



# COVID-19 GUIDANCE FOR PUBLIC GATHERINGS

Group gatherings, by their nature, bring groups of people together to share the same space, indoors or outdoors, in close physical proximity to one another for a period of time, which enhance the risk of the spread of the disease.

Individuals who are currently ill or who are at high-risk for COVID-19 should stay home and are encouraged to watch or participate through virtual means.

## General Guidance

- Inside city limits, public events that require a [special event permit](#) may be permitted, with restrictions. [Click here to view the City of Springfield's current orders.](#)
- Designate one-way flow of traffic.
- Post signage outside any entrances to facilities that states that any attendee who has symptoms of COVID-19 should not enter.
- Screen all attendees for [symptoms](#).
- Establish a way to account for all attendees at event (e.g. sign-in sheet).
- Require staff or volunteers to stay home if they are sick or if they report with a symptom.
- Leave time between the end of one gathering and the beginning of the next to allow for thorough cleaning between events, in accordance with CDC cleaning and disinfection guidance.
- Practice physical distancing requirements of 6 feet between people are met at all times.

- Keep at least two empty seats, or two seat equivalents, between parties in any row except for members of the same household.
- Alternate rows between attendees, whether standing or seated.
- Attendees may not interact physically with staff, volunteers or participants at the event.
- Utilize signage/barriers and floor/seat markers to instruct participants to remain 6 feet apart.
- Have a plan to divert or delay entrance of people if capacity limits are reached.
- Use an alternative option for gathering to avoid convening people (consider virtual versus in-person).
- Make hand sanitizer and disinfectant wipes available in multiple, convenient locations.
- If serving food at event, refer to food establishment guidance for more information.

## **Employee Health Guidance**

- Screen employees upon arrival to work for symptoms.
  - Design a protocol for reporting self-monitoring before beginning shift.
  - Use touchless thermometers to check temperatures before shift.
- Require employees to stay home if they are sick or be sent home if they report to work with a fever.
- Individuals at high-risk should continue to remain at home and not interact with others except for vital activities.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

## **Cleaning and Disinfecting Guidance**

- Clean and disinfect all high-touch surfaces of activity areas.

- Consider closing for certain periods during the day for complete cleaning and disinfecting.
- When disposable wipes or other disinfecting products are not available, most common household disinfectants such as a 10% bleach solution, alcohol solutions with at least 70% alcohol and most common EPA-registered products that states it kills viruses. Follow the manufacturer's instructions on bottle.
- Chlorine solutions should be prepared fresh each day.
  - Bleach solutions and other disinfectants should be applied using a spray bottle and disposable paper towels.
  - Treated surfaces must be allowed to air dry before next use.

## Physical Distancing Guidance

- Only allow as many people to enter as the building/event that can be accommodated while maintaining physical distancing and according to the applicable order.
- Stagger shifts and schedules for employees.
- Increase physical space to 6 feet between employees and participants.
- Mark six feet spacing for customers to wait in line.
- Practice physical distancing requirements of 6 feet between people are met at all times.
  - Keep at least two empty seats, or two seat equivalents, between parties in any row except for members of the same household.
  - Alternate rows between attendees, whether standing or seated.
  - Attendees may not interact physically with staff, volunteers or participants at the event.
  - Utilize signage/barriers and floor/seat markers to instruct participants to remain 6 feet apart.
- Designate one-way traffic if possible.
- If bathrooms are in use, have greeters/staff ensure handwashing and physical distancing is being followed.

## **Additional Resources:**

- [Event Safety Alliance](#)