



PARK EVENT APPLICATION ADDENDUM: COVID-19 EVENT COORDINATOR RESPONSIBILITIES

STAFF HEALTH & WELLNESS

1. Staff should be trained in self-health monitoring, proper use of PPE, and guidelines for infection prevention to include proper communication for reporting symptoms, individual conduct, and hygiene.
2. Implement a system for staff to confirm the results of their self-health check.
3. Limit size/capacity of staff briefings, break areas, etc.

EVENT HEALTH & WELLNESS

1. Identify a Safety Officer who will coordinate all safety and compliance actions for the duration of the event.
2. Require a relevant safety plan from all subcontractors and vendors within the event space.
3. Conduct on-arrival temperature check of all public facing staff utilizing CDC temperature standards.
4. Require all public-facing staff to utilize face coverings.
5. Provide handwashing/sanitizing stations for guests and staff.
6. Establish and utilize clearly defined guest pre-event messaging and communication platforms (e.g., social media).
7. Share visuals and/or video of event space adjustments, guest navigation, and policy changes.
8. Encourage guests to conduct health "pre-checks" prior to arrival.
9. Utilize technological solutions whenever feasible to reduce person-to-person interactions.
10. Implement "contactless" interaction points in all feasible areas (concessions, ticketing, etc.).
11. Minimize or eliminate the use of shared items between guests or staff and ensure that all shared items are cleaned and disinfected between uses.
12. Reduce and/or replace all high-touch items with touchless or single-use options (when feasible).
13. Establish a cleaning/disinfecting protocol for the event space, including "high touch points"; implement protocol at consistent and scheduled intervals.
14. Utilize in-event audio/PA/visuals to promote and encourage physical distancing and health awareness.
15. Event must not exceed the current capacity limit of 1,000 people.

SIGNAGE, VISUALS, & COMMUNICATION

1. Post entry signage that prohibits anyone with a fever, symptoms of COVID-19, or known exposure to a COVID-19 case in their prior 14 days from entering the event space.
2. Post entry signage that directs compliance with existing Governor's Executive Orders relative to public health, to include face covering requirements.
3. Post face covering reminders and ground markings (where appropriate) to provide public health physical distance throughout the event space.

PHYSICAL DISTANCING

1. Set capacity to align with standing Governor's Executive Orders.
2. Configure entry/exit protocol, seating areas, and possible areas of congestion to comply with CDC social distancing guidelines.
3. Stage performers must maintain at least ten (10') feet from public/patrons as well as at least six (6') feet from each other, with exception of incidental contact.

I, _____, am the Event Organizer/Permit Holder and/or authorized to represent and bind the Host Organization. I represent and certify as follows:

- That I have read, understand, and agree to abide by the responsibilities and guidelines provided in this document.
- That the Event Organizer/Permit Holder and/or Host Organization shall indemnify, keep and hold the County of Henrico, Virginia, its officers, agents, and employees free and harmless from and against all claims, demands, lawsuits (whether frivolous or otherwise) or judgements and including, but not limited to, liability on account of injury, death, or damage to persons, firms, corporations, organizations, and property growing out of these activities authorized under this agreement against such persons or entities.

Print Name: _____ Date: _____

Signature: _____