

SAFER AT HOME Guidance for Large Events (>50)

Summertime in Colorado makes us eager to enjoy events with family and friends both indoors and outdoors. Under Colorado's Safer At Home Order, larger events are allowed to occur with limited numbers and strict protections. In these strange times, The Colorado Department of Public Health and Environment (CDPHE) and Tri-County Health Department (TCHD) encourage hosting activities virtually as much as possible. In-person social events do hold a certain amount of risk. Hugging, shaking hands, and even standing too close to others can increase the likelihood of spreading COVID-19. If hosting an in-person event, please consider the guidance below and take steps to control the movement of people and limit contact among attendees. If it will be difficult to manage guests at your events, please consider alternate means (such as video chatting) to host your event.

Step 1: See if your county has a variance for large (>50) events that are less restrictive than state orders. In Colorado, counties are able to have different rules than the state. Each county must apply to the state health department for these changes and each approved application is posted on [CDPHE's website](#). All events must comply with all applicable laws, local codes, ordinances, permitting requirements, and public health orders per those variances. [Check to see if your county has a variance for events](#), and follow all guidance from your county's variance first.

Step 2: All events (outside of those with a variance) must comply the state's [Safer At Home Order](#). This order allows for limited in-person gatherings with mask-wearing, appropriate social distancing, and precautions. **All events must comply with the most updated and localized event guidance:**

- [Indoor Events](#)
- [Outdoor Events](#)
- [Life Rite Ceremonies](#) (i.e. funerals, weddings, graduations, etc.)
- Events serving food and/or beverage must follow all guidance for [Restaurants and Food Services](#)
- If you have questions or concerns, do not hesitate to reach out to TCHD's Business Re-Opening Task Force: covidbusinessrecovery@tchd.org

Step 3: Make a plan using the checklist and considerations below:

Event hosts (working in partnership with venues when applicable) are responsible for carrying out measures to protect guests from the spread of COVID-19. These may include a privately-owned, rented, public venues, or also someone's home. Venues and hosts must have a plan in place and communicate it to all guests that are planning to gather in-person. A venue may refuse service to any person that does not follow the guidelines for COVID-19 prevention.

Things to Consider

Before Your Event

- ✓ Create a plan for the entire event including how you will address each of the items below. This step is critical in ensuring guests are prepared to follow all of the rules.
- ✓ If hosting at a venue, ask them how they are achieving items on this checklist.
- ✓ Individuals who are sick must remain at home. Signs should be posted at entrances to remind guests not to enter if they are ill.
- ✓ TCHD strongly recommends that vulnerable individuals remain at home. Consider setting up a way to video-call in guests, especially family and friends that are vulnerable.
- ✓ Share your plan with all of your guests *before* they attend, when they arrive, and throughout the event.
- ✓ For the purposes of contact tracing in case of an outbreak at your event, you will need to have names and contact information for all guests.

Keeping Everyone Six Feet Apart

- ✓ Face coverings are required for all attendees, employees, and operators unless doing so would inhibit the individual's health, in which case reasonable accommodations should be pursued. Consider offering masks to attendees who may not have one.
- ✓ Use tape or other markers to identify where people should sit or stand or to illustrate personal distance among people when gathering.
- ✓ Consider having your gathering outside to increase the amount of space and open air.
- ✓ Remind guests to stay 6 feet apart. Signs can be a fun way to keep guests aware of spacing.
- ✓ Have a separate entrance and exit where possible, establish single-direction traffic flow in and out of venue and seating areas, and staggered arrivals and departures to decrease the number of people passing each other.

Preventing Unnecessary Contact During In-Person Gatherings

- ✓ Have visitors come in shifts to decrease the number of people visiting at one time. Wipe down chairs and other touched surfaces between guests. Invite more vulnerable guests to visit earlier and alone if they do not remain at home.
- ✓ Decrease the number of items or surfaces that are touched by multiple people. Prop open doors, take lids off trashcans, do not share serving utensils, remove lawn games, board games, and remote controls.
- ✓ If serving food, ask guests to use their own utensils to serve themselves rather than any shared serving utensils. Consider a picnic style gathering and ask guests to bring their own food and drink or serve a pre-packaged meal instead of buffet or family-style.
- ✓ Any food or beverage service should follow [Restaurant/Food Service guidelines](#). Guests should be seated while eating and drinking with their masks off. Guests should wear cloth face coverings or masks when not seated and moving around.

Increasing Sanitation

- ✓ Keep disinfecting wipes close to commonly touched surfaces like doors and bathrooms and encourage guests to use them.
- ✓ Identify someone to wipe down surfaces frequently.
- ✓ Have hand sanitizer available in different areas and encourage people to use it frequently, in addition to hand washing.

Other

- ✓ If using a dance floor, it may only be occupied by members of the same household. Consider rotating the use of the dance floor by household or have several smaller dance floors.
- ✓ Performers must be 25 feet from patrons/attendees.
- ✓ Provide generous and flexible cancellation policies so that if guests start experiencing symptoms, they can cancel.
- ✓ Consider shorter event duration times or limited admission windows to reduce the need for patrons to use restroom facilities, which can be a source of transmission.
- ✓ Consider asking guests to bring their own chairs to decrease the number of touched surfaces.
- ✓ Before allowing young children to participate, consider their ability to understand and adhere to social distancing.
- ✓ If inside, consider opening windows to increase ventilation.
- ✓ Collect contact information for guests or attendees through ticket sales, reservations, RSVPs, or having sign-in sheets. Include times of arrival and departure, to help with potential exposure notification. You will need to have access to this contact information for a minimum 2 weeks, but 3-4 weeks is preferred in case there are late reports of cases.
- ✓ If you plan to use your own private pool: clean handrails often; avoid sharing pool noodles, goggles, kickboards and toys; avoid using slides and other structures designed for climbing or playing; take turns swimming to reduce the number of people in the pool at one time; remind visitors to keep their distance and use EPA approved disinfectants.
- ✓ Consider the level of transmission in your area and in the areas where guests may be visiting from. If the transmission rate is high in your area it is riskier to gather, even in small groups of just family

Tri-County Health Department's Business Re-Opening Task Force is available to provide guidance and technical assistance to ensure safety and compliance at your event during the COVID-19 pandemic. Please email covidbusinessrecovery@tchd.org to discuss your special event. For more information, please visit: tchd.org/coronavirus