

## COVID-19 Prevention: Tips for Outdoor Events and Assemblies

Every person and organization holding an event-related permit from the City and County of Denver **must comply** with State of Colorado [Public Health Orders](#) and [Guidelines](#) that are in effect at the time of the event. This document provides tips that can help support adherence to the state's orders and guidelines.

### Event Organizers

- Review the Colorado Department of Public Health and Environment (CDPHE) [Workplace Outbreak Guidance](#) and develop an event-specific plan and checklist to manage the applicable prevention and mitigation requirements and recommendations.
- Train event staff on prevention and mitigation practices.
- Collect and maintain a list of employees, contractors and vendors to support COVID-19 contact tracing.
- Collect contact information for guests or attendees through ticket sales, reservations, RSVPs or sign-in sheets. Include times of arrival and departure, to help with potential exposure notification.
- Ensure 6 feet or more physical distancing between all employees, vendors, performers and attendees:
  - 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.
  - Utilize separate entrances and exits.
  - Stagger 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.
  - Install plexiglass barriers where appropriate.
- Do not exceed the capacity for your event by limiting number of tickets, adopting a “one out, one in” policy, applying scheduled entry times and controlling the event perimeter.
- Follow CDPHE's [Guidance for Cleaning](#) and sanitize of common touch points.
- Install hand washing and sanitizing stations at entrances, exits and in high-traffic areas.
- Establish a separate and isolated staging area for individuals who may become ill while onsite. Equip the staging area with chairs or cots, gloves and masks to be used while awaiting departure from site.
- If ride share is being used, identify and coordinate multiple locations for drop off and pick up.
- 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.
- Eliminate games or activities that require or encourage mingling, congregating and sharing materials.
- Extend setup timelines to allow vendors more time to set up and not overlap.
- Allow spacing for vendor load-in and load-out so vendors and staff can maintain a distance of at least 6 feet from each other as much as possible.
- 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.
- Establish at least 6 feet between vendors and mark booth layouts that promote social distancing.
- Create one-way traffic flow through the booths to prevent crowding or mingling.

## Communication and Guest Education

- Include the following reminders in staff trainings, community notifications and signage:
  - High risk populations should stay home
  - If you're sick, please stay home and do not enter
  - Face coverings are required
  - Wash your hands or use hand sanitizer frequently
  - Don't touch your face with unwashed hands
  - Cover coughs and sneezes
  - Maintain distance between yourself and others.
- Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff, vendors, participants and attendees. Information should be easily understood by everyone.

## Vendors

The Event Organizer is responsible for ensuring all vendors are aware of and adhering to COVID-19 requirements and procedures. Additionally, vendors should:

- Refer to the CDPHE [Workplace Outbreak Guidance](#) and apply all recommendations for prevention and mitigation that are outlined in that document to their operation.
- Train employees in proper use of protective equipment and to refrain from face-touching.
- Require employee handwashing upon arrival, departure and frequently throughout the day.
- Implement symptom monitoring protocols (including workplace temperature monitoring and symptom screening questions – [guidance found here](#)).
- Instruct 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) to not report to work and to self-quarantine.
- Group employees into teams or shifts that stick together to limit mixing between different teams or shifts.
- Provide contactless payment methods. If contactless payment is not possible, cashier must wear gloves and hand sanitizer must be available for customers.
- Prohibit multiple people to handle objects unless they can be disinfected between each handling.

## Performers and Competitors

- Maximize physical spacing between performers and competitors.
- Disinfect high touch areas and equipment such as microphones, instruments, props, etc. between uses.
- Instruct performers and competitors 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) to not report to work and to self-quarantine.
- Performers and competitors should use a separate entrance and exit from attendees where possible.

## Attendees

- Encourage attendees to stay home if sick or exhibiting COVID-19 symptoms or if they have been in close contact with a person suspected or confirmed to have COVID-19.
- Screen attendees for fever, symptoms or exposures before or at their arrival.
- Encourage frequent handwashing and make handwashing stations readily available.
- Discourage attendees from mixing and mingling with others not in their household as much as possible.
- Encourage remote participation whenever possible.

Contact the Denver Department of Public Health and Environment at [phicomments@denvergov.org](mailto:phicomments@denvergov.org) with questions.