

Event Guidelines and Recommendations Effective 08012020

Executive Summary of recommendations include the following:

- Indoor Events limited to a maximum of 100 participants based upon the venue and the use of “Social Distancing Calculator” as well as other requirements (all outlined below).
- Outdoor Events limited to a maximum of 175 participants based upon the venue and the use of “Social Distancing Calculator” as well as other requirements (all outlined below).
 - There are “Life Rites” experiences which have some adjustments to the core event criteria (indoor and outdoor). We host many of these types of events at campus facilities, ex. weddings. These adjustments will be considered on a case by case basis.
 - A plan for athletics events is still under consideration and yet to be determined.
- Gatherings currently still have a limit of 10 participants.
 - Discussion of the definitions around gatherings, activities and events discussed below. Very important nuances.
 - Tours classified as a gathering and subject to these restrictions.
- Visitors messaging regarding safety precautions and impact of facility and tour availability.

Indoor Events

Venue

- Limit capacity depending on venue size accounting for usable square footage* with a maximum of 100 people per room.
- Capacity for square footage of usable space should be calculated using the [Social Distancing Space Calculator](#).
- Collect contact information of guests or attendees through tactics like taking reservations, requiring RSVPs, or having sign-in sheets, and times of arrival and departure to help with potential exposure notification whenever possible.
- Provide generous and flexible cancellation policies so that if guests start experiencing symptoms, they can cancel.
- Ensure 6 feet or more distancing between all employees, customers, contractors and visitors (additional details provided below).
- Seating at events must be appropriately spaced, to reduce mingling and reinforce the necessary distance between individuals in different households.
- Must create a queue at entrances that ensure a minimum of 6 feet of physical distancing between individuals and pace entry to prevent congestion.
- Operate on a one-in-one-out basis when at capacity.
- Give reminders to observe 6 feet physical distancing before, during, and after events.
- Post signage with easy to interpret graphics in commonly used languages reminding everyone to maintain 6 feet of distance, wear masks, wash hands, etc.
- Establish single-direction traffic flow in and out of venue and seating areas. Consider separate entrances and exits.
- If the event is catered, do not allow for self-service stations or buffets.
- Enhance cleaning and disinfection of common touch points (doors, stairwell handles, light switch, elevator switch, etc.). [CDC cleaning guidance](#)
- Ensure ventilation at the venue is in line with or exceeds OSHA guidance (verify with Facilities Management).
- Install touchless hand sanitizing stations at entrances and in high-traffic areas.
- Deploy plexiglass barriers where appropriate.
- Limit, wherever possible, the sharing of tools, equipment, or other shared resources (not involved in games or activities).
- Catering services or food services should be seated-only. Food and drink services must follow the same guidelines as [restaurants and bars](#)
- Remove games or activities that require or encourage standing around, congregating, or shared materials. This includes things like board or recreational games, bouncy houses, ball pits, shared dance floors (not for performances), or amusement booths or rides at fairs.
 - Booths or vendors at events must:
 - Allow spacing for vendor load-in and load-out such that vendors and staff can maintain a distance of at least 6 feet from each other as much as possible.

- Add a minimum of 6 feet in between booths.
- Create a single line of booths instead of double rows. If this is not possible, create at least a 16 feet thoroughfare between the two sides allowing for a single file, one-way path down the middle.
- Require vendors to have market booth layouts that promote physical distancing. Provide them with the space to do this.
- Create one-way traffic flow through the booths to prevent crowding or mingling.
- Use ropes, cones or tape to define the entrance, exit and flow.

Vendors/Employees

- Maintain contact information for all vendors, employees and volunteers.
- Provide guidance and encouragement on maintaining 6 feet of physical distancing.
- Require the use of masks or face coverings whenever possible.
- Train employees in proper use of protective equipment, and emphasize that they should refrain from face-touching.
- Require frequent handwashing upon arrival, departure and throughout the day.
- Implement symptom monitoring protocols (including workplace temperature monitoring and symptom screening questions) where possible ([Additional Guidance](#)) and encourage sick employees to use the [CDPHE Symptom Support tool](#).
- Employees who have been in close contact with an exposed or symptomatic person (within 6 feet for at least 10 minutes) should not report to work and should self-quarantine.
- Group employees into teams or shifts that stick together.
- Encourage all employees not critical to in-person operations to continue working from home remotely.
- Provide contactless payment methods.
- Do not allow multiple people to handle objects, or disinfect the objects between each person.
- Extend setup timelines to allow vendors more time to set up and not overlap.

Performers/Competitors

- Performances must be a min. of 25 feet distance from patrons*
- Participants (e.g., players, performers, actors, competitors, entertainers, etc.) in events should have their symptoms checked, and participants who have been in close contact with an exposed or symptomatic person (within 6 feet for at least 10 minutes) should not participate and should self-quarantine.
- Adopt seating and spacing modifications to increase physical distance from a performer.
- Where necessary, install barriers to minimize travel of aerosolized particles from performers, or implement alternative placement of performers.
- Maximize physical spacing between performers on-stage.
- Performers should use a separate entrance/exit than patrons where possible.

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- Performers are not included in capacity limits so long as they do not join the spectator/patron areas at any time. If performers join the patron spaces, they must be included in the capacity limit numbers.
- Disinfect high-touch areas and equipment such as: microphones, instruments, props, etc. between uses.

Hosts/Attendees

- Encourage attendees to stay home if sick or exhibiting COVID-19 symptoms. Consider screening attendees for fever, symptoms, or exposures before or at their arrival.
- Encourage attendees who have been in close contact with a person suspected or confirmed to have COVID-19 (within 6 feet for at least 10 minutes) to stay home and self-quarantine.
- Encourage frequent handwashing.
- Attendees should refrain from mixing and mingling with others not in their household during events as much as possible.
- Attendees should maintain at least 6 feet of physical distancing from others as much as possible.
- Attendees must wear face coverings unless doing so would inhibit the individual's health, in which case reasonable accommodations should be pursued to maintain the safety and health of all parties.
- [Populations at higher risk for severe COVID-19](#) should consider additional protections or staying home during this time per CDPHE guidance.
- Encourage remote participation whenever possible.

*Venues that have multiple designated activities/events that are physically separated, such as a fair with activities taking place in separate buildings or arenas, may have the maximum capacity in each setting, and must implement additional prevention measures, such as one-way traffic, as attendees move from one activity or event to the next. The designated activities must occur a minimum of 50 feet from each other, maintain separate entrances and exits, and must minimize the use of shared facilities like restrooms.

**Research and the CDC suggest that activities like singing may project respiratory droplets in greater quantity and over greater distance, increasing the risk of COVID-19 transmission, particularly with prolonged exposure.

Outdoor Events

Venues

- Limit capacity depending on venue size accounting for usable square footage* with a maximum of 175 people per designated activity*.
- Calculate capacity for square footage of usable space using the [Social Distancing Space Calculator](#).
- Collect contact information for guests or attendees through ticket sales, reservations, RSVPs, or having sign-in sheets. Include times of arrival and departure, to help with potential exposure notification.
- Provide generous and flexible cancellation policies so that if guests start experiencing symptoms, they can cancel.
- Ensure 6 feet or more distance between all employees, customers, contractors and visitors.
- Create a queue at entrances and exits that ensures a minimum of 6 feet of physical distance between individuals and pace entry and exit to prevent congestion.
- Establish single-direction traffic flow in and out of venue and seating areas. Consider separate entrances and exits.
- Consider staggered guest arrival and departure times to avoid congregating at entrances and exits.
- Give reminders to observe at least 6 feet social distance before, during, and after events.
- Seating at events must be appropriately spaced, to reduce mingling and reinforce the necessary distance between individuals in different households.
- Enhance cleaning and sanitization of common touch points (doors, stairwell handles, light switches, elevator switches, etc.).
- Catering services or food services should be seated-only. Food and drink services must follow the same [guidelines as restaurants and bars](#).
- Install hand sanitizing stations at entrances and in high-traffic areas.
- Consider shorter event duration times or limited admission windows to reduce the need for patrons to use restroom facilities, which can be a source of transmission.
- Install plexiglass barriers where appropriate.
- Remove games or activities that require or encourage mingling, congregating and sharing materials. This includes things like board or recreational games, bounce houses, ball pits, shared dance floors (not for performances), and amusement booths and rides at fairs.
- Booths or vendors at events must:
 - Allow spacing for vendor load-in and load-out such that vendors and staff can maintain a distance of at least 6 feet from each other as much as possible.
 - Add a minimum of 6 feet in between booths.
 - Create a single line of booths instead of double rows. If this is not possible, create at least a 16 feet thoroughfare between the two sides allowing for a single file, one-way path down the middle.
 - Require vendors to have market booth layouts that promote physical distancing. Provide them with the space to do this.

- Create one-way traffic flow through the booths to prevent crowding or mingling.
- Use ropes, cones or tap

Vendors/employees

- Maintain contact information for all vendors, employees and volunteers.
- The venue operator for an event with multiple vendors and/or performers/competitors is responsible for ensuring all vendors/performance groups are aware of and adhering to COVID-19 policies and procedures.
- Vendors should be familiar with the CDPHE Workplace Outbreak Guidance (available on the [Guidance & Resources page](#)) and apply all recommendations for prevention and mitigation that are outlined in that document to their operation.
- Vendors and Employees must wear face coverings unless doing so would inhibit the individual's health, in which case reasonable accommodations should be pursued to maintain the safety and health of all parties.
- Train employees in proper use of protective equipment, and emphasize that they should refrain from face-touching. Keep documentation of this training and make it available upon request of the local public health agency.
- Require handwashing upon arrival, departure and frequently throughout the day.
- Implement symptom monitoring protocols (including workplace temperature monitoring and symptom screening questions where possible) ([Additional Guidance](#)) and encourage sick employees to use the [CDPHE symptom support tool](#).
- Employees who have been in close contact with a person suspected or confirmed to have COVID-19 (generally within 6 feet for at least 15 minutes, depending on level of exposure) should not report to work and should self-quarantine.
- Group employees into teams or shifts that stick together to limit mixing between different teams or shifts.
- Provide contactless payment methods.
- Do not allow multiple people to handle objects unless you can disinfect objects between each person.
- Extend setup timelines to allow vendors more time to set up and not overlap.

Performers/competitors

- Performances or competitors must be a minimum of 25 feet distance from patrons**.
- Participants (e.g., players, performers, actors, competitors, entertainers, etc.) in events must be checked for fevers, symptoms, and exposures before or at arrival.
- Participants (e.g., players, performers, actors) who have been in close contact with a person suspected or confirmed to have COVID-19 should not participate and should self-quarantine.
- Where necessary, implement alternative placement of performers. If spacing is not possible, in some situations it may be suitable to install barriers to minimize transmission of aerosolized particles.
- Maximize physical spacing between performers on-stage.

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- Encourage all employees to wear face coverings, unless doing so would inhibit the individual's health.
- Performers should use a separate entrance/exit than patrons where possible.
- Performers are not included in capacity limits as long as they do not join the spectator/patron areas at any time and remain at least 25 feet from attendees. If performers join the patron spaces, they must be included in the capacity limit numbers.
- Disinfect high touch areas and equipment such as microphones, instruments, props, etc. between uses.

Hosts/attendees

- Encourage attendees to stay home if sick or exhibiting COVID-19 symptoms. Consider screening attendees for fever, symptoms, or exposures before or at their arrival.
- Encourage attendees who have been in close contact with a person suspected or confirmed to have COVID-19 (generally within 6 feet for at least 15 minutes, depending on the level of exposure) to stay home and self-quarantine.
- Encourage frequent handwashing.
- Attendees should refrain from mixing and mingling with others not in their household during events as much as possible.
- Attendees should maintain at least 6 feet of physical distance from others as much as possible.
- Attendees must wear face coverings unless doing so would inhibit the individual's health, in which case reasonable accommodations should be pursued to maintain the safety and health of all parties.
- [Populations at higher risk for severe COVID-19](#) should consider additional protections or staying home during this time per CDPHE guidance.
- Encourage remote participation whenever possible.

*Venues that have multiple designated activities/events that are physically separated, such as a fair with activities taking place in separate buildings or arenas, may have the maximum capacity in each setting, and must implement additional prevention measures, such as one-way traffic, as attendees move from one activity or event to the next. The designated activities must occur a minimum of 50 feet from each other, maintain separate entrances and exits, and must minimize the use of shared facilities like restrooms.

**Research and the CDC suggest that activities like singing may project respiratory droplets in greater quantity and over greater distance, increasing the risk of COVID-19 transmission, particularly with prolonged exposure.

Approved by Cabinet on 07212020.

Life Rites Impacts

The current statewide [Safer at Home order](#) allows for in-person life rite ceremonies with appropriate social distancing and precautions. Life rites include wedding ceremonies, graduations, funeral services, baptisms, bris ceremonies, and other religious ceremonies.

Note: Events must comply with all applicable laws, local codes, ordinances, permitting requirements, and public health orders. Check with the local jurisdiction(s) for any applicable restrictions or requirements.

Follow the guidance outlined for Indoor or Outdoor Events as appropriate.

Indoor Capacity Limit

- Limited to 50% of the venue's capacity or up to 50 people per room, whichever is fewer. *
- Physical distancing requirements (including 6 feet of distance between non-household members) must be strictly complied with at all times.

**If a venue has a single extra-large room, the facility may have up to 100 people total indoors, within the usable space of the extra-large room, as calculated using the [Social Distancing Calculator](#).*

Outdoor Capacity Limit

Up to and including 175 people:

- Use the [Social Distancing Calculator](#) to determine maximum occupancy for the venue
- Follow all outdoor events guidance.

More than 175 people:

- Submit an event/venue plan through the Events and Emergency Management Division for review by Boulder County Public Health.

Gatherings

Gatherings currently still have a limit of 10 participants.

- The gatherings label does not include normal academic classes, other academic or educational activities or programs (please note that we should stay away from using the term “events” as that would require a more restrictive approach). The three classifications would include:
 - Gatherings –i.e. tours, meetings and work sessions. {10 person capacity}
 - Events – very clearly defined for indoor/outdoor (Life Rites experiences) – not currently including sporting events. {100/175 person capacity based upon social distancing calculator}
 - Academic/Training classes, activities, programs – i.e. scheduled classes or trainings (student and employee based), instructor led study sessions, orientation programs etc... {capacity as determined by university based formulae (8ft hex)}.
- All gatherings, activities or programs are required to follow the wearing of masks and physical distancing requirements and safety recommendations.
- Tours would be considered a gathering is would be approved in compliance with the 10 participant limit, the wearing of masks and the maintenance of physical distancing best practices.
 - Access control of university facilities is currently under consideration and development and may significantly impact the tour experience.
 - Tours should be conducted on an appointment basis and be escorted by a CU affiliate.
 - Require the contact information for all participants.

Visitors

Information for campus guests

As more of Colorado and the University of Colorado Boulder opens, we ask all visitors to abide by public health guidelines and understand that CU Boulder is implementing measures to reduce density on campus.

- Everyone is required to wear a facial covering and maintain physical distancing while on campus.
- ***Access to many of our facilities is restricted*** for the protection of our campus community and those with direct affiliation of daily campus activities.
- Some areas of campus may be closed.
- While many activities and buildings are unavailable at this time, we encourage you to visit us virtually (<https://www.colorado.edu/virtualvisit/video-tours>).

We appreciate your interest in visiting CU Boulder. We look forward in being able to host you in a more open format in the future. Please visit <https://calendar.colorado.edu> to check on activities currently available.

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Restaurants

<https://covid19.colorado.gov/safer-at-home/restaurants-food-services>

Protect our neighbors.

Boulder County not eligible at this time. This may provide an increase in participants of events (est. 500 capacity) if approved. Do not anticipate seeing a significant impact from this as we are limited by venue size.

No estimation on a decision regarding sporting event or large scale event guidance.