



Subject: Mitigation Guidelines for Special Events and Gatherings

Below are guidelines to include in your special event mitigation plan, which are consistent with Governor Abbott's order and CDC recommendations. Specifications are subject to change. **Please address items 1-5 in the available text boxes below. Examples are listed for reference.**

Organizers shall provide COVID-19 prevention supplies to event staff and participants.

- 1. Hand sanitizer** – Example(s) – Hand sanitizer will be readily available at each booth. Hand washing stations and/or large bottles of hand sanitizer will be placed throughout the event. Small, individual bottles of hand sanitizer will be distributed at check-in/registration.

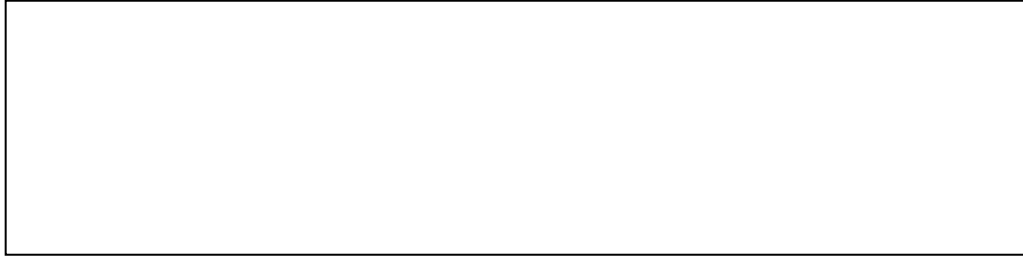
- 2. Tissues** – Example - Tissues will be available at check-in and the registration area.

- 3. Trash containers** – Example - Containers will be strategically placed throughout the event to ensure trash can be easily disposed. In addition, trash cans will be routinely checked and moved to the side upon reaching capacity limits.

- 4. Facemasks** – Example – Extra facemasks will be available to those who forgot theirs, or if one becomes broken, at the check-in station.



- 5. Cleaner and disinfectants** – Example - Clorox wipes will be present and we will use them to wipe down stage microphones, the check-in area, etc...



Additional Mitigation Planning Tips

- **Identify frequently-touched surfaces and objects. Sanitize every 2 hours.**
Example(s) include – Trash can lids/handles, door handles, handrails for stairs and ramps, beverage stations, registration areas, restrooms, light switches, microphones, tabletops, chairs, card readers, etc... will be sanitized every two hours.
- **Provide hand wash stations, with soap, if feasible. Strategically place hand sanitizer stations in areas such as venue entrances, nearby restrooms and food vendors. The number of stations shall be adequate to serve the expected number of attendees.** Example(s) - Hand sanitizer stations will be placed at the event. There will be directional signs leading attendees to the hand sanitizer locations. In addition, sanitizer levels will be checked every two hours.
- **Consider event setup to promote social distancing at a 6-foot minimum and provide spacing indicators in queue areas.** Example(s) – When applicable, all vendors and tables will be separated by a distance no less than six feet. In addition, all attendees will be encouraged to maintain distances of no less than six feet from each other unless they are immediate family members. Frequent stage announcements (if applicable) will occur to serve as a reminder.

Restrooms/ Trash

- **Designate an employee to continuously monitor the conditions of on-site restrooms and clean as needed.** Example - Event organizer (when applicable) will monitor the conditions of the restrooms on-site and address as needed.
- **Increase trash and recycling receptacles.** Example - Event organizer will ensure there are sufficient amounts of trash and recycling receptacles present.

Additional Mitigation Planning Tips (continued)

Line Management

- **Manage lines at quick service areas, such as sponsor booths and food pick-up, to ensure that patrons remain appropriately distanced.** Example(s) - A staff member and/or volunteer will routinely evaluate lines at quick services areas, sponsor booths, food pickup areas, etc... and if social distancing guidelines are not being followed, the staff member and/or volunteer will address the situation. One option, if feasible, is to open additional lines to prevent attendees from waiting in long, crowded lines. In addition, lines will be marked on the ground to show proper social distancing requirements.

Race Events

- **Implement staggered start times.** Example - Runners will begin the race at staggered times, thus preventing a crowded starting/finish line.
- **Touchless transactions.** Example - Staff will provide contactless payment options to event attendees.
- **Shipping SWAG, t-shirts, medals to participants.** Example - All SWAG will be shipped to participant when applicable. Otherwise, participants will pick up their SWAG at a pre-determined, staggered time.
- **Post-race results online.** Example – All race results will be posted online after the race concludes.