

# **HEALTH & SAFETY GUIDELINES FOR RE-OPENING EVENTS, FESTIVALS, AND LARGE GATHERINGS IN WASHINGTON STATE.**

**PREPARED BY THE WASHINGTON FESTIVALS &  
EVENTS ASSOCIATION (WFEA). MAY 2020.**



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# Re-Opening Events in Washington State

A starting point for discussion toward establishing appropriate and responsible guidelines to be enacted with city, county and state officials.

## **BOLD HAT PRODUCTIONS**

Founded in 1997, Bold Hat produces and provides consulting for large scale festivals and events (2,000 – 100,000+) throughout Washington State, on behalf of non-profits, for-profits, city departments, chambers of commerce and more.

**PRESIDENT**

**Phil Megenhardt**



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# Re-Opening Events in Washington State

Our primary concern is the health and safety of event volunteers, staff, vendors and attendees. Events are taking serious safety precautions, including:

- revising festival and event operations plans to include new, comprehensive health & safety standards;
- changing event layouts to reduce high-density spaces;
- determining “healthy capacity” of venue spaces;
- directing volunteers, staff, vendors and attendees on how to abide by public health directives and new event rules;
- steering towards a cultural shift from being highly social to proactively limiting time at the event and maintaining physical distances



# Guidelines for Re-Opening Events

- 1 Event Design** *Top-down redesign of site plans*
- 2 Health & Safety** *New health and safety standards/best practices*
- 3 Communications** *New norms for communicating with staff and the public*

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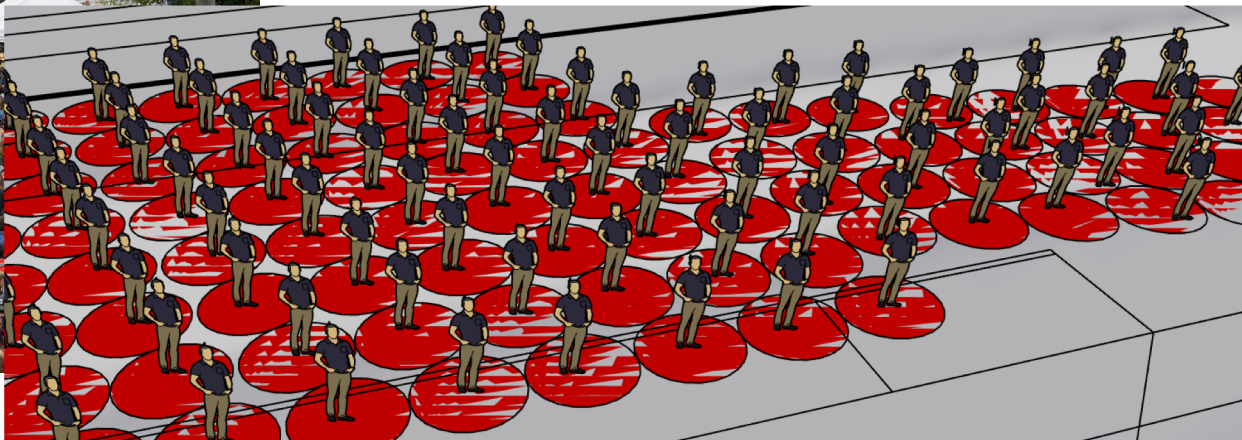
# Top down redesign of event site plans

Washington State event organizers have made major changes to events for the future, trying to maximize health & safety for all staff, volunteers and attendees.

- Determine “**healthy capacity**” of event space
- Design for psychological comfort
- Consider selling tickets for time sessions vs. full days
- Enlarge beer gardens and gated areas, rethinking line management, limited seating, etc.
- Ingress and egress control
- Use pedestrian round-a-bouts provide crowd flow management

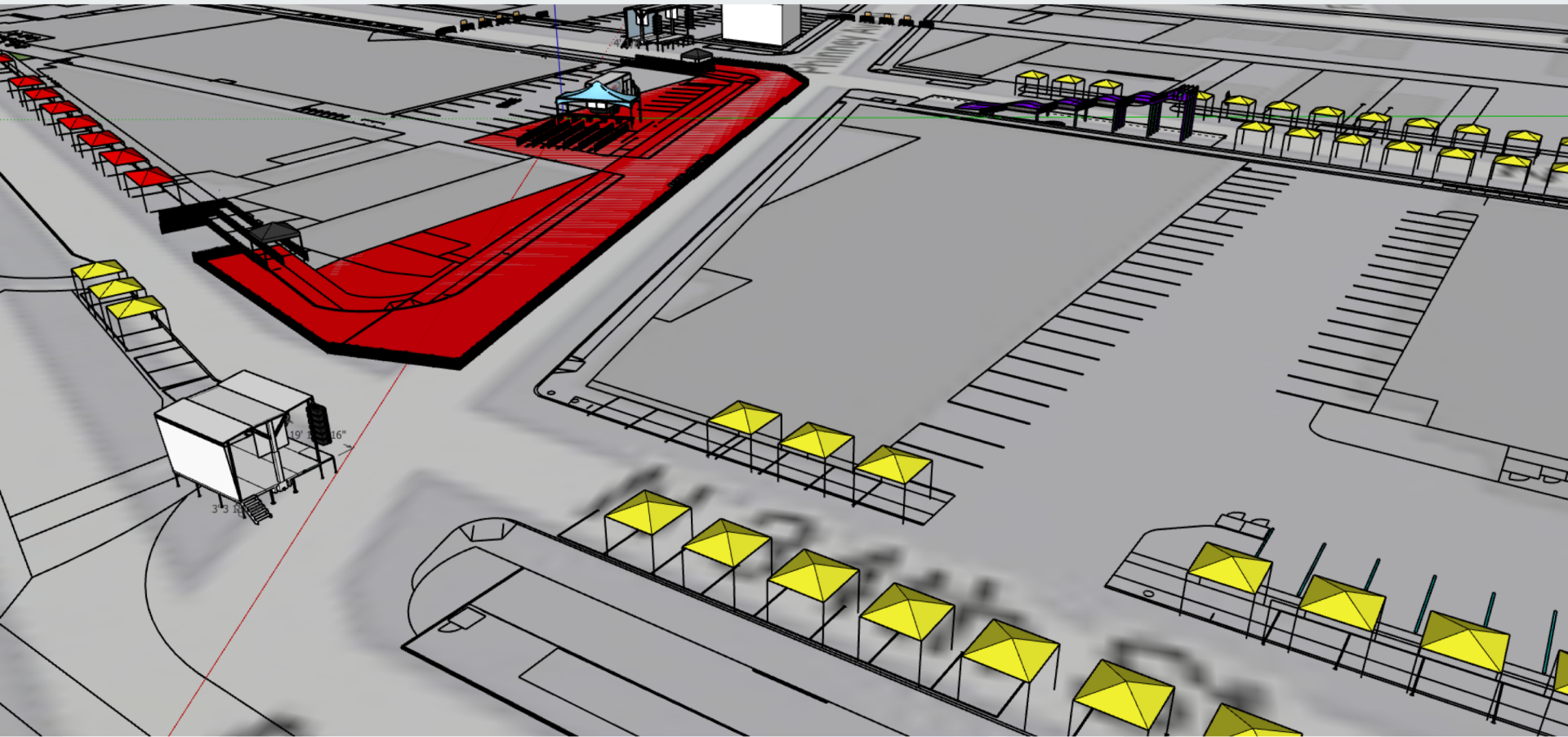
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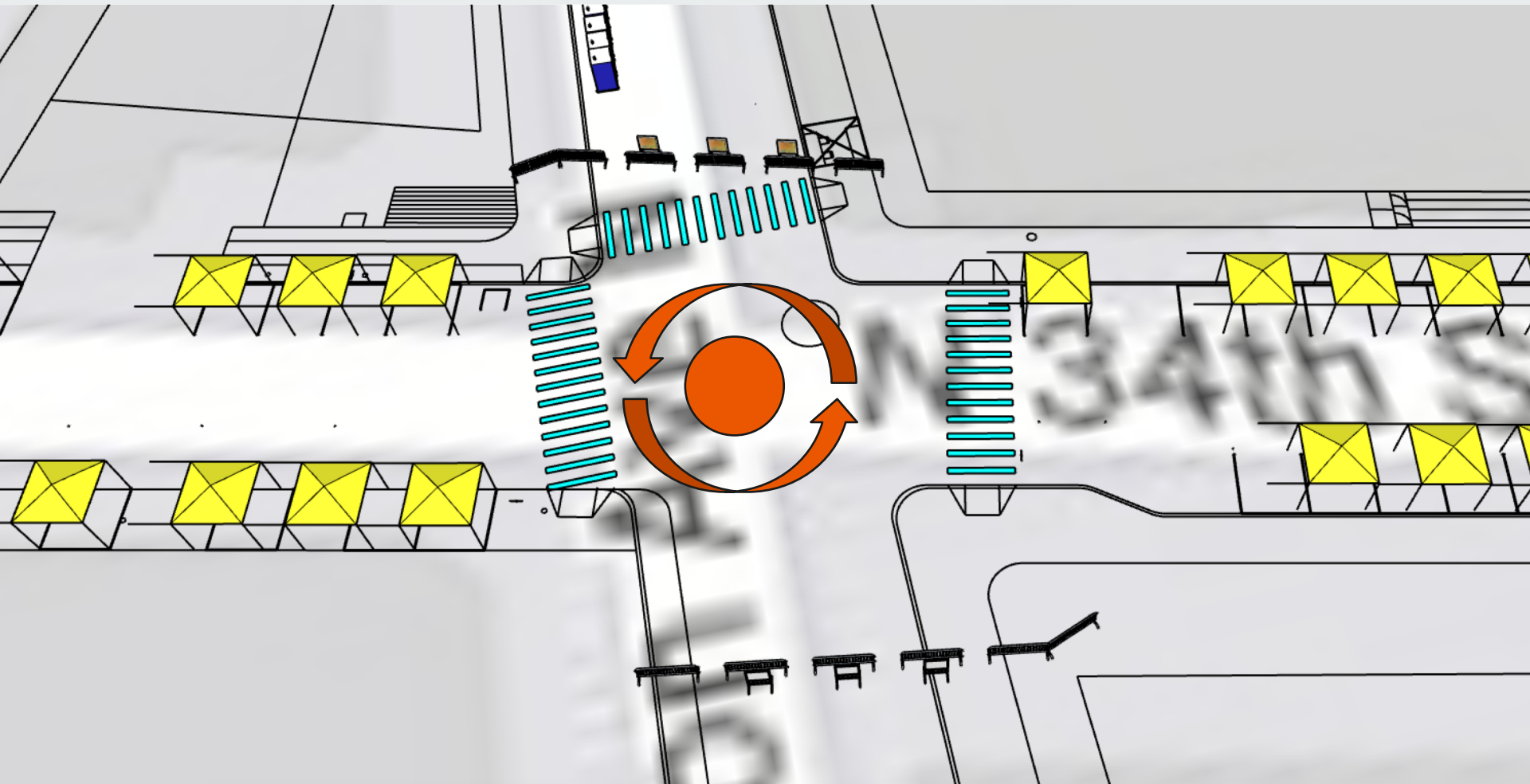
# Event Operations

Modify the Event Layout	<ul style="list-style-type: none"> <li>• Perform a “health capacity” assessment of the event space to determine event capacity with the latest CDC guidelines in physical distancing.</li> <li>• Prevent visitors from gathering in groups by removing tables and chairs in customer seating areas and providing adequate visual markers in high-traffic areas and service areas where lines will form.</li> <li>• Define and limit entrances and exits with signage and physical barriers.</li> <li>• Provide adequate space between vendor booths, food and beverage service areas, points of sale, and restrooms. Limit the overall number of spaces for vendors and service areas.</li> </ul>
Adopt single-use materials for food and beverage service	<ul style="list-style-type: none"> <li>• Single-use cups or cans of beer at beer gardens and beverage service areas adopted.</li> <li>• All food items to be individually plated and served.</li> </ul>
Ask your vendors and service providers to complete a safety plan.	<ul style="list-style-type: none"> <li>• Each vendor and service provider should complete a thorough safety plan following your health and sanitation plan guidance prior to arrival on site, detailing how their operations and staff management will adhere to best practices.</li> </ul>
Anticipate and communicate change	<ul style="list-style-type: none"> <li>• Keep a log with notes on what works well and what needs to change before the next event.</li> <li>• Prior to making major changes, communicate with the local health department for guidance.</li> <li>• Use social media, email, or other methods to share updates on operating standards and expectations at the event.</li> </ul>



# Physical Distancing

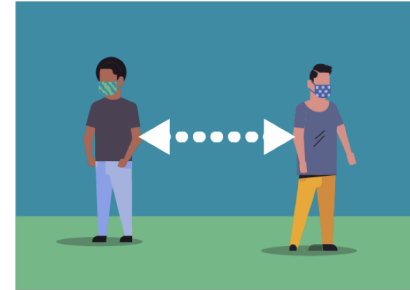
General	<ul style="list-style-type: none"><li>• Adequate space will be provided in event design/layout process to allow for social distancing</li><li>• Attendees will be allowed to gather in small groups inside the event space of up to 6-8 people. Larger groups will be asked to split up.</li><li>• Any area where attendees queue will be clearly marked for appropriate physical distancing. This includes entrances, food and beverage service stations, restrooms, vendor booths, sponsor activations, etc.</li></ul>
Concert & performance-primary events	<ul style="list-style-type: none"><li>• Events with artistic performances where the audience will be expected to sit or stand in one place for an extended period of time are recommended to have sufficient ground marking or other physical markings to provide guidance that allows for social distancing, while leaving room for safe movement throughout the space.</li></ul>
Events with live music & performance, non-primary	<ul style="list-style-type: none"><li>• Events that are not specifically concerts but include live musical or artistic performances will produce plans which demonstrate an ability to provide sufficient space while allowing for the continuous flow of people through the space and alleviate congestion and density.</li></ul>



# Health & Safety

Current health & safety protocols are modified to adhere to best practices and increased awareness of personal responsibility.

- Train staff, vendors, and volunteers about new guidelines
- Provide “healthy work kits”
- Increased signage with CDC guidance
- Hand sanitizing stations
- Best practices for vendors handling/selling products
- Food and beverage serving materials and process updates
- Reduce and create a cleaning plan for high-touch points



# Employee and Attendee Health

<p>Temperature Checks</p> <p>Compliance on how to self-screen for symptoms prior to arrival</p>	<ul style="list-style-type: none"> <li>• All staff, vendors, and service providers will be sent reminders prior to showing up to work that they are expected to perform a temperature check at home within 24 hours of the first day they show up to work, and every day thereafter of continued work on site. Anyone reporting a temperature of 100°F or above will not be allowed on site for the remainder of the event.</li> <li>• All staff, vendors, and service providers who will be in service areas with high-touch public interaction will undergo a temperature check prior to event opening with a non-contact infrared thermometer. Anyone displaying a temperature over 100°F will be taken to a private area for a secondary screening. Those with a secondary reading confirming a 100°F or higher temperature will not be allowed entry to the property and will be directed towards appropriate medical care.</li> <li>• Event producers will use a written checklist to assess the health of event staff and vendors before they enter the event venue.</li> </ul>
<p>Physical Distancing</p>	<ul style="list-style-type: none"> <li>• Attendees will be advised to practice physical distancing by standing at least six feet away from other groups of people not part of their group while standing in lines or moving around the event space. The physical layout will be arranged to ensure appropriate distancing. Employees will be</li> </ul>

**Attachment 2**

**[NAME] EVENT**

**HEALTH STATUS ASSESSMENT**

To stop the spread of COVID-19, it is critical that anyone experiencing any of the symptoms should stay home or return home immediately. This includes festival and event staff, volunteers, vendors, shoppers, or other visitors.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>1. Do you have a fever (100.4F or higher) or a sense of having a fever?</b>	Yes	No
<b>2. Do you have a new cough not caused by another health condition?</b>	Yes	No
<b>3. Do you have any new shortness of breath not caused by another health condition?</b>	Yes	No
<b>4. Do you have any new shortness of breath not caused by another health condition?</b>	Yes	No
<b>5. Do you have a new muscle ache not caused by another health condition or physical activity?</b>	Yes	No

[ ] Self assessment. I attest that I have responded honestly to the above to the best of my knowledge:

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Communications

New ways of promoting events and communicating with the public have been adapted, emphasizing community support and connection through gathering.

- Consider the “**Guest Journey**”
- Promote everyday risk prevention
- Promote reducing size and travel risk
- Help staff, vendors and volunteers create a safe place



# The Guest Journey

Prior to Arrival	<ul style="list-style-type: none"><li>• All guests will receive communications prior to the event with guidance on how to self-screen for symptoms prior to arrival and expectations regarding social distancing and personal sanitation best practices.</li><li>• Attendees will receive the event Code of Conduct with expectations around acceptable behavior on site. This will include rules around the acceptable number of people allowed to congregate in groups on the event site.</li></ul>
Attendee Arrival	<ul style="list-style-type: none"><li>• Attendees' arrival time at the event will be designated and communicated to avoid overcrowding at event entrance and ticketing locations in adherence to current safe gathering guidelines in your region.</li></ul>
On-site shopping (where applicable)	<ul style="list-style-type: none"><li>• Attendees will be informed to/or not to bring their own bags for shopping.</li></ul>

# Staff and Volunteer Journey

Prior to Arrival	<ul style="list-style-type: none"> <li>• All staff and volunteers will be sent materials to ensure compliance with the sanitation and health program prior to arrival including:               <ul style="list-style-type: none"> <li>◦ Role-specific PPE guidelines</li> <li>◦ Hand washing and hygiene protocols</li> </ul> </li> <li>• All staff and volunteers will be given direction to monitor personal health of themselves and those they have been in contact with leading up to arrival on site</li> <li>• Pre-event training will be conducted virtually prior to arrival as possible.</li> </ul>
Arrival on site	<ul style="list-style-type: none"> <li>• Receive “Healthy Work Kit”               <ul style="list-style-type: none"> <li>◦ All staff will receive a kit with necessary training/operations documentation and necessary PPE (may differ by job function and location)</li> </ul> </li> </ul>
Back of house/base protocols	<ul style="list-style-type: none"> <li>• Shared tools and equipment will be sanitized before, during, and after each shift or anytime the equipment is transferred to a new employee.</li> </ul>



## Review and Contribute

Please review these proposed guidelines and how they might apply to your events. Send feedback to WFEA .

Questions?

Phil Megenhardt

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206-295-1891

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