

## 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 – Special Occasions (Private, Outdoor Events)

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 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.
- Ensure 6 feet or more distance between all guests, attendees and vendors, unless they share a household.
- 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 park area and seating areas. Consider separate entrances/exits.
- Consider staggered guest arrival and departure times to avoid congregating.
- 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 ([CDC cleaning guidance](#)).
- Catering services or food services should be seated-only. Food and drink services must follow the same [guidelines as restaurants and bars](#).
- Consider shorter event duration times to reduce the need for patrons to use restroom facilities, which can be a source of transmission.
- 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 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 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 marked booth layouts that promote social distancing.
- Create one-way traffic flow through the booths to prevent crowding or mingling.

### **Vendors**

- The permit holder for an event with multiple vendors and/or performers 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.
- Require use of masks or face coverings unless it would inhibit the individual's health.
- 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 competitions must be a minimum of 25 feet distance from guests/attendees.
- 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.

- Encourage all employees to wear face coverings, unless doing so would inhibit the individual's health.
- Performers should use a separate entrance/exit than attendees/guests where possible.
- Performers are not included in capacity limits as long as they do not join the attendee/guest areas at any time and remain at least 25 feet from attendees/guests. 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**

- 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.
- 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 during events as much as possible.
- [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](mailto:phicomments@denvergov.org) with any questions.