

Guidance for Conducting a Drive-In Event

Drive-In events are unique in that social distancing is accomplished by remaining inside vehicles during the event. Cars are used as physical barriers to accomplish social distancing between household groups. However, it is expected that some patrons will need to exit their vehicles during the event. The expectation that attendees stay in their vehicles not “tailgate” and not carpool with people outside of their home should be communicated to attendees prior to and at the event.

Deputize a Workplace Coordinator

- Deputize a workplace coordinator charged with addressing COVID-19 issues.
- Develop a robust communication plan to address steps to be taken before, during, and after the event to ensure that participants and staff are aware of safety protocols and expectations during the event.

Place Signage

- Place signage at all entrances instructing attendees, employees, and volunteers to stop, and not enter if they are sick
- Signage explaining safety measures being taken by the business
- Signage throughout the event space emphasizing the importance of:
 - Wearing a mask or face covering
 - Social distancing
 - Handwashing
 - Coughing and Sneezing Etiquette

Protect Employee Health

- Instruct employees to stay home if they are sick
- Conduct employee/volunteer symptom screening and take appropriate action. More information can be found here: <https://covid19.colorado.gov/symptom-screening>
- Provide appropriate personal protective equipment (PPE) for employees/volunteers, like gloves and masks/face coverings
- Require employees to wear appropriate PPE when interacting with each other or attendees
- Encourage breaks for handwashing/sanitizing
- Access to a restroom is required during events. Restrooms, including portable toilets and hand washing stations, should be sanitized hourly. The following requirements apply:
 - Hand sanitizer in a dispenser attached to the inside of the portable toilet unit must be provided in each unit.
 - A hand washing station must be provided outside the units (water, soap and paper towels). Hand sanitizer may be provided where a hand washing station is not feasible
 - It is recommended that the event coordinator designate a person or persons to perform the following duties:
 - Regularly inspect the sanitizer dispensers re-fill as needed
 - Regularly inspect the hand washing stations to assure they are maintained with water, soap and towels. Refill as necessary.
 - Sanitize the units (door handles, toilet seats, hand sinks, etc.) hourly

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- The event coordinator shall provide a "log sheet", to be completed by the designated person(s) documenting that specified duties are completed.
- Provide running water, soap, and paper towels to the greatest extent possible
- Provide hand sanitizer and/or hand washing stations throughout and in all high traffic areas and encourage their use with signage and other messaging with staff and attendees
- Attendees not following social distancing, masking, or hygiene requirements are asked to leave the premises

Ensure Social Distancing

- Utilize every other parking space or otherwise separate vehicles so that patrons remain 6 feet from others when exiting vehicles. If 6-foot separation is not possible, attendees should keep their windows up (weather permitting) to avoid close contact or wear facial coverings
- If an indoor restroom is provided, 6-foot social distancing must be maintained at all times. Consider closing every other stall and sink or limiting the number of persons allowed to use the facility to maintain appropriate social distancing. No more than 10 people are permitted in a single room at one time
- Use tape or other markings at least 6 feet apart to indicate where people may stand in line for restrooms
- Instruct all employees/volunteers to maintain at least 6 feet distance from attendees and from each other
- Provide contactless options wherever possible (e.g. contactless payment, lidless trashcans, propped doors where safe to do so)

Prevent Unnecessary Contact

- Utilize on-line ticket sales to provide contactless payment and monitor capacity limitations
- Food service creates a heightened risk of interactions and contact. Food service is discouraged. If food is available, food service providers must be licensed to sell food and adhere to all public health orders including the requirement to operate through delivery to the greatest extent possible. Having a system that allows people to order remotely (call or online) with delivery to their vehicle will prevent unnecessary movement by attendees.
- Encourage attendees to bring their own food and water
- Encourage attendees to take their garbage and recycling home
- If garbage and recycling cans are provided, use no-touch cans

Cleaning and Disinfecting

- Clean and disinfect the restroom hourly. Clean and disinfect any high-touch surfaces hourly. Guidance can be found here: <https://covid19.colorado.gov/cleaning-guidance>. Supply disinfectant and related supplies to employees/volunteers with guidance on cleaning

Resource Links:

- Colorado Safer at Home: Best Practices for All Businesses: <https://covid19.colorado.gov/safer-at-home/safer-at-home-best-practices-for-all-businesses-essential-and-non-essential>
- Safer at Home Guidance for Businesses: [TCHD's Safer-at-Home Business webpage](#)
- TCHD's Business Check List: https://www.tchd.org/DocumentCenter/View/7092/51COVID-19-Business-Plan-Checklist_Draftdocx?bidId=
- Colorado Public Health Orders: <https://covid19.colorado.gov/covid-19-in-colorado/public-health-executive-orders-resource>
- CDC Template Signage: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>.
- TCHD Template Signage: [Social Distancing](#), [Sign for Facility Entry](#), [Be Clean](#)