



SPECIAL EVENT GUIDELINES

The guidelines set forth in the following pages are specific to the reopening of community festivals and special events in the City of Spartanburg and are intended for use by event planners, participating vendors, entertainers and other personnel working with the planning and execution of these events. Per the CDC, “the formula for calculating percent positivity used by CDC is the number of positive tests (numerator) divided by the total number of resulted reported tests (denominator): $(\text{positive}/\text{total}) \times 100\%$ where the total equals positive plus negative test results and excludes indeterminate results.” The goal for this percentage calculation is to be below five percent. If further guidelines are presented by the CDC or SCDHEC, this information could change immediately without notice. These requirements are not intended for private gatherings like weddings, conventions, conferences, reunions, or athletic tournaments. Festivals and special events, for the purposes of these guidelines, are defined as planned, public gatherings in primarily outdoor temporary or permanent venues.

CONSIDERATIONS

Above any and all other requirements stated in the following pages, consideration of your event’s ability to adequately adjust to changing social distancing guidance as well as attendee, volunteers, and staff safety should remain the priority. If, because of the location, historical attendance or any other planning influence, you are not able to adhere to the most basic, current social distancing and personal safety guidance, event cancellation is recommended.

REQUIREMENTS FOR HOLDING AN EVENT IN THE CITY OF SPARTANBURG

INGRESS & EGRESS

Controlled ingress and egress are critical during initial reopening of community festivals and events. Gated points of entry are required and should consider all possible touch points, including, but not limited to: temporary barricades, tickets, wristbands, hand stamps, ID checks, bag searches, check-in tables, metal detectors, etc. ***At this time, events should be limited to 250 people.*** Events that cannot adequately control crowd capacities must postpone or cancel.

FRONT OF HOUSE VENDORS

Events need to have a thorough safety plan or develop and require a compliance agreement to include individual protocols for sanitation and safety prior to arrival on-site, detailing how vendor operations and staff will adhere to your policies, as well as CDC and local health guidance from Point of Sale (POS) vendors, food & beverage and merchandise. Event specific protocols should be developed and communicated with all vendors in advance and include clear expectations. Contactless POS procedures are recommended. The use of Google Pay, Apple Pay, Venmo, Paypal and other cashless options will require use hotspots, wifi, or broadband.

BACK OF HOUSE VENDORS

- Amusements are by their very nature a high-touch point, interactive element to community festivals and special events. All interactive entertainment (face painting, balloon making, bouncy houses, etc.) are not recommended at this time.
- Contracted production crews for sound, stage, lighting, video, etc. are required to social distance, wear a mask and wash their hands frequently.

ATTENDEE EXPECTATIONS

Attendees of community festivals and other special events should follow the personal health and safety guidelines issued by the CDC, SCDHEC and the City of Spartanburg. A reasonable assumption for anyone attending or working at a festival or event is that they will be in proximity of crowds and touch points that could expose them to COVID-19 or any other viral disease. Events should create their own set of attendee expectations and clearly communicate them.

FOOD AND BEVERAGE

- Use of canned or plastic bottle beverages, alcohol and non-alcoholic, is required over draft/fountain served beverages.
- Designate a money handler separate who would not handle food or beverage product.
- Space vendors throughout your site to eliminate food and beverage gathering points by 10 feet in between each vendor set up.
- Space out food and beverage seating.
- Condiments are recommended to be served with food orders in disposable single-use packages. Open condiment service buffets should not be used if possible.
- Utensils are required to be disposable in nature and provided to attendees individually.
- Straws, stirrers, napkins and cutlery dispensers should not be used.
- Follow ingress/egress protocols and have clearly designated entry and exit points.
- Food and beverage samplings is not recommended at this time.

ARTS, CRAFTS & MERCHANDISE

- Any point of sale vendors are recommended to have cashless/touchless procedures.
- Develop and communicate all expectations to POS vendors for protocols when interacting with attendees.
- Properly space POS vendors and have displayed “maximum occupancy” signage for designated space by 15 feet in between each vendor set up.
- Follow ingress/egress protocols and have clearly designated entry and exit points.

DRIVE-THRU EVENTS

Holding car gatherings for events is one way to socialize or celebrate more safely and still slow the spread of COVID-19. Car gatherings are events and activities primarily held in vehicles, such as parking lot gatherings, vehicle parades, and drive-ins. This guidance is for organizers of vehicle gatherings to use when planning a vehicle event. Organizers should consider what accommodations can be made to ensure equitable participation (e.g., people without access to a vehicle). Here are the requirements for hosting this type of event:

- Participating vehicles cannot exceed their maximum occupancy.
- No walk ups are allowed at this time.
- The Vehicle-Based event must take place in an outside location large enough to accommodate the amount of cars invited to line-up as part of the event. Spacing between vehicles must be sufficient to allow for emergency entry and exit.
- If the event location is not the property of the Host, the Host must provide the property owner a copy and obtain written permission or agreement to use the location.
- Participants cannot change vehicles during the parade or drive up event.
- If any of the windows on a vehicle is open, the occupants of the vehicle are recommended to wear a face covering when approached by event organizers or staff.
- If the Host of the event makes toilet facilities available during the event, they must be sanitized by the Host or Personnel in between every use.
- Any items or food and drink related trash brought by occupants of a vehicle must remain in the vehicle.

PARADES

Because parades draw large group gatherings in close proximity to one another, parades are not recommended and should return at a later date.

RUNS AND RACES

- All participants, volunteers and staff will be recommended to complete a declaration of health stating that they are not infected, have not had or been in contact with someone experiencing any Covid-19 symptoms in the past 14 days: cough, shortness of breath, or difficulty breathing, fever, chills, muscle pain, sore throat or new loss of taste or smell.
- Reduce the touch points at packet pickup and increasing the duration of this process to encourage distancing. During Packet pickup make sure to distance participants six feet apart.
- Have hand sanitizer stations at the start and finish. Have gloves, masks and hand sanitizer available to staff and volunteers at all times.
- A rolling start time or staggered race times are required.
- In addition, anyone who falls under or lives with someone in these categories is encouraged not to participate in events at this time:
 - People over 65 years of age
 - Anyone diagnosed with the following underlying conditions: diabetes, liver disease, and persons with chronic kidney disease undergoing dialysis, have chronic lung disease, moderate to severe asthma, severe heart disease or who are immunocompromised.

INSURANCE

Community festivals and special events are required to maintain adequate insurance for their unique event. Consultation with your insurance agent should be an initial and primary duty of the planner. Additionally, event organizers may want to speak to their insurance provider to see if there is any special attention that should be given to “protect” you from an individual from attempting to take action against you for contracting COVID-19 at your event.

RESTROOMS AND SANITATION

- Due to an increase in sanitation prevention methods it is required to dispose of trash more regularly, ensuring waste and recycle bins do not exceed capacity.
- Work with your sanitation contractor/service provider to estimate the number of restroom and trash receptacles needed for new sanitary standards.
- Have signage to keep record of when restrooms are cleaned, clearly displayed for users.
- Restroom attendants are required to maintain clean surfaces in and around portable or permanent restrooms. Special attention should be paid to door handles and locks, hand blowers, and sink faucets for regular sanitation. If this is not a service that can be secured when renting portable toilets, event organizers will be required to have volunteers maintain the restrooms or hire personnel to do so.
- Markers should be set up to indicate appropriate physical distancing for any line that forms for the restroom. A limited wait of 5 people is recommended for lines.

SIGNAGE

- Plan and deploy an escalated awareness campaign promoting and illustrating actions the event is taking to best ensure a clean and safe environment and experience.
- Signage should be visible, clear, can be physical or digital displays, and should use culturally appropriate messaging and materials.
- You are strongly encouraged to use ADA-compliant signs and consider audiences with language barriers if your event draws an international crowd.
- All signage should promote the daily practice of everyday preventive actions:
 - If you are unwell, you need to return home.
 - Cover your coughs and sneezes with a tissue and throw the tissue into a proper trash collector.
 - Wash your hands with soap and water for at least 20 seconds or hand sanitizer containing at least 60% alcohol.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.

COMMUNICATIONS, MARKETING & PUBLIC RELATIONS

Before your event:

- Your attendees want information, and silence always fuels rumors. Establish a position (even if it means canceling) and make sure that you are using all channels available to you to get that message out: website, social media, local news, etc.
- Consider “Know Before You Go” communication in advance of your event. Share plans to support required physical distancing as well as enhanced cleaning and safety measures.
- Make sure your staff and volunteers are all using the same consistent messaging. Offer training or fast facts for board members, event organizers and volunteers to use.
- When marketing your event, emphasize the measures you are taking to keep your attendees healthy and safe, spotlight event offerings instead of touting crowd size, avoid images of people helping themselves to food/sampling/close contact, etc.
- Communicate frequently with your vendors to ensure check-in/check-out changes are understood, health and safety requirements are followed, and encourage them to arrive on time/early to get through any screening areas.
- Explain the why. COVID-19 has had a worldwide impact, and most attendees will be understanding of event organizers struggling with the difficult decision to hold or cancel a festival or special event. If you believe the risk in your area is too great to hold your event safely, communicate that. If you believe the risk is manageable and that the industry would lose sales, revenue, momentum, opportunity, etc. if your event cancels, communicate that too.
- Promote messaging ahead of time that discourages people who are sick or have been around someone who is sick from attending your event. Consider a mass email, text alerts, social media promotion, and be mindful of this in your press interviews.
- Identify and address potential language, cultural, or disability barriers associated with communicating COVID-19 information to your attendees. The information you share should be easily understood, written in plain language, and be culturally appropriate for your prospective attendees.