

ADDENDUM TO THE CITY OF LANCASTER ACTIVITY PERMIT **EVENT PLANNING WITH COVID-19 SAFETY GUIDELINES**

EVENT ORGANIZER PLAN OF ACTION

Per revised state COVID regulations the maximum occupancy limits for outdoor events to allow for 50% of maximum occupancy, regardless of venue size. Maximum occupancy is permitted only if attendees and workers are able to comply with the 6-foot physical distancing requirement.

Section 9: Requirements for Events and Gatherings

- A.** Venues hosting events or gatherings must determine their established occupancy limit as defined by the National Fire Protection Association (NFPA) Life Safety Code and then apply the attendee calculator to determine how many attendees are permitted to attend the event or gathering.
- B.** When no fire code capacity is published or available for outdoor events or gatherings venues, establish occupancy as 67 people per 1000 square feet. Venues may also contact their local building code officials if they are unaware of their occupancy limit).
- C.** For the purposes of this Order, “event and gathering” is defined as: A temporary grouping of individuals for defined purposes, that takes place over a limited timeframe, such as hours or days. For example, events and gatherings include fairs, festivals, concerts, or shows and groupings that occur within larger, more permanent businesses, such as shows or performances within amusement parks, individual showings of movies on a single screen/auditorium within a multiplex, business meetings or conferences, or each party or reception within a multi-room venue.
- D.** The maximum occupancy limit includes staff.
- E.** Venues must require attendees to comply with 6-foot physical distancing requirements, to wear masks and implement best practices such as timed entry, multiple entry and exit points that are to be staffed, multiple restrooms and hygiene stations. Venues and event planners may refer to the CDC Events and Gatherings Readiness and Planning Tool for additional information regarding best practices. Please provide example of screening process to ensure participants are not exhibiting COVID-19 symptoms.

SUBMIT

- **Completed Facility Activity permit**
(on VisitLancasterCity.com)
- **Liability Waiver**
- **COVID Event plan**
(outline plan in Word document and submit with permit)
- **COVID event layout map:**
Map should include event vendors, entrance & exit, ticket station, portable bathrooms, hand wash stations, entertainment station, tents, tables and include space for attendees to remain 6 ft. apart. Map will be sent to the LOOP office, health dept, and fire marshal for approval.

EVENT HOST MUST FOLLOW THESE LISTED REGULATIONS FOR COVID SAFETY:

- **Increase number of portable toilets and hand wash stations**
- **Provide clear signage, outlined in Communications section below**
- **Provide proof of capacity amount of attendees**

PROTECTIONS NEEDED

MASKS

- Staff should wear face coverings when feasible, masks preferred. These could either be masks or face shields. When not feasible, maintain at least 6 or more feet between performers and audience or use a barrier between performers and audience.
- Require attendees to mask while on site.
- If food is served, handwashing stations are required outside to prohibit guests/audience members from using indoor restrooms solely for handwashing purposes.

ISOLATE

- Vendors required to have appropriate COVID mitigating protocols in place (plexiglass, barriers, mask mandates, etc.)
- It is not necessary to conduct onsite temperature measurement for staff, performers, or attendees.
- If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain onsite.
 - If an employee develops COVID-19 infection or has a positive test, businesses and other organizations must take **additional precautions** to stop the virus from spreading further.

DISTANCE

- Ask attendees to remain at least 6 feet from others not in their household group or (for mobile theaters) on their own property.
- Establish procedures to prevent crowding among persons waiting for tickets or to enter the performance venue.
 - Consider the use of sidewalk decals, chalked or painted circles, or other visual cues to encourage customers to stay at least 6 feet apart and at least 20 feet from performers during performances and events.
 - Use non-contact payment methods if possible.
 - For drive-in events, ensure that cars remain at least 6 feet apart (window to window) and that attendees stay in their cars. Car windows may be open or closed.

HANDWASHING

- Ensure that all performers and other staff wash hands or use hand sanitizer on arrival to rehearsals and performances and before and after breaks.
- Place hand sanitizer near payment counter for ticket sales, take-out and mobile carts.

CLEAN

- Clean high touch areas (e.g., ticket counter) between customers.
- Portable toilet handles

COMMUNICATE

- Post prominent signs:
 - Ask people who are sick or have had contact with someone with COVID-19 within the past 10 days to stay at home.
 - Face coverings, masks preferred, should be worn when not consuming food or beverages.
 - Provide signage at entrances, exits, food stations, wash stations.
 - Mandating physical distancing of at least 6 feet.
 - Mandating that all attendees wear face coverings.

RECOMMENDATIONS

BARRIERS

- If the performance includes the sale of tickets, install plastic barriers between staff and the public.
- Place barriers around stage to keep audience members from coming within 6 feet of the stage or performance site.

REDUCE CROWDS

- Select performance pieces that require a small group of performers (<10) and trio performance groups to minimize the total numbers of work-exposures experienced by staff and ensemble.

COMMUNICATE

- Educate performers and other staff about symptoms and prevention of COVID-19.
 - Remind artists who are sick or have come in close contact with someone positive for COVID-19 in the past 10 days to stay home and follow **CDC quarantine guidelines**.

CDC EVENTS GATHERINGS: READINESS AND PLANNING TOOL

Please review the CDC checklist provided at the link below:

www.cdc.gov/coronavirus/2019-ncov/downloads/community/COVID19-events-gatherings-readiness-and-planning-tool.pdf

***Please know the CDC guidelines are updated at any given time and subject to change**

The City of Lancaster cannot prevent you, your guests, your invitees and your staff from becoming exposed to, contracting or spreading COVID-19 while utilizing the City of Lancaster’s park facilities. It is not possible to prevent against the presence of the disease. Therefore, if you choose to utilize the City of Lancaster’s facilities you may be exposing yourself, your guests, your invitees and your vendors to and/or increasing your risk of contracting or spreading COVID-19.

In order to help minimize that risk, the undersigned agrees to be bound by all of the terms and conditions set forth in this Addendum and to comply with all the requirements set forth herein.

The undersigned hereby, on behalf of the undersigned, his or her personal representatives, heirs, successors and assigns does hereby forever release and waive the right to bring suit against the City of Lancaster, its elected officials, officers, directors, agents, employees and representatives in connection with exposure, infection and/or spread of COVID-19 related to the utilization of the City of Lancaster’s park facilities. The undersigned acknowledges that this Waiver means that the undersigned gives up the right to bring any claims, including those for personal injuries, death, disease or property loss, or any other loss, including but not limited to claims of negligence and gives up any claims the undersigned may have to see damages, whether known or unknown, foreseen or unforeseen.

THE UNDERSIGNED HAS CAREFULLY READ AND FULLY UNDERSTANDS ALL OF THE PROVISIONS OF THIS RELEASE AND FREELY AND KNOWINGLY ASSUMES THE RISK AND WAIVES THEIR RIGHTS CONCERNING LIABILITY AS DESCRIBED ABOVE.

Signature

Date