Guidance for outdoor events

Updated June 18, 2020, 3:30 p.m.

Outdoor receptions, events, fairs, rodeos, non-critical auctions, concerts, outdoor markets, or other outdoor venues not covered in other guidances where these guidelines and adherence to physical distance can be maintained. This guidance does not apply to activities covered under guidelines for restaurants, houses of worship, personal recreation, or outdoor recreation.

Venues

- Limit capacity depending on venue size accounting for usable square footage* with a maximum of 175 people per designated activity*. 175 is the outdoor variance limit for areas of “medium” viral spread. If counties want to achieve higher capacity levels, they need to seek a variance.
- Calculate capacity for square footage of usable space using the Social Distancing Space Calculator.
- 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.
- Provide generous and flexible cancellation policies so that if guests start experiencing symptoms, they can cancel.
- Ensure 6 feet or more distance between all employees, customers, contractors and visitors.
- Create a queue at entrances and exits that ensures a minimum of 6 feet of physical distance between individuals and pace entry and exit to prevent congestion.
- Establish single-direction traffic flow in and out of venue and seating areas. Consider separate entrances and exits.
- Consider staggered guest arrival and departure times to avoid congregating at entrances and exits.
- Give reminders to observe at least 6 feet social distance before, during, and after events.
- Seating at events must be appropriately spaced, to reduce mingling and reinforce the necessary distance between individuals in different households.
- Enhance cleaning and sanitization of common touch points (doors, stairwell handles, light switches, elevator switches, etc.).
- Catering services or food services should be seated-only. Food and drink services must follow the same guidelines as restaurants and bars.
- Install hand sanitizing stations at entrances and in high-traffic areas.
- 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.
- Install plexiglass barriers where appropriate.
- Remove games or activities that require or encourage mingling, congregating and sharing materials. This includes things like board or recreational games, bounce houses, ball pits, shared dance floors (not for performances), and amusement booths and rides at fairs.
- Booths or vendors at events must:
  - Allow spacing for vendor load-in and loadout such that vendors and staff can maintain a distance of at least 6 feet from each other as much as possible.
  - Add a minimum of 6 feet in between booths.
  - Create a single line of booths instead of double rows. If this is not possible, create at least a 16 feet thoroughfare between the two sides allowing for a single file, one-way path down the middle.
- Require vendors to have market booth layouts that promote social distancing. Provide them with the space to do this.
- Create one-way traffic flow through the booths to prevent crowding or mingling.
- Use ropes, cones or tap.

### Vendors/employees

- The venue operator for an event with multiple vendors and/or performers/competitors is responsible for ensuring all vendors/performance groups are aware of and adhering to COVID-19 policies and procedures.
- Vendors should be familiar with the CDPHE Workplace Outbreak Guidance (available on the [Guidance & Resources page](Guidance & Resources page)) and apply all recommendations for prevention and mitigation that are outlined in that document to their operation.
- Require use of masks or face coverings unless it would inhibit the individual’s health.
- Train employees in proper use of protective equipment, and emphasize that they should refrain from face-touching. Keep documentation of this training and make it available upon request of the local public health agency.
- Require handwashing upon arrival, departure and frequently throughout the day.
- Implement symptom monitoring protocols (including workplace temperature monitoring and symptom screening questions where possible) ([Additional Guidance](Additional Guidance)) and encourage sick employees to use the CDPHE symptom support tool.
- Employees who have been in close contact with a person suspected or confirmed to have COVID-19 (generally within 6 feet for at least 15 minutes, depending on level of exposure) should not report to work and should self-quarantine.
- Group employees into teams or shifts that stick together to limit mixing between different teams or shifts.
- Provide contactless payment methods.
- Do not allow multiple people to handle objects unless you can disinfect objects between each person.
- Extend setup timelines to allow vendors more time to set up and not overlap.

### Performers/competitors

- Performances or competitions must be a minimum of 25 feet distance from patrons**.
- Participants (e.g., players, performers, actors, competitors, entertainers, etc.) in events must be checked for fevers, symptoms, and exposures before or at arrival.
- Participants (e.g., players, performers, actors) who have been in close contact with a person suspected or confirmed to have COVID-19 should not participate and should self-quarantine.
- Where necessary, implement alternative placement of performers. If spacing is not possible, in some situations it may be suitable to install barriers to minimize transmission of aerosolized particles.
- Maximize physical spacing between performers on-stage.
- Encourage all employees to wear face coverings, unless doing so would inhibit the individual’s health.
- Performers should use a separate entrance/exit than patrons where possible.
- Performers are not included in capacity limits as long as they do not join the spectator/patron areas at any time and remain at least 25 feet from attendees. If performers join the patron spaces, they must be included in the capacity limit numbers.
- Disinfect high touch areas and equipment such as microphones, instruments, props, etc. between uses.

### Hosts/attendees

- Encourage attendees to stay home if sick or exhibiting COVID-19 symptoms. Consider screening attendees for fever, symptoms, or exposures before or at their arrival.
- Encourage attendees who have been in close contact with a person suspected or confirmed to have COVID-19 (generally within 6 feet for at least 15 minutes, depending on the level of exposure) to stay home and self-quarantine.
- Encourage frequent handwashing.
- Attendees should refrain from mixing and mingling with others not in their household during events as much as possible.
- Attendees should maintain at least 6 feet of physical distance from others as much as possible.
- Populations at higher risk for severe COVID-19 should consider additional protections or staying home during this time per CDPHE guidance.
- Encourage remote participation whenever possible.

**If there is a confirmed case of COVID-19 among patrons or employees:**

The venue operators must notify and cooperate with their local public health agency on next steps.

Local public health agency contacts can be found here.

Outbreak guidance for non-healthcare facilities can be found here.

*Venues that have multiple designated activities/events that are physically separated, such as a fair with activities taking place in separate buildings or arenas, may have the maximum capacity in each setting, and must implement additional prevention measures, such as one-way traffic, as attendees move from one activity or event to the next. The designated activities must occur a minimum of 50 feet from each other, maintain separate entrances and exits, and must minimize the use of shared facilities like restrooms.

**Research and the CDC suggest that activities like singing may project respiratory droplets in greater quantity and over greater distance, increasing the risk of COVID-19 transmission, particularly with prolonged exposure.

Social Distancing Calculator

SAFER AT HOME Guidance for Special Events
Updated: June 23, 2020

The latest statewide Safer At Home Order allows for limited in-person gatherings with appropriate social distancing and precautions. **All events must comply with the related state guidance:**

- Life Rites (i.e. funerals, weddings, graduations, etc.) and Places of Worship: [https://covid19.colorado.gov/worship-guidance](https://covid19.colorado.gov/worship-guidance)

**Note:** All events must comply with all applicable laws, local codes, ordinances, permitting requirements, and public health orders. Check with the local jurisdictions for any applicable restrictions or requirements.

Event organizers are strongly encouraged to use virtual electronic platforms and alternative activities less conducive to public gathering whenever possible.

**Recommended Alternative Virtual Event Formats**

- **Virtual Run/Bike Ride:** Participants complete a specified distance at the location and time of their choosing, then share their times and photos online. Afterwards, have a virtual ceremony recognizing participants and awarding prizes.
- **Window Scavenger Hunt:** Encourage members of the community to put specific items in their windows, visible from the street. Have participants bike or drive around at separate times - and always socially distancing - in groups of ten or less to find the items. Share photos and stories online.
- **Virtual Volunteer Event:** Have a video call while individually creating care packages or making face coverings for community members.
- **Virtual Movie Night/Art/Games/Crafts:** Pick an activity and invite others to join virtually. Watch a movie together-apart. Try Netflix’s Party Feature. Be creative!
Requirements for Vehicle-Based Events such as Motorcades
- Vehicle-based events must not create opportunities for in-person interaction.
  - Do not distribute any items to participants during the motorcade.
  - Ensure all participants understand that they are expected to remain inside their vehicle at all times.
- Coordinate with local law enforcement.
- All participants must obey rules of the road.
- All staff and participants/patrons must follow basic social distancing and use masks.
- Routes are encouraged to be a loop instead of point to point to discourage congregating.
- Routes/event plans, including social distancing requirements and reminders, should be clearly communicated to all participants in advance of the event in a digital form. The use of GPS/navigation devices is encouraged where applicable.
- Any signage should be approved by local law enforcement, not block or affixed to traffic control devices (i.e. stop signs, speed limit signs), and removed promptly after conclusion.
- Avoid areas where people are likely to exit their cars and gather.
- Check with the local jurisdictions for any applicable restrictions or requirements.

Requirements for Drive-In Events
- Use electronics inside the car (i.e. cell phones) or a radio channel to broadcast audio whenever possible.
- Ensure participants/patrons stay in their vehicle at all times. This includes the following:
  - No playing outside prior to the event
  - No setting up lawn chairs or blankets outside of your vehicle
  - No sitting in the bed of a pickup truck
  - The only exception to this rule is for the use of restroom facilities and/or concession pickup
- Masks must be worn by staff at all times and patrons when outside of vehicles or if windows are down.
- Staff of sponsoring organization/business is limited to 10 people except where additional staff are on premises to monitor social distancing and other safety precautions.
- If admission is charged or donation is requested, should use contactless payment whenever possible. If not possible, must clean and sanitize frequently.
- Socializing is not permitted through open vehicle windows.
- Do not provide opportunities for gathering outside vehicles; restrooms and minimal concessions are permitted subject to the requirements below.

Restrooms for Drive-In Events
- If restrooms are available, they must be cleaned frequently and have signage posted that they should be used by only one person at a time or block off stalls and sinks so there are at least 6 feet between patrons when using the facilities.
- Have a staff of sponsoring organization/business on hand to monitor lines and clean frequently.
- Social distancing markers should be placed to ensure safety.
- Use of cell phones or other technology to form virtual restroom queues are encouraged.
Parking for Drive-In Events
- Event staff (wearing safety vests) should coordinate parking to ensure proper placement of vehicles.
- Vehicles should only be parked facing the screen/front.
- Staff should park vehicles roughly 9 feet apart or leave one empty space between vehicles (if using an existing striped parking lot) to ensure a safe distance among vehicles.
- Large/tall vehicles (SUVs, Trucks, Vans, etc.) should be parked towards the rear of the venue to allow smaller vehicles a clear view.

Concessions for Drive-In Events
- The sale of concessions is discouraged to avoid congregating.
- Event staff must follow all Colorado Department of Public Health and Environment restaurant related requirements and guidance.
- Must follow Boulder County Public Health requirements including licensing
- Event planners and staff are strongly encouraged to use online/phone ordering with delivery to vehicles or a pickup system (i.e. patron receives text when order is ready for pickup.) Any pickup counter must implement social distancing measures.

Requirements for In-Person Events
- Life rite events (e.g. weddings (excluding receptions), graduations, funerals) and places of worship: https://www.bouldercounty.org/wp-content/uploads/2020/06/safer-at-home-guidance-life-rites-and-worship-062320.pdf
- Indoor Events: https://covid19.colorado.gov/safer-at-home/indoor-events
- Outdoor Events: https://covid19.colorado.gov/safer-at-home/outdoor-events
- Events serving food and/or beverage, also see the Restaurants and Food Services guidance: https://covid19.colorado.gov/safer-at-home/restaurants-food-services

General Requirements for All Events
- Individuals who are sick must remain at home.
- Vulnerable individuals are strongly recommended to remain at home.
- 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.
- Give reminders to observe at least 6 feet social distance before, during, and after events.
- Performers are not included in capacity limits as long as they do not join the spectator or patron areas at any time and remain at least 25 feet from attendees and use a separate entrance and exit.
- Develop plans for:
  - A protocol for symptom screening
  - Cleaning bathrooms and high touch surfaces
  - Direction of movement and seating for guests/patrons during arrival and departure and at all times to manage traffic flow between activities and insure capacity limits and social distancing are maintained per activity
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.

**Capacity Limits For Indoor Events**
Please use the Social Distancing Calculator to calculate the maximum occupancy of your space, up to a maximum of 100 people.

**Capacity Limits for Outdoor Events**
Please use the Social Distancing Calculator to determine the maximum occupancy of your space, up to a maximum of 175 people.

**Reminder:** All events must comply with all applicable laws, local codes, ordinances, permitting requirements, and Public Health Orders. Check with the local jurisdictions for any applicable restrictions or requirements.

Boulder County Public Health can help identify options and planning logistics for safe and legal events during the COVID-19 pandemic. Please email covidbiz@bouldercounty.org to discuss your special event.