Special Events Industry

Variance Request Template
COUNTY VARIANCE PROCESS

Variances should be submitted to county officials (county managers, county commissioners, local health department, etc.). Check on your county website for contact information and further instruction.

Variances will be approved through the county commissioners, then through the local health department. Once a variance has been approved at a local level, it will move to the CDPHE for final approval. The county will receive a variance approval letter stating the terms of the approved variance.

IMPORTANT CONSIDERATIONS AND STATISTICS

After surveying a substantial portion of the industry, we have found that 75% capacity, and 250 guests would allow approx. 85% of the industry to survive in 2020. We are trying to get to this point as soon as possible but understand we need to have a careful approach. Variances must be written with safety first in mind.

If a variance were granted, it will take 1-2 months at least to see events of the size granted to happen. This is because MOST of the events within 60 days have already cancelled or postponed. We ask that this be communicated to local officials and taken into consideration for variance requests.
# Proposed Special Event Industry Guidelines

## Special Event Industry

### Proposed Industry Guidelines for Reopening

<table>
<thead>
<tr>
<th>Phase 1A</th>
<th>Phase 1B</th>
<th>Phase 2</th>
<th>Phase 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Initial Reopening)</td>
<td>(Introductory)</td>
<td>(Economic Viability)</td>
<td>(Economic Sustainability)</td>
</tr>
<tr>
<td><strong>Safer at Home</strong></td>
<td><strong>Protect Our Neighbors</strong></td>
<td>About 4-8 weeks after</td>
<td>About 4-6 weeks after</td>
</tr>
<tr>
<td>approx. June 1st</td>
<td>approx. July 1st</td>
<td>“Phase 1 Reopen”</td>
<td>“Phase 2 Reopen”</td>
</tr>
<tr>
<td>approx. August 1st</td>
<td></td>
<td>approx. July 1st</td>
<td>approx. August 1st</td>
</tr>
</tbody>
</table>

### Venues

- Special Event venues located in Colorado that host events such as weddings, corporate events, nonprofit fundraising events and social gatherings.

<table>
<thead>
<tr>
<th>Gathering Size (Guests &amp; Staff)</th>
<th>Max. 10 People</th>
<th>50% Venue Capacity</th>
<th>75% Venue Capacity</th>
<th>75%-+ Venue Capacity</th>
</tr>
</thead>
</table>

### Off - Premise Food & Beverage

- Food and beverage catering teams serving special events.

- Pre & post sanitisation of space.
- No Self-Serve food, no sharing of utensils or other items. Tented buffet, or plated meal service.
- Service staff masks, hand washing, symptom monitoring to include temperature checks.
- Time- and milestone-related changing of gloves and hand washing. Hand washing stations provided in all settings.
- Physical distancing with guests and vendors whenever possible.

### Special Event Vendors

- Vendors providing services for special events during events (e.g., Planners, DJs, Entertainment, Videographers, etc.)
- Vendors providing services pre & post event (e.g., Florists, decor, rentals, AV, etc.)

- Pre & post sanitisation of equipment.
- Employer masks, hand washing, symptom monitoring to include temperature checks.
- Physical distancing with guests and vendors whenever possible.
- Follow all guidelines set forth for “Personal Service Providers” & “Field Guides”.

### Special Event Guests

- Persons who are attending special events.

- Suggested guest masks, hand washing, symptom monitoring.
- Maintain physical distancing with guests whom they have not traveled with.
- Follow all guidelines set forth for all individuals during “Protect Our Neighbors”.

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- Physical distancing guidelines of 6 ft. for all guests, employees and vendors through room diagrams, floor graphics and signage.
- Ventilation of spaces maintained.
- Employee masks, hand washing, symptom monitoring to include temperature checks.
- Sanitation of space prior to events, during events and post events.
- Detailed logs of all event guests and staff for contact tracing purposes.

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VARIANCE REQUEST TEMPLATE

Suggested Capacity/Gathering Size
*When creating the suggested capacity/gathering size, refer to the current PHO, your current county variances, other county variances as a model and understand the prevalence of COVID-19 within the county.

- Example: In each confined indoor space, limit the maximum number of participants to ___% of the posted capacity code limit for each room in the venue that can be used for event set ups ensuring a minimum ___square feet per person, not to exceed more than _____ people at any given time.

1. Employee/Vendor Health
   a. Symptom monitoring for all staff.
   b. Physical distancing
   c. PPE & hand washing/gloves change at timed intervals
   d. Education and training
   e. Staggered vendor arrival and departure

2. Sanitization
   a. High touch areas sanitized during fixed intervals during events
   b. Back of the house
   c. Cleaning between events
   d. Shared items should be removed or sanitized after each use
   e. No self-service food, drink, utensils, or condiment stations.
   f. Tended buffet or plated meals only
   g. Minimize contact between guest and staff

3. Physical Space
   a. Physical distancing (current with recommended state physical distancing practices)
      i. Room diagrams
      ii. Floor markers/graphics for queuing areas
      iii. Family pods (members of a single household or groups that travel together) need to adhere to physical distancing practices
      iv. Signage for physical distancing practices
      v. Ingress and Egress specified for doors & isles
      vi. Do not allow people to gather in lobbies, parking lots, etc.
      vii. Restroom attendant/monitoring
   b. Signage (Identify signs of illness, handwashing/hand sanitizer, appropriate mask use, physical distancing)
   c. Ventilation of Space
   d. Use of outdoor space
4. **Guest Health**
   a. Symptom check (prior to attending)
   b. Physical distancing
   c. Handwashing stations/Sanitizer
   d. Masks (according to local health department)
   e. Guests should stay home if they have symptoms or have been exposed
   f. High risk guests should be discouraged from attending
   g. Staggered vendor arrival and departure

5. **Contact Tracing**
   a. RSVP system to track all guests and confirm at event
   b. Employee/Vendor tracing procedures