



## **NACE COVID-19 TASK FORCE VIRGINIA EVENT SAFETY RECOMMENDED GUIDELINES**

AS SUGGESTED ON 02/19/2021

Applicable for hotel meeting rooms and ballrooms, as well as other outdoor and indoor event venues.

### **SOCIAL DISTANCING**

**Ensure greater than 6 ft between individuals, close choke points:**

- Tables spaced 6 ft apart and decommission tables or add physical barriers (i.e. plexiglass) if they cannot be moved.
- Use impermeable barriers where 6 ft social distancing is not possible (e.g., counters, service tables, bar counter tops, registration tables, etc.).
- Any area where guests or employees queue should be clearly marked for appropriate physical distancing. (e.g., check-stands and terminals, bar lines, restrooms, etc.)

### **GATHERING SIZE REQUIREMENTS**

**Limit sizes and apply social distancing to indoor and outdoor events:**

- Limit occupancy per room to 100 people or 30% occupancy, whichever is less, while practicing social distancing, staff is not included in the limit.
- Multiple groups of 100 people or 30% occupancy, whichever is less, are allowed at once if they; practice social distancing, groups meet in separate meeting rooms and do not share meeting rooms or public spaces, event start and end times stagger.
- Limit to 10 guests at a table with each table 6 ft apart (guests in same party seated at the same table do not have to be 6 ft apart).
- Close areas where individuals congregate in close proximity (e.g., dance floors)
- Limit interactions between performers (e.g., dancers, singers) and guests, where possible.

### **PROTECTIVE GEAR**

**Ensure protective gear worn by employees and guests**

- In any outdoor and indoor common spaces, face coverings must be worn over nose and mouth.
- Face coverings can be removed when guests are seated and eating/drinking.
- Follow CDC and Health Department recommendations on PPE training for staff.
- Ensure third party contractor, vendors, or performers wear proper PPE at all time while working (except live musicians, who should have 10ft distance between them and guests).

### **HYGIENE REQUIREMENTS**

**Regular sanitization of hands and high-touch areas, trainings on proper techniques:**

- Hand sanitizer or hand washing facilities readily available.
- Handwash training provided to all employees. Signage posted at stations where applicable.
- Additional health and safety training recommended when employees return to work.

### **ENTRY ACCESS**

**Universal health screening and communication:**

- Prior to leaving home, all individuals encouraged to self-identify symptoms and stay home if symptomatic.
- Prior to entry to establishment, employee or vendors self-screen to ensure no symptoms of COVID-19.
- Host should request guest contact information prior to entry for contact tracing.
- Employees that do not pass screening should be directed to testing centers before returning for future shifts.
- Post non-verbal agreement upon entrance, external supplier/non-guest is not currently exhibiting Covid-19 symptoms.
- Ensure guests, suppliers and non-guest visitors wear face coverings over their nose and mouth when entering the premises.
- Event host provides guests with pre-arrival notification on arrival experience, social distancing protocols, and PPE requirements.

## CLEANING STANDARDS

### Establish daily cleaning standards for spaces and high-touch items:

- Thoroughly clean and sanitize entire facility prior to each event and throughout the event, where appropriate.
- Monitor, clean and sanitize restrooms regularly.
- Handwash training provided to all employees. Signage posted at stations where applicable.
- Provide training on cleaning procedures to ensure safe and correct application of disinfectants.
- During the event, ensure vendors/performers sanitize all equipment (before and after each use) such as microphones, instruments, photo booths.
- Provide disposable table items where possible (e.g., menus, containers, condiments).
- Clean and sanitize non-disposable equipment after each use (e.g., tables, chairs, pitchers, silverware) and note that it has been sanitized for the next user.
- If practical, use fixed menu boards and digital menus.

## VISUAL GUIDANCE

### Visual guidance on hygiene standards & entry requirements for employees/guests:

- Maintain visual guidance on hygiene standards and wearing masks for vendors/guests throughout establishment.
- Post non-verbal agreement, guidelines and/or criteria for guests to enter outside the venue.

## WORKPLACE CONDITIONS

### Modify workplace conditions to minimize interactions:

- Follow FDA requirements on ventilation: ventilation systems including air ducts and vents are clean, free of mold, and operating properly, increase circulation of outdoor airflow whenever possible.
- Provide greater than 6ft guidance between close choke points, including between all furniture (E.G., social distancing/ floor marker).
- Add barriers, when social distancing of greater than 6ft is not possible and encourage use of outdoor event spaces.
- Ensure stage or other designated area for performers (e.g., dancers, singers, bands) is at least 10ft distance from the audience.
- Require organized line if ordering from counter/bar, but wait service preferred.
- All stationed or self service food or beverage should be served by an attendant.

## FLEXIBLE MODELS

### Limit in-person work and encourage virtual attendance:

- Minimize in-person interactions—i.e. Consider utilizing online trainings/zoom meetings.
- Sick employees/vendors/guests must stay home.
- Offer virtual attendance for guests who prefer to attend from home.
- If practical, limit shift overlap of employee or vendors

## OPERATIONAL RESILIENCY

### Encourage behavior to limit interaction:

- Encourage contactless ordering and payment, pre-registration with credit cards.
- Encourage RSVP's to allow for table set-up following social distancing requirements, pre-assigned seating for attendees, and pre-arrival guidance including requirements for entering.
- Use digital and/or contactless communication throughout the event, when applicable.
- All staff positions should have back up coverage in case of necessary personnel changes.

## TRAVEL RECOMMENDATIONS

### Encourage safe travel:

- With regards to travelling guests, communicate safety precautions and encourage virtual event participation, when applicable.

## TESTING/TRACKING

### Conduct contact tracing and tracking procedures:

- It is suggested that Event Hosts encourage Guests to be tested for Covid-19 prior to attending an event
- Event Hosts and vendors should collect contact information of event guests and workers for contact tracing purposes.
- If an employee or vendor is identified as being COVID-19 positive by testing, cleaning and disinfecting of their work space must be performed according to CDC guidelines.
- Vendors should encourage adherence to all CDC guidance in relation to COVID-19 in the workplace.