

City of Bellaire

Safety Guidelines for Event Planning During the COVID-19 Pandemic

(Guidelines are subject to change as additional resources become available)

The City of Bellaire is committed to increasing mitigation measures to combat potential health risks associated with public gatherings. Therefore, in addition to standard event requisites, the following guidelines should be reviewed and followed as applicable by the event organizer prior to being issued approval, support and/or a permit:

- Event organizer to provide a social distance map for the event and production areas, to be reviewed and approved:**
 - Current physical distancing requirement is 6 feet.
 - Queuing should be organized to allow guests and employees/volunteers to practice physical distancing protocols in any area where queuing is necessary, e.g., entrances/exits, restrooms, concessions, etc..
 - Any personnel at risk of being within 6 feet of others and interacting for more than 10 minutes (such as registration/admissions, etc.) plexiglass barriers or increased PPE may be beneficial.
 - Considerations need to be taken to avoid cross-patterns for installation/deinstallation of staging hardware and soft goods, artists, and pedestrian traffic.

- Guidelines to ensure key safety standards for event employees, volunteers and participants, to include:**
 - All employees, volunteers and guests are required to wear appropriate PPE including face masks.
 - Event organizers must provide face masks should individuals forget or wear the wrong type of face covering.
 - Employees, volunteers and guests should be subject to temperature checks, COVID-19 questions*, and wrist banding at entry points to the event:
 - Anyone with a temperature of 100.4 may be directed to a designated area or may be turned away before entering the site. A designated area may be dedicated to anyone who has a fever of 100.4 and higher, doesn't pass the COVID-19 questionnaire or, once inside the event site, exhibits signs of being ill (vomiting, passing out, etc.). An individual should not return to the event.
 - Social distancing in this area is required.
 - Additional PPE must be used for anyone working in this area (face shields, KN95 masks, gowns, gloves, preferably shoe coverings and hair covers).
 - These areas must be thoroughly sanitized upon clearing out of the area.
 - Once screened and approved, the employee, volunteer or participant will receive a wristband if applicable or be allowed into the event area.
 - Multiple hand washing stations/hand sanitizers should be placed strategically throughout the venue.
 - Hand sanitizers to contain a minimum of either 60% ethyl alcohol (ethanol) or 70% isopropyl alcohol (isopropanol).
 - Educate and inform all employees and volunteers of operational updates and guidelines.
 - Event organizers are encouraged to provide special accommodations for higher risk populations to ensure safety and enjoyment of the event (similar to ADA seating areas).

- Disinfection protocol for widely used areas and restrooms**
 - Scheduling of disinfection and proper sanitization of restrooms after each use.
 - Scheduling of cleaning and disinfection of high-frequency touchpoints.
 - Scheduling of trash pick-up.
 - Additional PPE for employees and volunteers in these areas, face shields, KN95 face masks, gloves, etc.

- Placement of signage encouraging safety measures**
 - Reinforce health and safety guidelines and protocols at guest and employee or volunteer arrival points, websites, social media, pre-promotional materials, and throughout the event and venue.
 - For employees and volunteers, proper removal of PPE signage.
 - Highlight sanitization protocols, hand sanitizer locations, physical distancing markers both inside and outside of the site.
 - Post COVID-19 safety and hygiene best practices signage.
 - Social distancing in parking lots/structures.

- Consider screening measures for persons with disabilities and appropriate accessible seating.**

- Event organizers are encouraged to use cashless transactions & purchases if applicable.**

- Updates should be maintained throughout the planning of an event.**

***COVID-19 questionnaire must be asked of all staff, volunteers, participants and patrons:**

1. Within the last 14-days, have you experienced a new cough that you cannot attribute to another health condition?
2. Within the last 14-days, have you experienced new shortness of breath that you cannot attribute to another health condition?
3. Within the last 14-days, have you experienced a new sore throat that you cannot attribute to another health condition?
4. Within the last 14-days, have you experienced new muscle aches that you cannot attribute to another health condition or a specific activity such as physical exercise?
5. Within the last 14-days, have you had a temperature at or above 100.4° or the sense of having a fever?
6. Within the last 14 days, have you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19?

(Note: Close contact is defined as within 6 feet for more than 10 consecutive minutes)

If the individual answers **YES** to any of the questions they will not be allowed into the event space.

The Mayor and City Manager's office will work to review and approve all COVID-19 Special Event plans. Plans may be submitted via email to:

Cheryl Bright, Community Relations Administrator
City of Bellaire
7008 South Rice Avenue, Bellaire, TX 77401 713.662.8286 (Office)
cbright@bellairetx.gov