Denver Recommended Guidelines for Small to Large Running Events

Updated 7-15-20 based on the Governor's Orders released on 7-15-20
Updated 7-30-20 based on DDPHE recommendations for Denver events

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The Denver Department of Health and Environment stated the following on 8/13/20:

DDPHE has reviewed the guidelines and sees no immediate issues or concerns. In sharing these guidelines, please be sure to note the following:

- *These guidance were not written or issued by DDPHE*
- *State and Local Public Health Orders may change, and those PHO should be considered authority above these guidance materials*
- *Event organizers should continue to reference CDPHE's guidance: https://covid19.colorado.gov/safer-at-home-in-the-vast-great-outdoors/guidance-by-sector/professional-sports-sporting-events-and*
- *DDPHE does not need to approve plans, but is responsible for enforcement of PHO within the City and County of Denver*
- *Any event outside of the City and County of Denver should coordinate with that jurisdiction's Local Public Health Department to ensure compliance with Public Health Orders.*

The Governor's Orders as of 7/15/20 are reflected in all numbers in this document. Changes to the original document are as of 7/15/20 and include:

1. ***separating into groups of 25***
2. ***post-race party***
3. ***the importance of chip timing***
4. ***Addendum A and D have been changed to reflect these Orders***

The current orders are:

1. ***NEW! https://covid19.colorado.gov/safer-at-home-in-the-vast-great-outdoors/guidance-by-sector/professional-sports-sporting-events-and***
2. ***https://covid19.colorado.gov/safer-at-home/social-distancing-calculator-for-indoor-and-outdoor-events***
3. ***https://www.tchd.org/DocumentCenter/View/7345/Safer-at-Home-Public-Health-Order--Eighth-Amended-?bidId=***

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Topic	☐ Level 1 – this is the only option for Denver events at this time. Max size 700 runners with 4 start times so the race feels like 4 unique events of 175 runners each, with start times separated by 60 minutes and runners are separated into starting pods of 25. These guidelines are written specifically for a 5k distance, and must be extrapolated for a longer race, keeping in mind the 175 athletes per unique event (example - start times would need to be spread further) ☐ These guidelines are scalable and will likely be extended to medium to large events as COVID-19 restrictions are reduced. Mega events looking for exceptions must request a variance of the appropriate government entity
COVID-19 checklist recommended to acquire permit	☐ Official checklist form provided to event when permit requested. City/County could decide if they require checklist to be submitted to acquire permit. This document is the recommended checklist ☐ Event must request a longer event duration to handle staggered starts ☐ Event organizer must indicate numbers of participants, and present a starting plan when submitting to local authorities as rules can differ
COVID-19 Manager	☐ Dedicated to COVID-19 guideline enforcement pre-event and during the event
Overview	**Level 1 (this is the only level allowed as of 7-28-20)** ☐ 700 runners maximum (4 start times 60 minutes apart with 175 assigned to each time, separated into groups of 25) ☐ Eliminate race day registration, pre-race and post-race expo/festival, on-course water stations for 10K distance and less. (See attached diagram for water stations for longer events) ☐ Recommend no dogs, children 14 and under (unless in a stroller) ☐ Social Contract must be signed by runner pre-race ☐ Staggered start (see Addendum A for examples) and finish. No mass start ☐ Recommend pre-race day packet pickup/mailing. Or separate location from Start/Finish on race day ☐ **Separate Start/Finish areas** to ensure each race start time of 175 is always physically separated from all other groups. The recommended separation distance between the start and finish is a minimum of 300'
Participant agrees electronically to Social Contract	**During registration process, participant required to agree to Social Contract** ☐ Social distancing of 6' ☐ Face coverings required until runner crosses the start line. Runner puts back on face covering as they cross the finish line ☐ Must be "healthy" to attend (follow government guidelines for outdoor event) ☐ To ensure optimal compliance no dogs, children 14 and under (strollers are allowed if babies stay in the stroller) ☐ Guests should not be invited to the Start/Finish, but choose an alternative meeting spot ☐ Runner must provide their anticipated finish time when registering. This will allow the event organizer to make a best effort to allow the fastest runners to go first, followed by progressively slower runners. If participating with another familiar person, the fastest runner must defer to run with the slower runner. This will prevent any overlap or significant passing along the course. No later changes allowed ☐ Runner agrees to never congregate at a medical or any other tent, if tents are accessible

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Participant agrees electronically to Social Contract (cont.)	☐ Runners bring their own pre-race and during-race hydration/nutrition and are told there are no on-course water stations ☐ Runners will be chip-timed, even at the elite level ☐ Runners must complete the course in 55 minutes. (if an event would like to allow more time than the start times must be separated further to allow for those additional minutes) ☐ If a runner registered prior to this being incorporated into registration, there must be a way the runner has to edit their registration or complete a survey/form where they agree to the social contract ☐ Runner agrees to leave the park after receiving Finish Line refreshment bag and water ☐ Highly recommended that elite (fastest) runners are placed in the A Group to insure there is no overlap
Pre-event the runner is sent final logistics information and must signed electronically. This ensures runner knows what to do when they arrive **Pre-event the runner is sent final logistics information and must signed electronically. This ensures runner knows what to do when they arrive**	**Runner agrees to:** ☐ How the start line works: Where to arrive, which starting time they were assigned, what time to arrive, and where to pick up their bib (if needed), and how staggered start works in groups of 25 ☐ How finish line and exit works ☐ Bring pre and during race hydration/nutrition ☐ No bag check (unless long half marathon or greater) ☐ Reconfirm understanding of rules agreed upon during registration ☐ Complete the course in 55 minutes ☐ The participant must complete and agree to this questionnaire prior to bib pickup. Event organizer to oversee ☐ How bib pickup will work – options include mailing, bib pickup pre-race day, bib pick up race day at a separate location
Pre-Event Notification to Vendors/ Contractors/ Public	☐ Vendors/Contractors 1. Contracts/agreements must include current social distancing and face covering guidelines 2. Must agree to follow event rules for load-in/load-out/onsite activation/cleaning etc ☐ Public – notifications online and to neighborhoods to recommend minimal spectator gathering to follow COVID-19 guidelines
Event Plans, Portable Restrooms, Cleaning *(Addendum C – Portable Restrooms)*	☐ COVID 19 Manager enforcing guidelines at the event ☐ There must be prepared and approved site plans for restrooms and start/ finish chutes ☐Event organizers must include in their overall event plan the mandate that all surfaces that a runner might come in contact with must be cleaned between each group being processed. Therefore, the event organizer should eliminate the potential number of surfaces a runner might come in contact with

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Event Plans, Portable Restrooms, Cleaning *(Addendum C – Portable Restrooms*	☐ **Portable restroom management plan** in accordance with current government guidelines (see Addendum C for suggested placement diagrams). This location should be at least 300' from the start chutes to avoid overlap with the start chutes. All portable restrooms must have sufficient hand sanitizer to accommodate the size of the event or provide additional hand washing/sanitizing stations. As each group of 175 constitutes a separate event, athletes must be offered cleaned restrooms, there must be restrooms dedicated to each group of 175. Group A will have a unique bank of restrooms as does Group B, C and D. Optionally restrooms could be cleaned so Group A restrooms would be ready for Group C and Group B's for Group D ☐ **Cleaning plan** – In addition to restrooms/sanitizing stations, event surfaces that can be touched by athletes must be cleaned between groups (fencing, table surfaces, stations). Recommend use of tape/rope/delineators to separate chutes to minimize surfaces. Pre-trained staff/crew must do the cleaning ☐ Only pre-trained staff and volunteers may set up, work the event, clean, and tear down the event ☐ Only pre-approved and on-site managed vendors/contractors may set up, work the event and tear down the event
Packet pickup & NO Race Day Registration	**Three options for packet pickup (can choose one or more)** ☐ Mail all packets where runners have agreed electronically to social contract and final guidelines ☐ Day(s) before the Race – Outdoors at a Running store or other location over one or more days. Social distancing and COVID 19 rules apply. ID's must be shown to pick up bib. Set windows of time alphabetically to pick up bib to reduce peak periods. To pick up bib, runners must be approved (they signed the social contract and read the logistics pre-race email). ID must be shown ☐ Race morning – follow current COVID-19 guidelines for workers for distancing tables, wearing face coverings and appropriate gloves, social distancing 1. **Location must be physically separated from Start/Finish/Course** – such as South High School parking lot for Washington Park, or the fields across from Denver Zoo/DMNS for City Park 2. Each Group of 175 is assigned a packet pickup time. Packets may not be picked up before/after the allotted time. Allow 30-60 minutes for bib pickup – must be included in runner instructions 3. Runners must wear face coverings according to COVID-19 guidelines 4. To pick up bib, runners need ID and must be approved (they signed the social contract and logistics pre-race email) 5. After picking up bib, runners head towards the starting chutes and feed in single file – see Staging at the Start 6. Adhere to outdoor event space calculator rules (see above in **red**). Current calculator has 175 people in 25,000 sf (excluding tents). To reduce this needed square footage you could increase the number of start times and decrease the number of runner per start time. For example, 100 people is 15,000 sf **NO race day registration**

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Staging of participants prior to start and as they flow individually across the start line – groups of 25 within each start time of 175 *(Addendum A)*	☐ Participants are pre-assigned to a start time – each start time has a unique color bib based on their start time (one color per 175). For races with a max time limit of 55 minutes and 175 athletes in pods of 25, the start times for each starting Group must be separated by 60 minutes ☐ Runners are instructed pre-race as to when to arrive based on their Group/starting time (30-60 minutes earlier if they need to pick up a bib), or at their start time if they picked up a bib the day(s) before. Example Group A starting time 8am, these runners may pick up their bib 7-7:30am only ☐ Start times are 60 minutes apart ☐ Chip timing is essential so that the 175 runners can enter chutes "first come first served" for efficiency. Chip timing at the start is what will be used for contact tracing if that need arises after the event ☐ A runner with a different bib color than the Group allowed at the start will not be allowed in the chutes and should be asked to leave the immediate area until their Group is invited ☐ Chutes are created so there is one immediate start chute area to accommodate the next starting 25 runners. There is a separation by rope of 25' before the next pod of 25 that is waiting in the waiting chutes. The next pods of 25 assemble with 25' separating each pod of 25. For 3 chutes you would have 8 runners in 2 chutes, and 9 in the 3rd chute ☐ Pods of 25 will begin crossing the Start Line 2 minutes apart. Spacing to allow for contact tracing, but not require athletes to stand for long periods of time so that they can be moved out onto the open course ☐ Start times could be 7am, 8am, 9am. If an event would like athletes to have more than 55 minutes to complete the course the event must space the start times out by those additional minutes ☐ Announcer invites runners to stream into 3 chutes (separated by 6'). Runners will maintain 6' social distancing within chute ☐ There are no traditional "corrals" of runners ☐ Event must create a plan, including personnel, to move runners down the linear Start Chutes at least 6' between runners (number to be determined based on the width of the start line) ☐ Minimum of 2 chute managers per group of <25 to control the flow and physical distancing management ☐ Chutes must have instructional signage and/or have 6' markers ☐ Runners can be in chutes in groups of 25 max to enable contact tracing. Chip timing must be used so if contact tracing is necessary the runners that were near the infected individual can be reached. This is the most compacted area of a race, so this is the location that pods of 25 max are mandatory ☐ These groups must be staggered by at least 12' at all times ☐ Non-chip timed races or walks must create a numerical or other system to ensure they know who is in which group of 25 if contact tracing is needed at a later time. This will be much harder to manage, therefore chip timing is highly recommended ☐ See Addendum A

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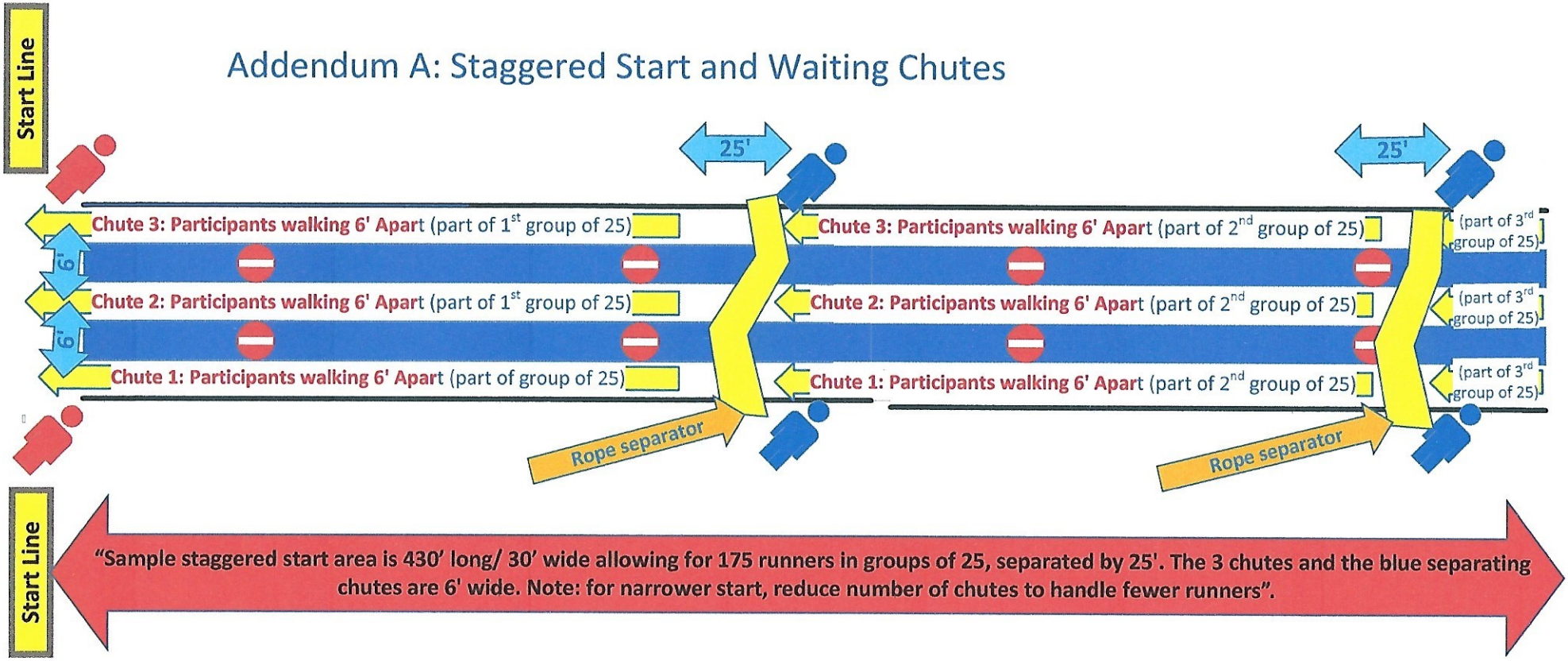
Course management and separation of Start/Finish Line *(Addendum D for out/back)*	☐ For events of more than 175 runners, the Start/Finish area must be in 2 separate locations to ensure each group of 175 remains separated from the other 175 ☐ There must be a sag wagon or similar enforcement to clear the course of runners slower than the 55 minute allotted time. There must be a plan to handle these runners that are asked to leave the course ☐ Out and back sections on the course, turnaround points, and narrow course areas must be reviewed to ensure they will allow for runners to physically distance from each other (see suggested Addendum D diagram for examples)
Water Stations *(Addendum B)*	**Level 1** ☐ For 5K's runners are required to bring their own hydration for pre-race and on-course ☐ Longer races may need to have limited water stations – see below and attached. Event managers must make a special request for this to occur
Finish Line Management And Post Race Party *(Addendum F)*	☐*There cannot be a post race party for events with more than 175 runners across all start times* ☐ After a runner crosses the Finish Line, their face covering must be put back on. Have new face coverings on hand should a runner drop their face covering during their run ☐ There needs to be a runway of 50' after the finish line before runners are broken into chutes to pick up hydration and sealed bag of medal and/or prepackaged food items to avoid clogging/backups ☐ After the runway runners are streamed into 2 - 4 channels at a minimum to enable social distancing and avoid bottlenecks back into the finish line (recommend 4 very wide chutes with 2 chutes sharing same hydration/bag distribution) (see Addendum E diagram examples) ☐ Event staff and/or pre-trained volunteers will hand out hydration/items (face coverings and gloves to be worn in accordance with current COVID-19 guidelines) ☐ Signage post finish – "Thank you and please leave the immediate area". Invite folks to have a safe trip home and let them know they must leave the park area ☐ Post race party/festival – If the event would like a postrace party and only have 175 runners, the outdoor events orders from the governor must be followed – such as – there can be a max of 175 people in 25,000 square feet doing an activity. More area is needed if there will be tents and other items. There can be additional areas of this size with a separate activity. The entrance/exit must be monitored and a continual count of people inside the area must be kept. All outdoor event rules from the Governor must be followed. See the Governor's current orders and space calculator link in red above ☐ Awards are mailed postrace, no onsite ceremony
Staff and volunteers	☐ Must wear provided or approved face-coverings according to current COVID-19 guidelines ☐ Staff and volunteers must be trained in person prior to race day– and have face coverings approved and be given credentials/shirts to wear during set up, the event, and teardown
Medical Plan	☐ Medical and related plans must reflect current COVID-19 policy ☐ Collect and maintain list of all event day (s) employees, event staff, contractors, volunteers, vendors and participants for 30 days following the event to support Covid-19 contact tracing

Medical Plan (cont.)	☐ Recommend a minimum of 1 bicycle paramedic to monitor the participants on the course

List of Addendums:
A – Staggered Start
B – Water Stations
C – Portable Restroom Placement examples
D – Start Chute Diagram
E – Course Management Diagrams
F – Finish Line Diagram Examples

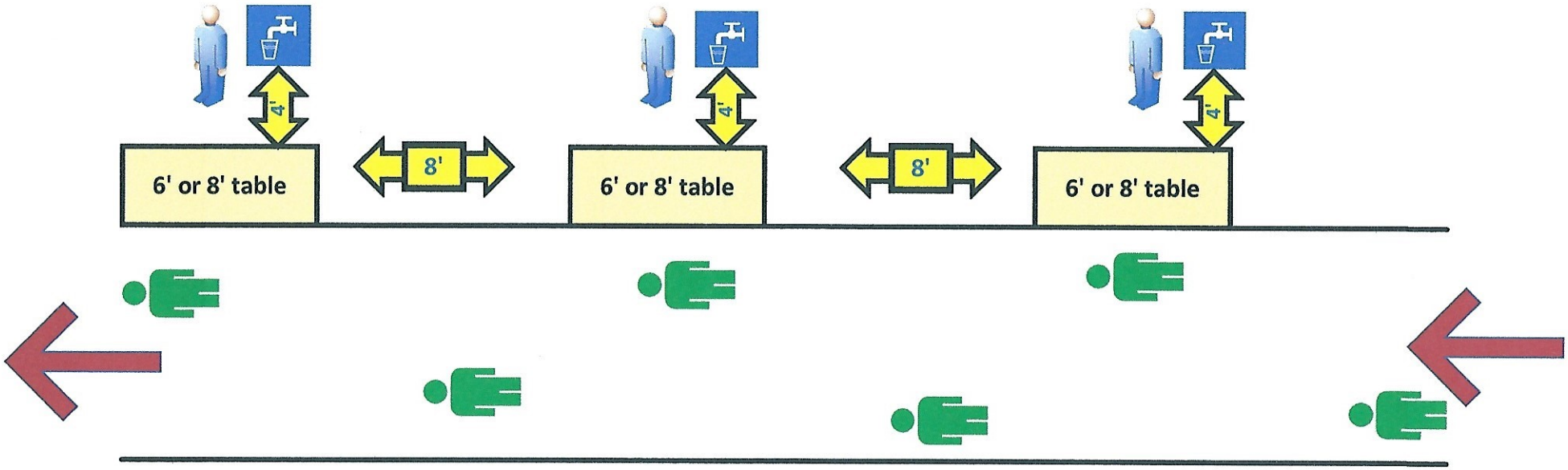
Addendum A: Staggered Start and Waiting Chutes



Recommended Rules to Follow

1. Runners are preassigned start times – for example, 4 start times 60 minutes apart each have 175 runners. Each start time has a unique bib color. Runners are provided an arrival time of 30-60 minutes pre start time (subject to whether they need to pick up a bib). Once runners are in their respective Chute 1, 2 or 3, they will be sent out in a pulsing fashion (every 3-5 seconds) of 3 at a time until a maximum of 25 have crossed over the start line. An automatic pause will be enacted by the Start Chute Managers for a time period of at least 2 minutes or by a distance specified before initiating the next group of 25. With just 175 runners going down 2-3 chutes, there is plenty of time for the chutes to empty before the next group arrives
2. Black, outside lines are hard fencing
3. Dark Blue chutes areas between Chute 1, 2 and 3 are empty (no entry) and all chutes are 6' wide (in this case requiring a start area that is 30' wide). To use a start roadway that is 18' wide would use two available participant chutes. Runners entering the start Chutes are in single file with 6' social distancing. 2-3 runners are released at a time at the Start
4. The interior chutes can use fencing or vertical traffic delineators (recommended) that are connected with bright engineer tape or safety tape
5. 6' marking should be made simply by using a different bright tape tied to the engineer or safety tape every 6'
6. Event staff chute managers (4 positioned immediately outside the start chute) are provided to maintain distance and wearing of face coverings
7. Front of chute event staff (indicated in red) "pulse" 2-3 participants across the start line every 3-5 seconds

Addendum B: Water Stations

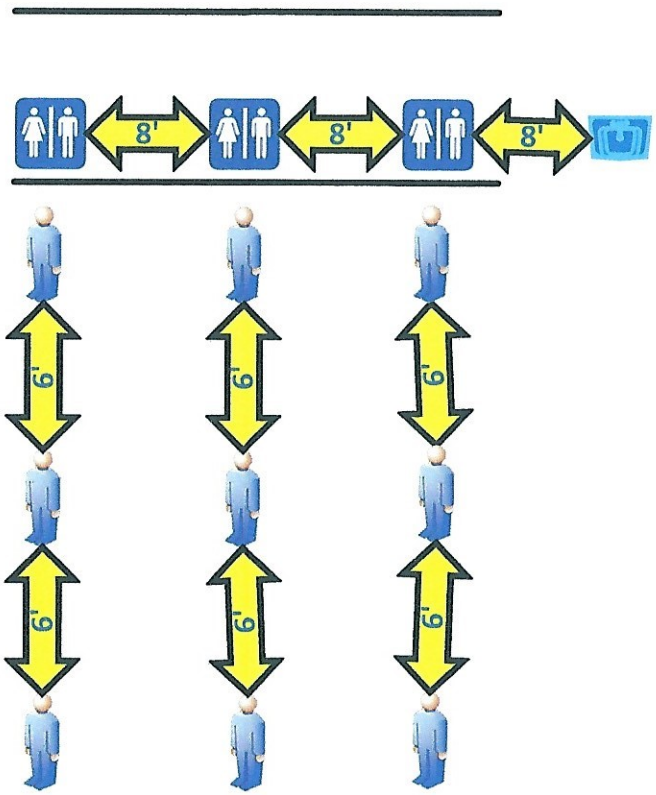


Recommended Rules to Follow

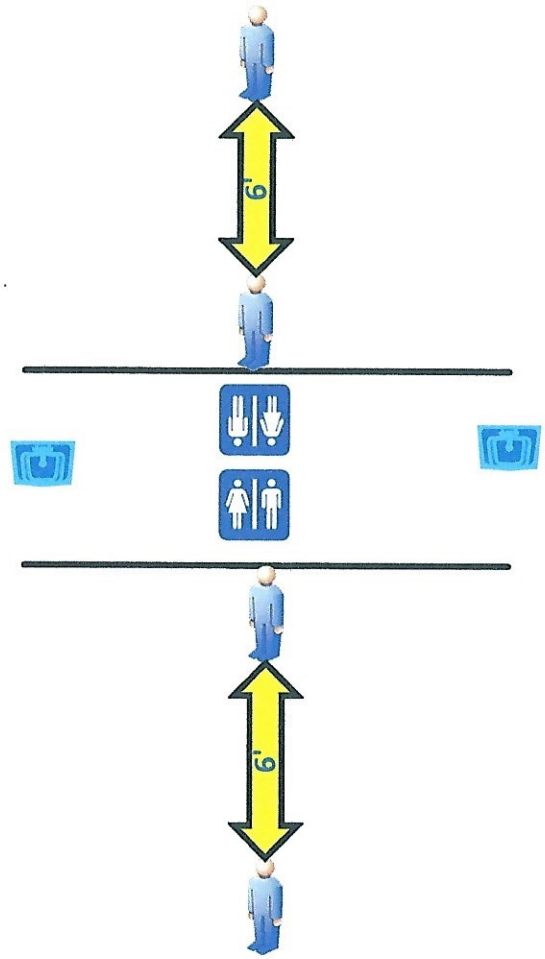
1. Water tables must be at least 8' apart and the number of tables will vary up or down depending on the number of participants
2. Tables may be on either side of roadway and will be sanitized prior to placing cups on the table surface to be filled
3. Water station staff must stay behind tables at all times and must wear gloves and face covering
4. Water station personnel will fill water cups in a safe handling fashion at all times
5. Trash boxes must be placed conveniently on both sides of roadway following the water station
6. Tables are self-served. At no time can a water station worker hand a cup to the runner/ walker
7. The uncontaminated water source must be at least 4' behind the table edge
8. Plastic water pitchers may be used to pour the water into the water cups provided
9. The use of plastic water bottles is discouraged since the probability of uncontrolled trash is high and the foot safety of other participants will be compromised
10. Should Covid-19 guidelines be relaxed, the new guidelines can replace these

Addendum C: Portables Restroom Placement Examples

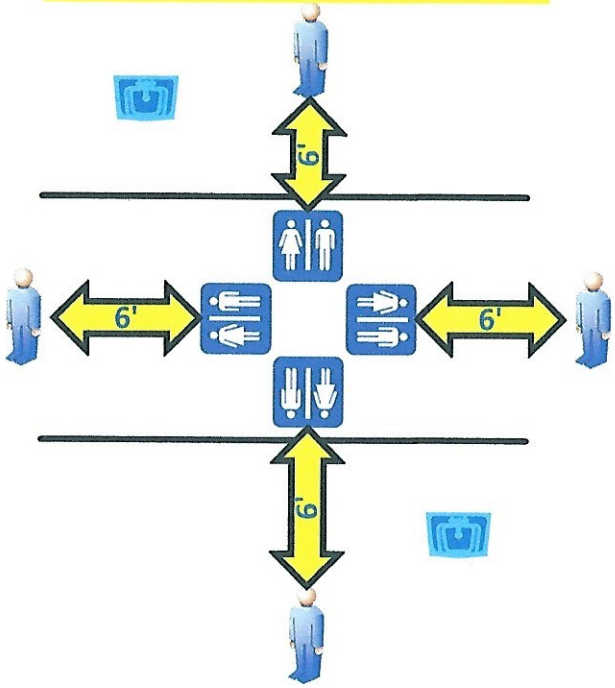
Example for a sidewalk or linear placement



Example for a sidewalk or linear placement "back to back"



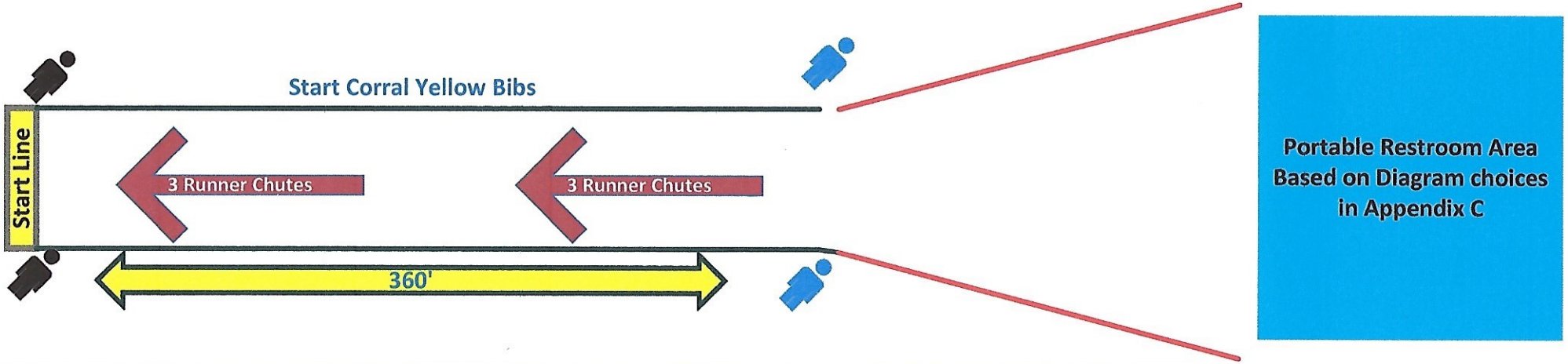
Example for a "Foursquare" placement



Recommended Rules to Follow

1. Portables restrooms must be at least 6' apart if positioned in a straight line
2. If portable restrooms are positioned in a cluster (if in a park setting, observe park rules as to the placement on approved ground surfaces) the key is to allow the lines forming at each door to be completely separated
3. All restroom units may be installed with sanitized wipes or liquid hand sanitizer. If not, event manager may elect to place in each unit
4. Hand washing, hand sanitizing stations should be reasonably available to the portable bathroom units
5. Consideration should be given to increasing the number of available units. If the event manager normally provides 1 unit/ 80 participants, consider changing the ratio to 1 unit/ 50 participants. The object is to increase the ingress and egress flow to avoid long lines

Addendum D: Start Chute Examples (NOT DRAWN TO SCALE)



Recommended Rules to Follow

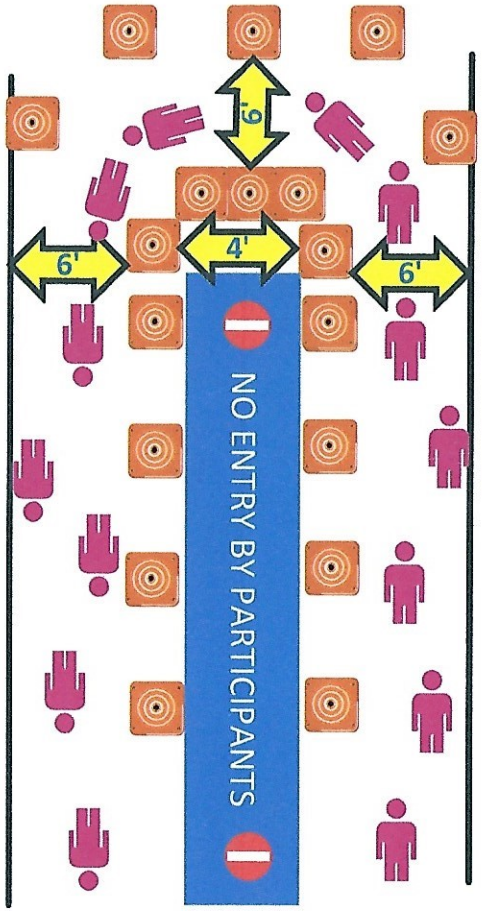
1. Each Corral group is up to 175 runners and is designated by the bib color background
2. A minimum of 4 corral managers (event staff and not volunteers) are required
3. Corral managers can carry a 2' vertical and 3' lateral sign that has the correlating background color (sign should be double sided and recommended that it is mounted on an 8' pole stating "Corral Yellow" and "Maintain physical 6' distance" and "Keep face covered")
4. Corral Managers walk forward with their respective corral bib color group. When they reach the rear of the start corral, they move to the outside of the hard fencing. When they arrive at the Start Line, they are reassigned to other duties
5. Hard fencing is recommended for the start corral. The outside boundary of the group corral bib color gathering could be vertical traffic delineators with safety tape
6. This diagram assumes a 500+ person event and each color represents no larger than 175 participants.
7. With 3 operating start chutes, 175 could be released from the start line in 15+ minutes. With 2 operating chutes, 175 could be released in 30 - 45 minutes
8. Consideration needs to be given to sound amplification and portable restroom placement

Addendum E: Course Management Diagrams

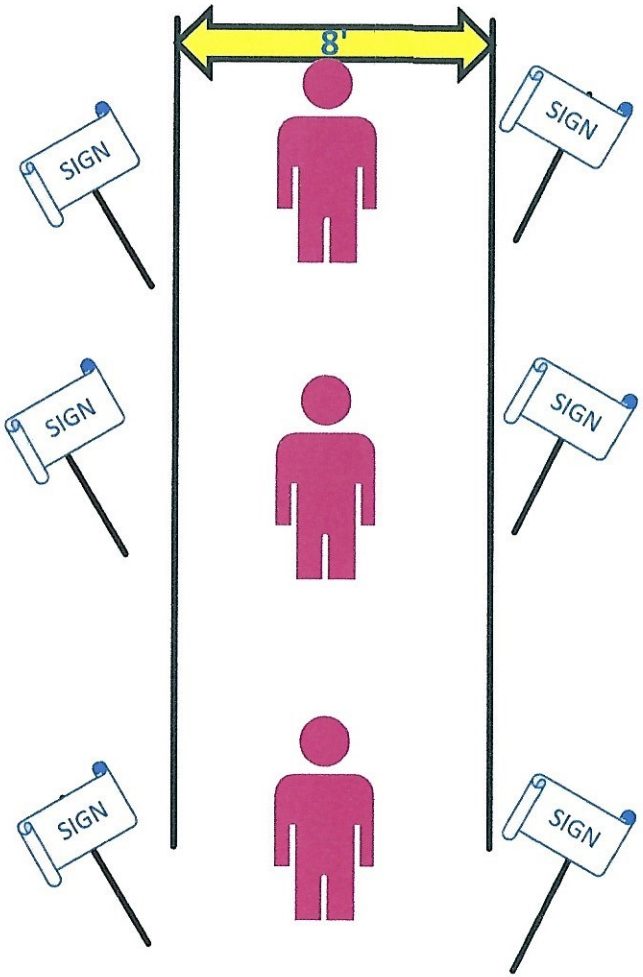
Recommended Rules to Follow

1. Each of these examples provides some guidance if your course imposes the need to have one or more sections like these
2. In the case of using a park where there are no perfect loop courses (unless you go outside the park to avoid any of these issues and are willing to pay for Street use permits, traffic control devices and uniformed officers), it is likely you will have to be diligent to mitigate the potentially unsafe conditions
3. Most roadways within the municipal parks are 20' 25' wide allowing for participants to naturally spread out
4. The black lines in each diagram reflect the edge of the roadway and traffic cones or delineators are recommended for separation management
5. In each case represented, consider using clearly marked signs to be placed on both sides of the roadway/ path along the narrow section and at least 100 yards in advance of the section. The signs could state: "Caution! Narrow section ahead! Please physically separate and use face covering if necessary!"
6. The turnaround space could be deeper than 6' but it's human nature to "hug" the cones or control barrier

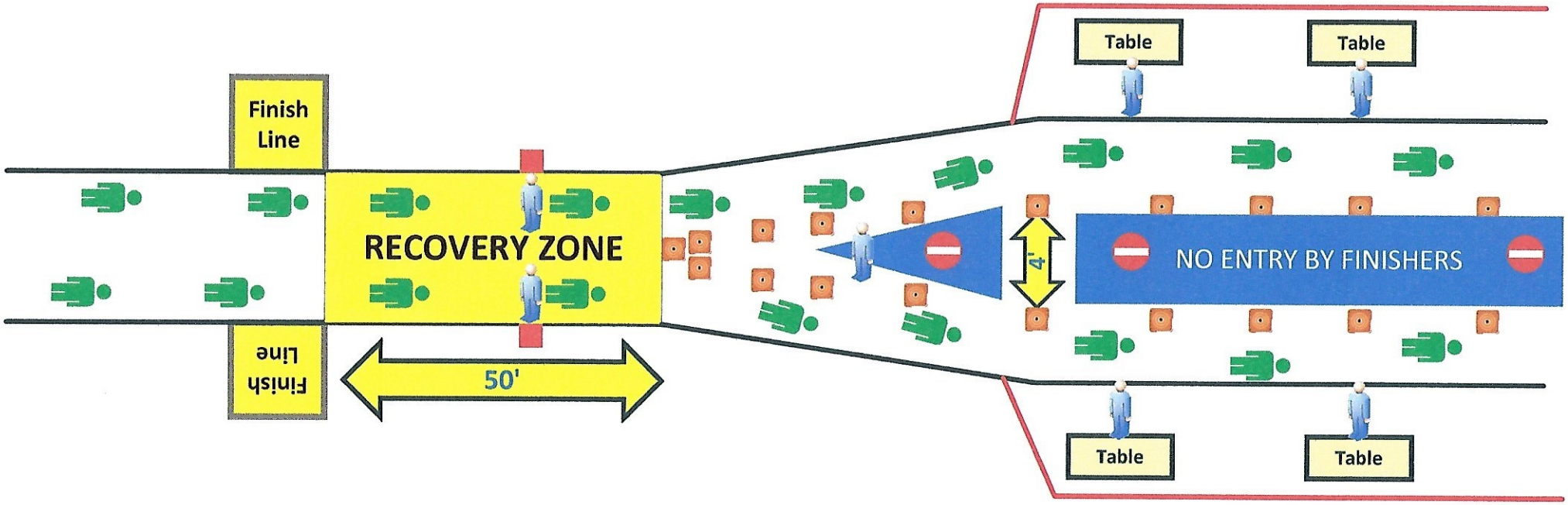
Turnaround Management



Narrow Section Management



Addendum F: Finish Line Diagram Examples (NOT DRAWN TO SCALE)



Recommended Rules to Follow

1. The goal is to move finishers rapidly through this area to maintain physical distancing and to reactivate wearing of face coverings
2. All staff and trained volunteers must wear gloves and face coverings at all times
3. Tables must be sanitized in advance of the arrival of the first finisher. Since the runners cannot get near the tables and the staff are wearing PPE, there is no need to re-sanitize the table as the runners are handed the items
4. Any items prepared for the finishers must be handed to the finisher by event staff or trained volunteers. This is not a "self-serve" zone
5. Prior to handing out items, provide space (50'+ is recommended) for finishers to recover and assist in organizing them into 2 "Flow/ Exit Lanes" (this could easily be expanded to 4 or more flow lines if the event is larger). This will insure that there is no backup or clogging of runners
6. If a finisher has lost their face covering, be ready to hand a replacement mask prior to leaving the recovery zone. The 2 event staff positioned in the "Recovery Zone" will each have a box of masks ■ should they be needed
7. The "Flow/ Exit Lanes" are designed for 1 finisher following another single file maintaining physical distance
8. Tall cones, traffic delineators ▫ or other separating devices are used to makes the "Flow/ Exit Lanes". Fencing (**Black** Line above) is used to separate the Event Staff/ volunteers from the finishers as they hand out the items. A simple "Do Not Enter" line of tape (red line above) can be used behind the serving tables