

COVID-19 Event Planning Safety Protocols*

The Dallas Park and Recreation Reservations Office is continually monitoring the public health risks associated with COVID-19 and evaluating and enforcing safety protocols associated with public gatherings. In addition to standard event requisites, the following measures have been approved by the Park and Recreation Department to promote public safety and reduce spread, and will be required by the event planner for the City's review and approval at least thirty days prior to being issued a special event permit:

COVID-19 Additional Requirements for Special Event Permits:

- Provide a copy of the notification given to all staff (employees, contractors and volunteers), participants, attendees and spectators informing them of the enhanced risks of COVID-19 while attending, working or participating in events.
- Provide a copy of insurance that includes COVID-19 coverage for participants, attendees, vendors and staff or a legally approved waiver distributed to participants, attendees, vendors and staff, absolving the City of Dallas, its officers, agents and employees, harmless against any and all claims, lawsuits, judgments, costs and expenses.
- Provide a COVID-19 Mitigation Plan for the event, detailing the specific health protocols and public safety measures that will be in place during their event, guest requirements, and identifying potential areas of concerns and how those will be addressed. *(The sections below provide some recommendations and guidelines to include in the mitigation plans.)*
- Provide details related to locations of hand sanitizing/washing stations, spacing of vendors and booths, and other details enforcing social distancing and public health safety on the standard required site map.
- Review the Center for Disease Control and Prevention (CDC) *Guidance for Organizing Large Events and Gatherings* and provide pages 2 – 5 of the CDC's *Events and Gatherings Readiness and Planning Tool*, which can be located here: (<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/COVID19-events-gatherings-readiness-and-planning-tool.pdf>)

Safety Protocols Recommended for Individuals:

- Self-screen before going to an event for any of the following new or worsening signs or symptoms of possible COVID-19: cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit, and known close contact with a person who is lab confirmed to have COVID-19.
- Individuals should maintain six (6) feet of separation from others outside the individual's group. When maintaining six (6) feet of separation is not feasible, other methods should be utilized to slow the spread of COVID-19, such as wearing a face covering or mask, washing or sanitizing hands frequently, and avoiding sharing utensils or other common objects.
- Consistent with the actions taken by many individuals across the state, consider wearing cloth face coverings (over the nose and mouth) when attending the event, or when within six (6) feet

** All safety protocols and reservation requirements are subject to change given the Covid-19 positivity rate and the City, County, and State's guidance and recommendations.*

COVID-19 Event Planning Safety Protocols* (continued)

of another person who is not a member of the individual's household. If available, individuals should consider wearing nonmedical grade face masks.

- Wash or disinfect hands before, during and after any interaction with staff (employees, contractors, and vendors) participants, attendees, spectators or items/equipment at the event.
- Individuals aged 65 or older are at a higher risk of COVID-19. To the extent possible, avoid being within six (6) feet with individuals aged 65 and older. Individuals aged 65 and older should stay at home as much as possible. Gatherings, even those held outside, pose a significant risk to this population.
- Clean and sanitize any personal items taken to the event before and after use.

Safety Protocols Recommended for Special Events:

- Screening all staff (employees, contractors and volunteers) for new and worsening signs or symptoms of possible COVID-19 prior to each event date(s), including set up and tear down date(s). Symptoms include but are not limited to the following: cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit, and known close contact with a person who is lab confirmed to have COVID-19.
 - Staff (employees, contractors and volunteers) to wear cloth face coverings (over the nose and mouth) while working or volunteering at the permitted event. This includes, event date(s) and set up and tear down date(s).
 - Training all staff (employees, contractors and volunteers) on appropriate cleaning and disinfection practices, hand hygiene, and respiratory etiquette.
 - Provide alternative ways to participate in the event virtually, remotely etc. Strongly encourage the at-risk population to watch or participate in the event remotely.
 - Consider temperature checks and wrist banding at all entry points to the event. For queuing areas located prior to the temperature screening points, mobile temperature monitors are beneficial to check for elevated temperatures.
 - Consistent with the actions taken by many individuals across the state, consider requiring participants wear cloth face coverings (over the nose and mouth) at all times, or when within six (6) feet of another person who is not a member of the individual's household. If available, individuals should consider wearing nonmedical grade face masks.
 - Making hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to staff (employees, contractors and volunteers), participants, attendees and spectators throughout the event area and duration of the event. Including around high traffic areas, after every obstacle, in and around portable toilets. These should be refreshed by staff throughout the day.
 - Multiple hand washing stations/hand sanitizers are to be placed strategically throughout the venue and or route/site. Hand sanitizers to contain a minimum of either 60% ethyl alcohol
- * All safety protocols and reservation requirements are subject to change given the Covid-19 positivity rate and the City, County, and State's guidance and recommendations.*

COVID-19 Event Planning Safety Protocols* (continued)

(ethanol) or 70% isopropyl alcohol (isopropanol). The FDA's list of approved hand sanitizers can be located on their website.

- Highlight sanitization protocols, hand sanitizer locations, physical distancing markers both inside and outside of the site.
- Post COVID-19 safety and hygiene best practices signage.
- Reducing touch points to minimize physical interaction between individuals. Additional cleaning and sanitization of touch-points throughout the event area, including check-in areas, toilets, medal and shirt collection, results, payment collection points, and at aid stations and obstacles.
- Provide pre-packaged, and sealed beverages only. Condiments may be available upon request, and in single use portions only. Food and beverage zones cannot have seating to encourage social distancing.
- Distance requirement between vendor booths, tables, serving lines, seats/chairs, cars (car shows) etc. must maintain at least six (6) feet separation. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- Provide additional port-o-lets and cleaning/disinfecting of port-o-lets during the permitted event are required based on your expected attendance and the length of your event.
- Abide by event capacity reductions/limitations based on available open space at the event location. Expected event capacity cannot exceed permitted number of people, which includes, staff (employees, contractors and volunteers), participants, attendees and spectators. A limited number of spectators may be enforced if event location and or event set up doesn't allow space required to maintain the six (6) foot separation requirement. Capacity will be based on available space at chosen event location, type of event, type of activities at event, and event layout.
- The CDC offers the following considerations for enhancing protection of individuals and communities and preventing spread of coronavirus disease 2019 (COVID-19) on their website: Considerations for Events and Gatherings. After reviewing the considerations, event planners and administrators should use CDC's Events and Gatherings Readiness and Planning Tool to protect staff, volunteers, and attendees.

Safety Protocols Recommended for Run/Walk and Cycling Events:

- Consider temperature checks and wrist banding at all entry points to the event. For queuing areas located prior to the temperature screening points, mobile temperature monitors are beneficial to check for elevated temperatures.
- Consistent with the actions taken by many individuals across the state, consider requiring spectators wear cloth face coverings (over the nose and mouth) throughout the event (participants before and after the event), or when within six (6) feet of another person who is not a member of the individual's household. If available, individuals should consider wearing nonmedical grade face masks.

** All safety protocols and reservation requirements are subject to change given the Covid-19 positivity rate and the City, County, and State's guidance and recommendations.*

COVID-19 Event Planning Safety Protocols* (continued)

- Manage the volume of racers onsite by providing each racer a specific arrival and departure time for entry and exit from the event site to ensure total participant numbers at any one time are kept under strict control.
- Reinforce health and safety guidelines and protocols (signage/staff monitoring) at guests, participants, employees and or vendor arrival points, websites, social media, pre-promotional materials, and throughout the event and venue.
- Monitor to ensure the number of people within the event space is always kept to acceptable levels.
- Reduce heat sizes and widened courses from previous standards, if possible, to ensure safe spacing while running/walking/cycling and at obstacles.
- Dedicate lanes and waiting spots at areas where racers tend to congregate, such as at check-in and at obstacles. Where lines are formed, distancing markers must be used to ensure safe distancing.
- Reduce touch points to minimize physical interaction between racers, and racers and event staff. Additional cleaning and sanitization of touch-points throughout the event area, including check-in areas, toilets, medal and shirt collection, results, payment collection points, and at aid stations and obstacles.
- Clean and sanitize any equipment between users and or handlers.
- Use of sealed, bottled water at aid stations instead of cups and spigots is required.
- Provide pre-registration only instead of onsite registration.
- Forfeit awards ceremony to prevent gathering and ensure social distancing measures are adhered to.

Safety Protocols if COVID-19 is Detected During or After Event:

- Inform the Park and Recreation Department within 24 hours if staff (employees, contractors and volunteers), participants, attendees and or spectators test positive for COVID-19.
- Notify all staff (employees, contractors and volunteers), participants, attendees and spectators who attended the permitted event within 24-48 hours.

The Dallas Park and Recreation Reservations Office will review the required safety protocols submitted for each event, followed by an executive level review and approval process. If you have any questions or need additional information or assistance, please contact the Reservations Office at (214) 670-8740.

** All safety protocols and reservation requirements are subject to change given the Covid-19 positivity rate and the City, County, and State's guidance and recommendations.*