

## **Addendum to Universal Guidance relative to large groups and events.**

### **Safeguarding Guidance:**

This additional Universal Guidance is intended to implement updated CDC Guidance posted 6/12/20 permitting gatherings and events in excess of 250 persons with appropriate precautions.

[https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Flarge-events%2Fmass-gatherings-ready-for-covid-19.html](https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Flarge-events%2Fmass-gatherings-ready-for-covid-19.html) As such, it is in addition to existing Universal Guidance which shall remain applicable to large groups and events.

An event may be planned or spontaneous, whether recurring or not, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering, concert, theater production, festival, fair, conference, parade, wedding, rally or sporting event.

### **Employee Protection:**

Event planners shall follow Universal Guidance to provide protection for event staff.

### **Consumer Protection:**

In addition to Universal Guidance, event planners shall:

- 1) Post signs in highly visible locations promoting hygiene, social distancing and face coverings.
- 2) Broadcast regular announcements on public address systems to encourage hygiene, social distancing and face coverings.
- 3) Include messages about behaviors to minimize the spread of COVID-19 on event literature, websites and social media accounts.
- 4) Designate one or more people to be responsible for responding to COVID-19 concerns. All staff and attendees should know who this person is and how to contact them. This person shall establish procedures for staff and attendees to self-report if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 as well as a plan for isolating and transporting individuals who become sick and reporting to NH Public Health.
- 5) Advise attendees prior to the event or gathering that they should not attend if they have symptoms of, a positive test for, or were recently exposed (within 14 days) to COVID-19.

### **Business Process Adaptations:**

Event planners should consider implementing several strategies to maintain healthy environments.

- 1) Have in place cleaning and disinfection procedures consistent with Universal Guidance.

#### **2) Restrooms**

Consider limiting the number of people who occupy the restroom at one time to allow for social distancing.

Do not allow lines or crowds to form near the restroom without maintaining a distance of at least 6 feet from other people. It may be helpful to post signs or markers to help attendees maintain the appropriate social distance of at least 6 feet.

Ensure that open restrooms are:

Operational with functional toilets.

Cleaned and disinfected regularly, particularly high-touch surfaces such as faucets, toilets, stall doors, doorknobs, countertops, diaper changing tables, and light switches.

Adequately stocked with supplies for handwashing, including soap and water or hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.

If an event uses portable toilets, there shall also be portable handwashing stations which remain stocked throughout the duration of the event or hand sanitizer stations, preferably touch-free.

### **3) Ventilation**

When possible, hold events outdoors where transmission of Covid-19 is believed less likely.

Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk to staff or attendees (e.g., risk of falling or triggering asthma symptoms).

If portable ventilation equipment like fans are used, take steps to minimize air from them blowing from one person directly at another person to reduce the potential spread of any airborne or aerosolized viruses.

### **4) Modified Layouts**

Limit attendance or seating capacity to allow for social distancing, or host smaller events in larger rooms.

Use multiple entrances and exits and discourage crowded waiting areas.

Block off rows or sections of seating in order to space people at least 6 feet apart.

Eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks.

Prioritize outdoor activities where social distancing can be maintained as much as possible.

Offer online attendance options in addition to in-person attendance to help reduce the number of attendees.

### **5) Physical Barriers and Guides**

Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times (e.g., guides for creating one-way routes).

Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart. Barriers can be useful at cash registers and other areas where maintaining physical distance of 6 feet is difficult.

Change seating layout or availability of seating so that people can remain least 6 feet apart.

### **6) Communal Spaces**

Stagger use of shared indoor spaces such as dining halls, game rooms, and lounges as much as possible and clean and disinfect them between uses.

Add physical barriers, such as plastic flexible screens, between bathroom sinks and beds, especially when they cannot be at least 6 feet apart.

For more information on communal spaces in event housing (e.g., laundry rooms, shared bathrooms, and recreation areas) follow CDC's guidance for Shared or Congregate Housing.

### **7) Food Service**

There is no evidence that COVID-19 is spread by food. However, people sharing utensils and congregating around food service areas can pose a risk.

If the event includes food service, refer to Restaurant Guidance.

Use touchless payment options as much as possible, if available.

Ask customers and employees to exchange cash or card payments by placing them on a receipt tray or on the counter rather than by hand to avoid direct hand-to-hand contact.

Clean and disinfect frequently touched surfaces such as pens, counters, or hard surfaces between use and encourage patrons to use their own pens.

Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart when waiting in line to order or pick up.

If a cafeteria or group dining room is used, serve individually plated meals or grab-and-go options, and hold activities in separate areas.

Use disposable food service items including utensils and dishes. If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.

Individuals should wash their hands after removing their gloves or after directly handling used food service items.

Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations. Consider having pre-packaged boxes or bags for each attendee.