

Douglas County requests a variance from the following restrictions in the Fifth Amended Public Health Order 20-28.

**Application for Variance
Douglas County Variance for Large Gatherings and Event Venues**

Name of County
Douglas County

June 2, 2020

1. List the sections of Executive Order D 2020 044 or 2020 082 and/or Fifth Amended Public Health Order 20-28 that a variance is being sought for.

Pending

DRAFT

2. Summarize alternate restrictions being proposed to replace the above-referenced restrictions and indicate where in the Plan these alternate restrictions are addressed.

Large Gatherings and Event Venues

The following guidelines are recommended for large event venues (i.e. the Highlands Ranch Mansion and wedding and event venues) and large events (i.e. public gatherings and equestrian events).

- Consider postponing larger gatherings where possible
- Any matter not addressed herein remains subject to Public Health Order 20-28, as amended
- In each confined indoor space, limit the maximum number of participants to 50% of the posted capacity code limit for each room in the venue that can be used for event set ups ensuring a minimum 28 square feet per person, not to exceed more than 175 people at any given time.
- Operate with current recommended state physical distancing practices, which may limit capacity further than stated above.
 - Establish appropriate social distancing between families throughout the facility
 - Keep families together at dining tables with at least six feet between tables
 - Separate chairs for any ceremony or programming by six feet between family groups.
 - Groups shall consist only of members of a single household or groups that travel together.
 - Participants should stand at least six feet apart at all times.
 - Designate a one-way entry/exit at doors and aisles where possible.
 - Place markings on floors to maintain at least six feet distance where lines might form.
 - Do not allow guests to wait in any lobby area or gather in parking areas or other areas on the site.
- If a facility believes it can safely exceed the above limits, it may submit a proposed plan to Tri-County Health Department for review and approval that explains how seating areas will be properly social distanced and broken into fully separated seating areas.
- Where possible, utilize outdoor spaces to allow for greater social distancing opportunities.
- Open windows and doors to increase ventilation when safe to do so
- Request attendees to wear cloth face coverings, except where doing so would compromise an individual's health. Masks are most important when guests are moving around. Guests may consider removing their masks when seated at a distance of six feet but may reapply their mask when moving about the event space.
- Post signs at entrances and throughout the event or facility as needed to remind guests of face covering, social distancing and proper hygiene guidelines.
- Provide sanitizing stations throughout the event or facility.
- Implement touchless options (i.e. payment systems, doors & sinks) where feasible.
 - Entrance and exit doors can be propped open or managed by designated individuals to limit touchpoints.
- Provide communication to event host and/or attendees on what to expect during event in advance.
 - Consider asking attendees to arrive before event start time to stagger entrance into the venue/event and maintain socially distanced.
 - Consider staggered dismissal from the event to maintain social distance
 - Communication from venue or hosts prior to event should instruct guests to screen themselves using CDPHE Symptom Tracker.
 - Ask people to stay home if they are experiencing symptoms
- Make reasonable accommodations for vulnerable individuals who are still under the Stay at Home order, for instance, socially distance seating options.

- If this is not possible, then consider discouraging vulnerable individuals who are still under the Stay at Home order from traveling to and/or entering the event or facility.
- Avoid any shared materials. Minimize objects touched by multiple patrons
 - Remove/close games and dance floors that require or encourage standing around (darts/pool tables/shuffleboard, arcade games); remove board games
- Event host should implement RSVP system that gathers contact information for attendees
 - Require attendees to RSVP in advance or make adjustments to guest list as needed to aid in contact tracing.
 - Designate staff to check guests in to ensure contact information is collected for all attendees for community/public events (but not for private events such as weddings. We feel that this should be the responsibility of the event host)
- Utilize a pre-assigned seating process for household groups.
- Consider using floor markers or graphics to maintain social distancing where lines may form.
- Consider using a restroom attendant to help maintain capacity limits in restrooms. For smaller bathrooms, limit use to one person at a time. For larger bathrooms, consider closing every other stall and sink to ensure distancing
- Use of outdoor venue space should be encouraged whenever possible.
- No self-service food, drink, utensils, or condiment stations.
- Tended buffet or plated meals only. Prepackaged meals and disposable utensils should be used whenever possible.
- Maintain at least six feet between guests and bar preparation area.
 - Add barriers to increase distance between bar tenders and those ordering drinks. Place Plexiglas barriers where possible
- Designate a self-busing area for glassware to minimize contact between bartender and guests.
- Events must be kept to the minimum number of attendees possible. The larger the gathering the more opportunities for person-to-person contact and COVID-19 transmission. Place hand sanitizer at all entrances and in all high traffic areas and encourage use
- Reduce movement of guests as much as possible by avoiding transitions from one location to another. If movement is required, stagger arrivals and dismissals to avoid close contact
- Implement a contactless greeting. Replace traditional receiving lines with a contemporary “gesture” line.
- Consider the level of transmission in the areas from which your attendees will travel. It is recommended that events be canceled or postpone gatherings if there is a substantial level of community transmission
- Consider providing alternatives for vulnerable guests that cannot attend like a live-streamed ceremony and drive-by opportunities
- A robust communication plan must be in place to address steps to be taken before, during, and after the event to ensure that participants are aware of safety protocols at the ceremony and explicit instructions to attendees not to congregate outside of the event. Communications should include a recommendation that attendees do not participate if they are or a family member is vulnerable.

Venue and Event Space Sanitization

- All venue and event spaces should be sanitized prior to any vendors or guests arriving on site.
- Sanitize high-touch areas (door handles, light switches, restrooms, etc.) at fixed intervals throughout events.
- Sanitize restrooms frequently.
- Deep cleanings should be completed following each event.

- Close the facility and disinfect it if a staff person or event attendee is discovered to be COVID-19 positive
- Sanitize all speakers, microphones and other equipment at the end of every event.
 - Refrain from using equipment that would be repetitively touched by guests.
- Implement a system to ensure regular intervals of sanitizing.
- Provide hand sanitizer at each entrance and throughout the facility in all high traffic areas
- Provide cleaning supplies to attendees where possible (e.g. disinfecting wipes at the tables and other high traffic areas)

Employee Health and Hygiene

- Monitor all employees for COVID-19 symptoms including cough, shortness of breath, and/or difficulty breathing
 - Prohibit any sick employees, vendors, suppliers, and/or contract workers from entering the building.
 - Symptomatic employees must be removed from the workplace.
- Stagger shifts if feasible to decrease employee numbers at the event or venue.
- Designate service staff to limit interactions at tables.
- Employees are required to wear a cloth face covering over the nose and mouth and gloves while preparing food, except where doing so would compromise the individual's health.
- Encourage employees to take frequent breaks to wash hands with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Implement time and/or situation related changing of gloves for employees.
 - Designate a sanitation manager to monitor regular intervals for employee hygiene practices and glove changing.
- Encourage social distancing by employees while working and on breaks.
- Provide training to staff on how to maintain social distancing, proper hygiene and use of PPE, traffic flow patterns in exit/entrance areas, and to answer questions.

On-Site Event Vendors

- All event vendors/businesses will be responsible for following the guidelines for employee symptom checks and temperature checks prior to reporting to an event.
 - Symptomatic employees must be removed from the workplace.
- Utilize DJ (if applicable) to communicate safety guidelines and encourage social distancing.
- If possible, use marked areas or small, separate dance floors around facility for household groups. Consider alternative entertainment that keeps guests in their seats like a performer or band.
- Discourage group photos within different family groups.
- Require all vendors entering the facility to wear cloth face coverings and gloves where applicable.
- Schedule staggered times for vendors to drop off flowers, catering, etc.

Additional Guidance for Equestrian Events

- In addition to the requirements above, equestrian events must:
- Require all riders be limited to a maximum of three support people: trainer, groom, and one family member.
- Limit seating available on the grounds and space all seats for social distancing.
- Consider eliminating VIP or group hospitality offerings.

- Encourage announcers to make frequent announcements to keep people up to date and well informed on scheduling, social distancing, and hand washing
- Allow only one person into the show office to pick up numbers, make changes, and submit adds/scratches.
- Collect contact information for each entry.
- Post order of go, sign ups, and scheduled start and finish times for each class of section in all rings to allow participants to arrive at their scheduled time, participate, and return home.
- Gloves (riding, work, or disposable gloves are acceptable) should be worn by all who are using the schooling jumps in the schooling areas.
- Provide Sanitizing spray and disposable towels in each ring and schooling area and ask all users to spray and wipe down jump cups and any portion of the rail that was touched after use.
- Allow a maximum of two people per schooling jump, on opposite sides of the jump. Space jumps to allow for social distancing.
- Encourage riders to practice social distancing at all times while mounted in the schooling area and waiting to enter the competition ring.
- Restrict all stable areas to grooms, trainers, and essential support personnel only.
- Space stalls to accommodate social distancing. Provide a minimum of one empty stall between each group.
- Sharing of tack or equipment between groups is prohibited.
- Disinfect all stalls prior to arrival.