**Condition of Permit from DPR**

Every person and/or organization holding a permit from Denver Parks and Recreation must comply with applicable Colorado Department of Public Health and Environment (CDPHE) Public Health Orders and Guidelines in effect at the time of the event.

**COVID-19 Prevention: Tips for Permit Holder – Event Facilities**

In addition to the conditions of the permit and any other legal obligations that apply to the permitted activity, we ask that each permittee follow the guidance below.

**Permit Holder**

- 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.
- Ensure 6 feet or more distancing between all guests, attendees and vendors, unless they share a household.
- 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/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, etc.). [CDC cleaning guidance](https://www.cdc.gov)
- Limit, wherever possible, the sharing of tools, equipment, or other shared resources (not involved in games or activities).
- 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 loadout such that vendors 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/vendor areas.
- Create a single line of booths/vendors 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 social distancing.
- 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**

- 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](https://www.colorado.gov/pacific/cdphe/symptom-support).
- 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**

- Performances must be a min. of 25 feet distance from attendees.
- Performers (e.g., players, 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 guests and attendees where possible.
• Performers are not included in capacity limits so long as they do not join the guest/attendee areas at any time. If performers join these spaces, they must be included in the capacity limit numbers.

• Disinfect high-touch areas and equipment such as: microphones, instruments, props, etc. between uses.

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.

• Request attendees to wear face coverings unless it would inhibit the individual’s health, while they are eating or drinking, or if it is not age-appropriate.

• Populations at higher risk for severe COVID-19 should consider additional protections or staying home during this time per CDPHE guidance.
Wash your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
  - Remember that some people without symptoms may be able to spread virus.
  - Stay at least 6 feet (about 2 arms’ length) from other people.
  - Keeping distance from others is especially important for **people who are at higher risk of getting very sick**.

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a **cloth face cover** when they have to go out in public, for example to the grocery store or to pick up other necessities.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are around others and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
Clean and disinfect

- **Clean AND disinfect** frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common [EPA-registered household disinfectants] will work.

Monitor Your Health

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
  - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- **Take your temperature** if symptoms develop.
  - Don’t take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance] if symptoms develop.

Please contact the Denver Department of Public Health and Environment at phicomments@denvergov.org with any questions.