, you need to return home. Cover your coughs and sneezes with a tissue and throw the tissue into a proper trash collector.

Wash your hands with soap and water for at least 20 seconds or hand sanitizer containing at least 60% alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands.

Additional signage throughout the festival should be specific to the policies/guidelines you are implementing:

- Do attendees know that you require face coverings/masks at your festival? Will you regulate what kind?
- Will you enforce social distancing and what does that look like?
- Will you take temperatures at ingress/egress points?
- Will you require cashless transactions?
- What does your sanitation plan look like?
- Will you remind people to use trash receptacles appropriately?
- Where are the sanitation stations at the event?
- Where do you go if you begin to feel ill during the event?





METHODS AND FINDINGS

After the Event

Continue to communicate with all people who attended your event. Ask them about their health and to report if they are feeling unwell or have tested positive for COVID-19. In the case of an attendee contracting COVID-19 before or during

your event, contact everyone who attended your event in to make aware and slow the spread of COVID-19.

Marketing

Emphasize the measures you are taking to reduce the risk of the event, spotlight event offerings instead of touting crowd size, avoid images of people helping themselves to food/sampling/close contact, etc.

Be authentic, timely, and responsive in giving information and responding to questions.

Create a website for your event and effective social media channels. Regularly update your website and social media channels. Don't delete your old updates, just date them and keep the newest information at the top. Consider a mass email, text alerts, and social media promotion.

Emails and push notifications reminding patrons of health rules and expectations can be sent at regular intervals from date of purchase through day of show

Photos and videos can show patrons having a good time even while following health rules, such as attractive people wearing stylish face coverings over their nose and mouth. Storyboards can show how a venue is sanitized so patrons understand the process and personalize the workers keeping them safe. Announcements should be both audible and visual to accommodate people with sensory challenges and different language skills. Artists and performers can use their authority with attendees to remind them that only their full compliance allows the show to go on.

Legal & Liability

A generic safety acknowledgment form can be found in the appendix 5.

Attendees

A reasonable assumption for anyone attending/working an event is that they will be in large crowds and in high-touch areas that increase the chance of spreading/contracting covid-19 and other diseases. Attendees are knowingly putting themselves at greater risk for contracting COVID-19 and other diseases. Include a waiver for all attendees to sign before the event to account for this risk. **See appendix 2 for an example of a COVID-19 waiver for attendees.**

Attendee Contracts COVID-19

Event planners should consider several strategies to implement when someone gets sick before, during, or from the event.

Create a plan to contact all attendees in the case a person in attendance at the event contracts covid-19 in order to slow the spread of the disease

Notify Health Officials and Close Contacts in accordance with state and local laws and regulations of any case of COVID-19 while maintaining confidentiality in accordance with the guidelines and other applicable laws and regulations. Advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.



METHODS AND FINDINGS

Entertainment, Staff, Vendors, Sponsorships

The risk of contracting COVID-19 should create a new social contract between event and venue operators and the people who work at and attend them. Even if there is relatively little risk of losing a lawsuit based on negligent sanitary practices, event and venue operators should implement robust health and safety measures because they will save lives and help reopen more events.

See appendix 1a for an example of a COVID-19 waiver for performers.

See appendix 1b for an example of a COVID-19 waiver for volunteers.

See appendix 1c for an example of a COVID-19 waiver for vendors.

See appendix 1d for an example of a COVID-19 waiver for sponsorships.

See appendix 2 for an example of a COVID-19 waiver for staff.

Insurance

Meet & greets are currently unavailable, however there are virtual ways to host a meet & greet.

The authoritative guidance requiring not less than six feet (two meters) of social distance may have to be expanded for singers and musical instrument players. Musicians often breathe deeply and expel aerosols further than people engaged in non-physical activities. Their performance space, including on stage and in orchestra pits, should be arranged to maximize social distancing while allowing at least some of them to perform together.

Legal Liability of COVID-19 in Detail

Consult your attorney about your own situation. One issue that can be addressed here is your legal exposure if someone claims they got sick attending or working at your venue or event. To begin, here is some basic law. The legal name for a claim of personal injury or wrongful death is a “tort.” In a tort case, the injured party has the burden to prove four elements: (1) they were owed a duty of care by defendants; (2) there was a breach of that duty; (3) that breach was the cause of (4) plaintiff’s damages.

Documenting how you arrived at your conclusions and enforced your new health policies, will be compelling evidence that you did not breach your duty to provide reasonably healthy and safe premises under these challenging circumstances.



CONCLUSIONS & RECOMMENDATIONS

Key Conclusions

Events and festivals are high risk activities. It is important to take every possible precaution to ensure a safe environment for everyone involved in the event. **We recommend:**

Require all persons at the event to wear proper face coverings and maintain social distancing.

Effectively communicating safety guidelines and procedures that will be required of attendees and performed by staff.

Screening all persons that enter the event are healthy and recording these persons in the case of a later outbreak.

Creating an ongoing cleansing and sanitation plan and providing spaces for social distancing throughout the event.

Meet with the emergency operations coordinator or planning team for your venue to discuss and note lessons learned.

Determine ways to improve planning and implementation processes if the event will happen again.

Educating all staff members on health guidelines, how to properly interact with customers, and how/when to sanitize each workstation.

Hire vendors to adhere to safety guidelines and provide a clean environment for customers.

Provide entertainment groups/activities enough space for social distancing and constant cleansing.

Legally protect your event/organization through contracts and waivers.

Update your plans regularly according to the state and local executive orders.

Ensure staff and vendors are good role models of the health and safety guidelines for attendees to follow.

References

<https://www.jotform.com/form-templates/covid-19-liability-release-waiver>

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

[**Event Safety & Alliance Reopening Guide**](#)

<https://www.furnitureleisure.com/how-to-protect-your-customers-with-a-commercial-sanitation-station>

[**Guidelines for Re-opening Festivals & Special Events - Accelerate SC**](#)

[**2020 Return to Live Events Survey by Enigma Research**](#)

[**NACTO – Streets for Pandemic Response Recovery**](#)

[**NCDHHS - Interim Guidance for Large Venue Settings**](#)

[**The Event Safety Alliance Reopening Guide For Event**](#)

[**Professionals During the COVID-19 Pandemic**](#)

[**CDC Readiness and Planning Checklist**](#)

[**COVID-19 Risk Assessment Planning Tool**](#)

[**IATSE Stagecraft Safety Committee Recovery Plan**](#)

[**Universal Studios Safety FAQ**](#)

After your event, write down lessons learned and what you can do to better protect your attendees and staff.



APPENDIX

Examples of Suggested COVID-19 Waivers

Disclaimer: The examples below are simply templates. Please discuss with your attorney before implementing any notations or addendums to your contracts. We are not attorneys and the intent of these documents is to serve as only ideas for business.

1a: COVID-19 Waiver for Performers

2020 Performers COVID-19 & Hold Harmless Agreement

By agreeing to partner with _____, you agree to hold harmless the _____ participants, directors, volunteers, employees, _____, and _____ sponsors, from any responsibility for claims, losses, fees, damages or expense.
(Town/City)

COVID-19 Updated Addendum

You and/or your performers are personally responsible to take any and all precautions set forth by the CDC, Health Officials, and State guidelines in order to protect yourselves while performing on the premises/footprint of the Festival.

By signing this document, you recognize that you will be exposed to the public and many individuals and that there is no way that the _____ can control the experience you will have by working with us or being present at the _____ on any day or given time. Your health will be fully your responsibility during the _____.

Signature

Date

Company/Performer Name (If applicable)



APPENDIX

1b: COVID-19 Waiver for Volunteers

2020 Volunteer COVID-19 & Hold Harmless Agreement

By agreeing to volunteer with the _____, you agree to hold harmless the _____ participants, directors, volunteers, employees, _____, and _____ sponsors, from any responsibility for claims, losses, fees, damages or expense. (Town/City)

The _____ is not responsible for any injury or loss of property to any person suffered while participating or in any way involved with the _____ for any reason whatsoever, including ordinary negligence on the part of the _____ or its agents. I am participating in this activity voluntarily, and hereby agree to accept any and all inherent risks of property damage, personal injury, or death. I have read this form and fully understand that by signing this form, I am giving up all legal rights and/or remedies which may be available to me for ordinary negligence of the _____.

I grant the _____ the right to use my name, statements, and any pictures of me during the _____ in its publications or websites.

COVID-19 Updated Addendum

You and/or organization are personally responsible to take any and all precautions set forth by the CDC, Health Officials, and State guidelines in order to protect yourselves while volunteering, vending, or performing on the premises/footprint of the _____.

By signing this document, you recognize that you will be exposed to the public and many individuals and that there is no way that the _____ can control the experience you will have by working with us or being present at the _____ on any day or given time. Your health will be fully your responsibility during the _____.

Signature

Date



APPENDIX

1c: COVID-19 Waiver for Vendors

2020 Vendor COVID-19 Updated Addendum

If the _____ is forced to cancel the _____ due to the current, national, state, and county outbreak of COVID-19, a refund will be issued or upon request the movement of funds will be applied to the 2021 Festival to secure your spot. No increases for the upcoming year will be applied should you choose to move your money forward to the next year. We will take all measures to be good stewards of your funds during this time of uncertainty. We look forward to working with you again this year and carrying out your marketing plans in _____.

You and/or your organization are personally responsible to take any and all precautions set forth by the CDC, Health Officials, and State guidelines in order to protect yourselves while volunteering, vending, or performing on the premises/footprint of the _____.

By signing this document, you recognize that you will be exposed to the public and many individuals and that there is no way that the _____ can control the experience you will have by working with us or being present at the _____ on any day or given time. Your health will be fully your responsibility during the _____.

By agreeing to partner with the _____ as a vendor, you agree to hold the _____ participants, directors, volunteers, employees, _____, and _____ sponsors, from any responsibility for claims, losses, fees, damages or expense. The

(Town/City)

Festival will not refund prepaid fees due to inclement weather, government action, strikes, terrorism acts (including acts of domestic terrorism), or other matters beyond its control, including but not limited to cancellation of the festival due to a direct result of a natural or unforeseen disaster which renders the festival unable to continue, whether for safety or monetary purposes.

Signature

Date

Vendor Name



APPENDIX

1d: COVID-19 Waiver for Sponsorships

2020 COVID-19 Addendum for Sponsorship Contract

If the _____ is forced to cancel the _____ due to the current national, state, and county outbreak of COVID-19, a refund will be issued. The refund will be for the remaining amount of any funds not spent on marketing efforts. These funds would reflect those included, but not limited to: print, television, radio or promotional advertisements that sponsor funds were utilized to produce. Invoices will be provided upon request of the specific amounts spent and divided amongst other sponsors.

Other options will be provided including but not limited to: movement of funds to the following year as a paid sponsor to secure your spot at the current price. No increases for the upcoming year will be applied should you choose to move your money forward to the next year. However, any funds that were utilized for advertising will be removed and we would request that you replenish the amount used in advertising in order to maintain your level of sponsorship, should you wish to remain at that level for the upcoming year.

We will take all measures to be good stewards of your funds during this time of uncertainty.

We look forward to working with you again this year and carrying out your marketing plans in

_____.

COVID-19 Hold Harmless Addendum

You and/or your organization are personally responsible to take any and all precautions set forth by the CDC, Health Officials, and State guidelines in order to protect yourselves while participating as a sponsor on the premises/footprint of the _____.

By signing this document, you recognize that you will be exposed to the public and many individuals and that there is no way that the _____ can control the experience you will



APPENDIX

1d: COVID-19 Waiver for Sponsorships *(continued)*

have by working with us or being present at the _____ on any day or given time. Your health will be fully your responsibility during the _____.

By agreeing to partner with the _____ as a sponsor, you agree to hold harmless the _____ participants, directors, volunteers, employees, _____, _____ (Town/City), and additional sponsors, from any responsibility for claims, losses, fees, damages or expense. The _____ will not refund prepaid fees due to inclement weather, government action, strikes, terrorism acts (including acts of domestic terrorism), or other matters beyond its control, including but not limited to cancellation of the festival due to a direct result of a natural or unforeseen disaster which renders the _____ unable to continue, whether for safety or monetary purposes.

Signature

Date

Sponsor/Company Name



APPENDIX

2: COVID-19 Liability Release Waiver for Attendees and Staff Example

In consideration of my participation in the foregoing, the undersigned acknowledge and agree to the following:

- I am aware of the existence of the risk on my physical appearance to the venue and my participation to the activity of the Organization that may cause injury or illness such as, but not limited to Influenza, MRSA, or COVID-19 that may lead to paralysis or death.
- I have not experienced symptoms that of fever, fatigue, difficulty in breathing, or dry cough or exhibiting any other symptoms relating to COVID-19 or any communicable disease within the last 14 days.
- I have not, nor any member(s) of my household, traveled by sea or by air, internationally within the past 30 days.
- I did not, nor any member of my household, visit any area within the United States that was reported to be highly affected by COVID-19, in the last 30 days.
- I have not been, nor any member(s) of my household, diagnosed to be infected of COVID-19 virus within the last 30 days.

Following the pronouncements above I hereby declare the following:

- I am fully and personally responsible for my own safety and actions while and during May participation and I recognize that I may be in any case be at risk of contracting COVID-19.
- With full knowledge of the risks involved, I hereby release, waive, discharge the Organization, its board, officers, independent contractors, affiliates, employees, representatives, successors, and assigns from any and all liabilities, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained by me related to COVID-19 while participating in any activity while in, on, or around the premises or while using the facilities that may lead to unintentional exposure or harm due to COVID-19.
- I agree to indemnify, defend, and hold harmless the Organization from and against any and all costs, expenses, damages, lawsuits, and/or liabilities or claims arising whether directly or indirectly from or related to any and all claims made by or against any of the released party due to injury, loss, or death from or related to COVID-19.

By signing below I acknowledge that I have read the foregoing Liability Release Waiver and understand its contents; that I am at least eighteen (18) years old and fully competent to give my consent; That I have been sufficiently informed of the risks involved and give my voluntary consent in signing it as my own free act and deed; that I give my voluntary consent in signing this Liability Release Waiver as my own free act and deed with full intention to be bound by the same, and free from any inducement or representation.

This waiver will remain effective until laws and mandates relevant to COVID-19 are lifted.

Signature

Date



APPENDIX

3: Example COVID-19 Onset Screening Survey Example

1. Are you suffering from any coronavirus related symptoms or had any symptoms within the previous 7 days?

Yes

No

If 'yes', please list symptoms:

2. Have you (as far as you are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days?

Yes

No

3. Do you agree to immediately report the onset of any symptoms or contact with anyone who has symptoms of the coronavirus?

Yes

No

4. Do you consent to having your temperature checked, wearing PPE, washing your hands and social distancing during the production, including during travel and after hours?

Yes

No

5. Have you or anyone in your household traveled outside of the country in the last 14 days?

Yes

No

6. Do you agree to alert the production company if you test positive for COVID-19 before, during or within 14 days of wrap?

Yes

No

Full Legal Name

Signature

Date



APPENDIX

4: COVID-19 Safety Acknowledgement

We have decided to resume production on _____ for _____.

date

show

While we have decided to resume production, there are a few things we want to make clear.

Your decision to return to work is purely voluntary. While we are implementing robust safety procedures (as discussed below), it's impossible to guarantee safety. This is a very personal decision and we urge you to carefully consider whether returning to work is wise. To aid you in your decision making we urge you to visit the specific COVID-19 websites of the CDC or the WHO.

New Safety Rules Are Being Implemented. To mitigate risk to the greatest extent possible, we are implementing new staggered scheduling and incremental safety measures. It is critical to strictly follow these rules at all times. Any questions about the rules should be directed to _____. Failure to adhere to these rules could put yourself and your colleagues at risk so please take these rules seriously. We will continue to follow guidance from the CDC, WHO and local health authorities and will inform you of any changes.

Answer the following questions:

- Are you suffering from any coronavirus related symptoms or had any symptoms within the previous 7 days?
 Yes No
- Do you agree to immediately report the onset of any symptoms or contact with anyone who has symptoms of the coronavirus?
 Yes No
- Have you or anyone in your household traveled outside of the country in the last 14 days?
 Yes No
- Have you (as far as you are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days?
 Yes No
- Do you consent to having your temperature checked, wearing PPE, washing your hands and social distancing during the production, including during travel and after hours?
 Yes No
- Do you agree to alert the production company if you test positive for COVID-19 before, during or within 14 days of wrap?
 Yes No

Attached are incremental safety procedures that we're implementing to mitigate risk.

By signing below, you are acknowledging that your decision to return to production is purely voluntary and that you will abide by the safety procedures above and attached.

Full Legal Name _____

Signature _____ **Date** _____



APPENDIX

Vehicle Travel Guidelines

- If possible, travel to the production location by car should be alone and by private transportation. A good practice if using non-private is getting a cab with a partition between driver and passenger, as well as rolling down windows for air flow.
- Keep vehicles to 2-3 people and consider spacing out (i.e. driver in front and passenger in back).
- Leave windows down in vehicles as much as possible.
- Keep the same driver for vehicles through the duration of production.
- When leasing a vehicle, request leather seats when possible.
- When first entering the vehicle and after each transport, disinfect with gloves on. Leave doors open and windows down during each disinfection.
- Everyone wears masks when in vehicles.
- For 2nd meals on the road, only carry out is allowed.
- No sitting down at restaurants.

Air Travel Guidelines:

- Production gives all crew a mask, Lysol wipes and mini hand sanitizer at the airport to use while on the plane.
- When booking or selecting your seat, try to avoid being next to someone.
- Crew members put on gloves before taking cases off luggage carousel. Wipe down gear with wipes or spray. Then throw the gloves away, before loading gear in the van.
- Eat meals before arriving at the airport when possible.
- Limit time in common areas and interactions with people at the airport when possible.

Accommodations Guidelines:

- In hotels, use sanitary awareness. Wear a mask when in public areas, wash your hands frequently, use a sleeve when touching elevator buttons or opening doors, etc.
- Avoid other guests and hotel common areas.
- We will allow for laundry charges if crew member has been exposed to a public setting.
- Do not eat from the hotel buffets.
- We expect crew members to adhere to social distancing after filming hours.

Before Crew Arrives:

- Production arrives on set to disinfect surfaces including door knobs, handles, switches and bathrooms.
- All common areas should be set up outside, if possible.
- Set up a check-in area for temperature checks, mask and hand sanitizer hand out.

- Designate pathways as one-way when possible.

When Crew Steps on Set:

- **Everyone wears masks.**
- Check everyone's temperature and assess any symptoms. Anyone over 100.4 should be sent home.
- Everyone washes hands or uses sanitizer.
- Avoid personal items on set when possible. Preferably have everyone keep personal items physically on their body.

General Crew and Talent Guidelines:

- Be kind and patient with each other. Remember this is new territory and it has impacted everyone in different ways.
- Be respectful of all of these guidelines as everyone's comfort level is different. Assume/pretend you have COVID-19 and treat your environment and people accordingly.
- All personnel should familiarize themselves with the current Centers for Disease Control COVID-19 information.
- Everyone should self-monitor for signs or symptoms of COVID-19 and report to your producer if you are sick or experiencing symptoms.
- Eliminate all physical contact including hugs and high fives.
- Do not use other people's phones or work tools.
- Utilize PPE, including but not limited to masks that cover the nose and mouth.
- Dispose, clean, or store PPE properly.
- Crew members should avoid touching their face, nose and mouth.
- Keep shoot location well ventilated. Circulating air in and out with fans is recommended.
- Disinfect surfaces including door knobs, handles and bathrooms every three hours.
- Any workstation used by more than one person needs to be cleaned between each user.
- If any signing of paperwork needs to happen, make sure to use gloves and dispose of pens or clean.
- Encourage breaks in the sunshine where people can safely remove masks for a short period of time.
- No guests or visitors allowed.
- Keep safe distancing, at least 6-10 feet. If a crew member must get closer to talent, a mask must be worn and no contact should be made with the talent.
- Consider alternate shot set-ups, camera angles, lenses, etc. to allow for maximum separation.
- Once crew arrive on set, limit their travel off set as much as possible. If they do need

to leave and interact with non crew they must wear gloves and a mask. Once they come back, they must wash their hands and sanitize personal items as necessary.

Equipment Handling:

- Each crew member should only handle their equipment or have wipes/disinfectant at the ready if they need to pick up another crew member's equipment.
- Clean all walkie headsets before handing out.
- Label walkie headsets so the crew can keep them overnight.
- Crew opting to wear walkie surveillance should throw earbud piece away before handing in to production on the last day of wrap.
- Wipe down equipment at end of prep and end of every shoot day.

Sound:

- Label mics with the name of the user.
- Sound must have a mask and gloves on when placing and removing mics on talent. If mic-ing more than one person, dispose of gloves after one placement and get new ones.
- Talent should also wear a mask when being mic'd to protect themselves during this time.
- If possible, consider utilizing boom-audio only.
- Disinfect equipment before and after use.

Meals and Crafty:

- Buffets are not permitted. Nor is sharing items.
- We recommend staggered meal breaks when possible.
- Order from restaurants that will have everything individually packed per person.
- Use gloves and wear a mask when handling food at pick up and at serving.
- Everyone must wash hands before and after meals.
- Give safe distancing during meals as masks will be off.
- Utensils should be in individually wrapped packages.
- Make sure drinks and meals are marked clearly with crew member's name.
- Gloves should be used when removing garbage bags and handling/disposing of trash.
- Immediately dispose of gloves properly and wash hands.
- We prefer no eating at restaurants. If you must, find restaurants with an outdoor space, or order out and find an outdoor area where you can distance the crew.
- These guidelines apply on set and off set while on location.



APPENDIX

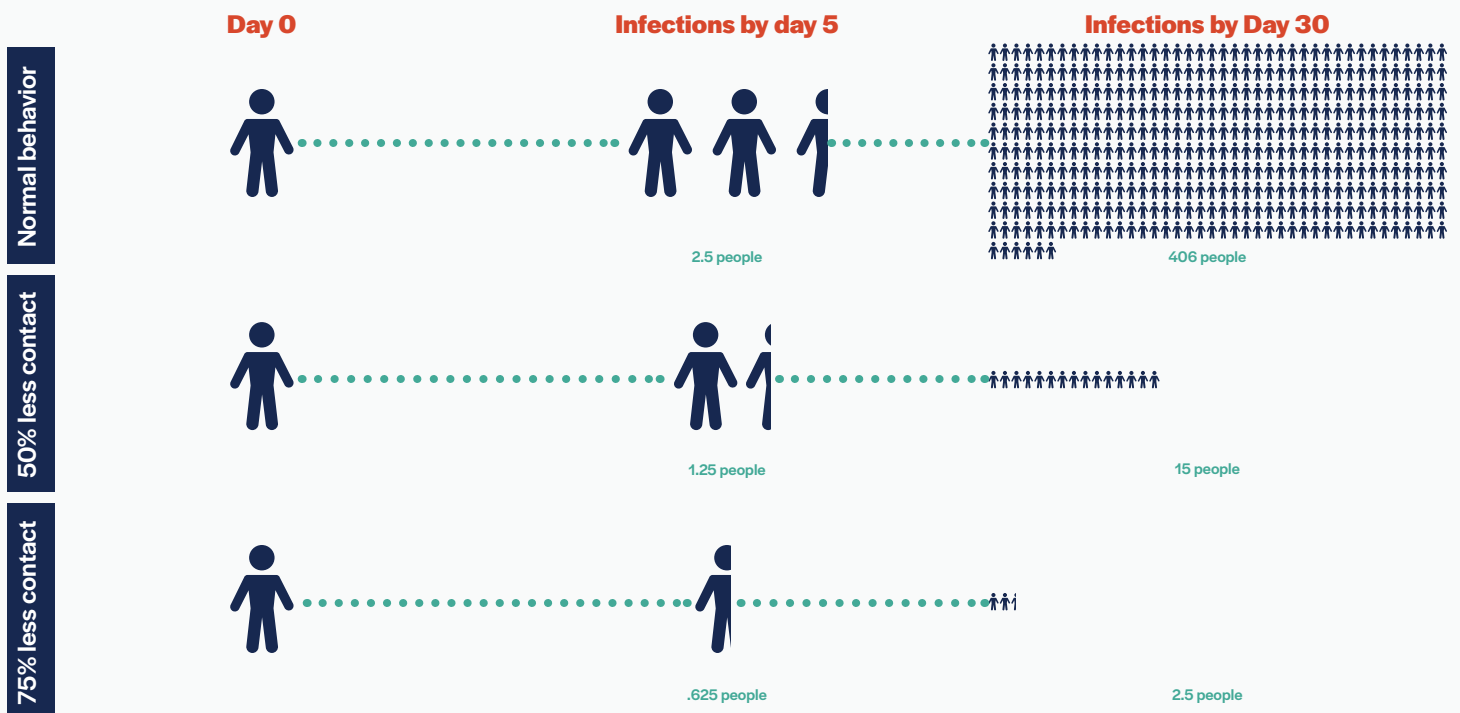
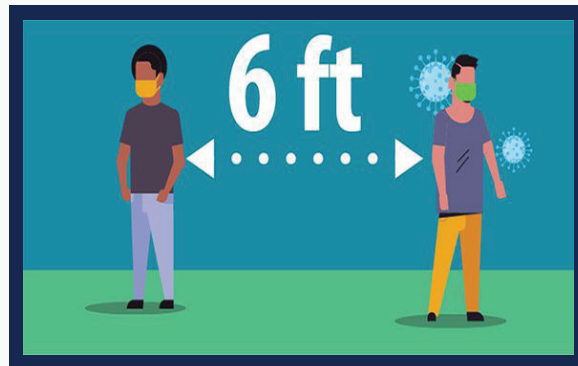
5: Face Coverings

For more information about face coverings visit [Count on Me CLT](#).



6: Social Distancing

Follow proper social distancing guidelines, as outlined on the CDC web site.



Source: <https://www.statista.com/chart/21198/effect-of-social-distancing-signer-lab/>



APPENDIX

7: Examples of Signage to Communicate Guidelines

**ALL CREW
MUST WEAR
FACE COVERING**



Health
Education
Services

**ROOM
CAPACITY _____**

Health
Education
Services

**VAN
CAPACITY _____**

Health
Education
Services

**COVID-19
COMPLIANCE
OFFICER:**

NAME _____

PHONE _____

EMAIL _____

Health
Education
Services

**YOU ARE NOT
PERMITTED TO
ENTER SET IF:**

- You are ill with signs of COVID-19
- You have tested positive within 14 days
- You are still under a 14 day quarantine

Health
Education
Services

**PROCEDURE FOR
SYMPTOM CHECKS**

- Wash or sanitize hands
- Apply provided mask
- Allow temperature check
- Answer questions
- Sign and date Symptom Survey
- Sign Daily Attendance Roster If Cleared

Health
Education
Services

**PRACTICE
SOCIAL DISTANCING
6 FEET APART**



Health
Education
Services

**REGULARLY WASH
OR SANITIZE
YOUR HANDS FOR
20 SECONDS**



Health
Education
Services



READINESS CHECKLIST

General Readiness Assessment

Attendees

- Review national, state, and local policies.
- Consult local health officials for COVID-19 testing policies for events and gathers.
- Consult your venue for policies.
- Develop a plan for daily screenings by all persons entering the venue and event, marketing event and safety plans, educating staff and attendees on policies, maintaining social distancing, offering online attendance, refund policies, staff leave policies, transportation and parking, monitor staff absentees, when someone gets sick, safely serve food, cleaning throughout the event, sanitation stations, touchless payment options, install physical barriers, physical guides and floor markings, buying cleaning supplies, restocking cleaning supplies during event.
- Create signage to communicate where everything is located at the event, health policies, cleaning plans, and what to do when you're sick.
- Provide regular announcements reminding attendees that following health guidelines lessens the spread of COVID-19.
- Obtain and offer cleaning supplies such as: soap, water for hand hygiene, hand sanitizer, paper towels, tissues, EPA approved disinfection supplies, face coverings, no-touch trash cans and sanitizing dispensers, gloves, disposable food service items, and other cleaning supplies.
- Create an effective communication system using email, texts, and or social media accounts and keep all persons involved in the event updated on policies.

Preparing for if Someone Gets Sick

- Establish a trained contact person for sick workers and attendees and that all persons at the event can contact this person if symptoms occur before, during, or after the event.
- Develop systems for staff and attendees who cannot attend the event due to COVID-19 symptoms/exposure for a refund or sick-leave to encourage those with symptoms to stay home.
- Educate staff and employees that they should not attend the event if they have symptoms, test positive, or have been exposed to someone with symptoms or a tested positive for COVID-19.
- Create and clearly identify isolation areas that a person can go to if they are showing symptoms of COVID-19. Immediately remove person with symptoms to isolated area and make necessary arrangements for them to be transferred home or to the hospital. Call the hospital first and alert them that this person may have COVID-19.
- Close off areas that the sick person has used for at least 24 hours or as long as possible. Do not open or use these areas until they have been properly sanitized.
- Notify attendees and staff of closures. Alert those who had been in close contact with the diagnosed person and ask them to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Daily/Weekly Readiness Assessment

- Monitor staff health and attendance
- Ensure staff have been trained on safety protocol and have flexible hours to encourage social distancing
- Communicate with all staff and attendees about safety protocols and remind them to follow them throughout the event by announcements, signs, messages, etc.
- Restock cleaning supplies often
- Schedule and carry out cleaning of frequently touched surfaces, communal spaces, and shared objects.
- Dispose of trash often – use gloves
- Communicate that staff and attendees should not come to the event if they have symptoms, tested positive, or been in contact with someone with symptoms or positive test of COVID-19



READINESS CHECKLIST

Daily/Weekly Readiness Assessment *(continued)*

- Encourage face coverings and communicate the proper use of a face covering
- Ensure adequate ventilation when cleaners and disinfectants are used to prevent staff and attendees from inhaling toxic fumes
- Encourage touchless payments
- Use markings on the floor, sneeze guards, and other barriers to encourage social distancing
- Ensure signs are present in high traffic areas that promote safety protocols and map out the venue
- Continue to provide information to all persons at the event by emails, texts, social media, signs, and so on
- Ensure signs and communication (e.g., videos) in alternative formats (e.g., large print posters, braille, American Sign Language) for people who have limited vision or are blind or people who are deaf or hard of hearing are readily available.
- Encourage staff to live healthy lives, take breaks, talk with people they trust about their concerns and how they are feeling under the stress of COVID-19

End-of-Day Actions and Resources

- Note and discuss any lessons learned
- Determine how to improve the event and the implication plan
- Inform staff (and future attendees) about any changes
- Update plans regularly
- Clean frequently touched surfaces



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