



# City of Kirkland

## COVID-19 EVENT SAFETY PLAN GUIDE for OUTDOOR EVENTS

Pursuant to the Governor’s order to allow public gatherings in Washington State, City of Kirkland Special Event Permit Applications will be considered for events that are able to meet all guidelines set forth by Washington State’s [reopening guidance](#). The City of Kirkland’s (“City’s”) requirements will meet state and public health guidelines.

If Washington State or King County changes the guidance for events or reopening phase status for the County as a whole, Special Event Permits may be suspended.

According to Washington “Safe Start” Plan requirements, each business, entity or individual (“applicant” or “event organizer”) must develop a written Safety Plan outlining how its workplace (i.e. event site/venue) will help prevent the spread of COVID-19 on a basis that is at least as protective as the requirements from the Department of Labor & Industry (L&I) and state and public health guidelines. This plan must be submitted with the Special Event Permit Application, must be retained on the premises of the event, and must be made available to the Washington State regulatory agencies or local health or safety authorities in the event of an inspection or other request. Applicants will be required to follow the state’s industry specific guidance, once provided.

| 1. BACKGROUND & PRE-PLANNING  |  |
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| Before you begin drafting your written plan, you are required to review the established guidelines below. You are required to adhere to Washington State Labor & Industry (L&I) requirements to protect workers and volunteers. |  |
| <b>ESTABLISHED GUIDANCE</b>   | <p><b>Review the following established guidance:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Washington State COVID-19 Reopening Guidance for Businesses and Workers</a></li> <li>• L&amp;I General Requirements and Prevention Ideas for Workplaces (<a href="https://lni.wa.gov/forms-publications/F414-164-000.pdf">https://lni.wa.gov/forms-publications/F414-164-000.pdf</a>)</li> <li>• Washington State Department of Health Workplace and Employer Resources &amp; Recommendations (<a href="https://www.doh.wa.gov/Coronavirus/workplace">https://www.doh.wa.gov/Coronavirus/workplace</a>)</li> <li>• Public Health – Seattle &amp; King County COVID-19 Resources (<a href="https://www.kingcounty.gov/depts/health/covid-19.aspx">https://www.kingcounty.gov/depts/health/covid-19.aspx</a>)</li> </ul> |
| <b>L&amp;I and Public Health REQUIREMENTS</b>   | <p><b>Event Organizers must adhere to L&amp;I and public health COVID-19 requirements to protect workers and volunteers, including:</b></p> <ul style="list-style-type: none"> <li>• Write a COVID-19 Safety Plan that outlines procedures for operations that comply with all safety and health requirements per the guidance above.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• Identify a site-specific COVID-19 Supervisor to monitor the health of event staff, volunteers, vendors, and guests, and to enforce the COVID-19 Safety Plan.</li> <li>• Educate all staff, volunteers, vendors about COVID-19 and how to prevent transmission, and the <u>event's</u> COVID-19 policies.</li> </ul> |
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**2. EVENT SITE PLAN**

As a companion to your COVID-19 Safety Plan, you are required to submit an event site plan/map that addresses the items below.

- **Occupied/Program Areas** - places where guests are congregating, such as in front of a stage, a run/walk start line, a dining area, or a specific activity (i.e. games, kids' zone, etc.).
- **Movement Areas** - places where people are passing through a space, such as a racecourse, an aisle between vendor booths, or pathways between event activity areas.
  - Include indications of directional movement, such as one-way aisles
  - Include dimensions such as width of aisles and distance between booths to assist in the calculation of open space
- **Entries and Exits**
  - Indicate perimeter/barriers of the entire event (if any)
  - Indicate location of all entries and exits, including emergency exits
  - Indicate queuing space that will be used outside of entry
  - Indicate credential checkpoints and/or security checkpoints
- **Health & Safety**
  - Indicate any health screening areas/checkpoints and whether they are public or restricted
  - Indicate any isolation area(s)
  - Indicate location of first aid or other medical resources
- **Sanitation**
  - Indicate location and number of hand sanitizer and/or handwash stations
  - Indicate restroom facilities (permanent & temporary)

**3. WRITTEN PLAN**

Your written COVID-19 Safety Plan must address each of the sections below. Guidance is provided for the type of information required.

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| <b>COVID-19 SUPERVISOR</b> | Identify a site-specific COVID-19 Supervisor to monitor the health of event staff, volunteers, vendors, and guests, and to enforce the COVID-19 Safety Plan. In your plan, include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Name(s) of designated COVID-19 Supervisor(s)</li> <li><input type="checkbox"/> Cell phone number or other on-site contact information</li> <li><input type="checkbox"/> Area(s) of responsibility if assigned to specific event "zone"</li> </ul> |
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| <p><b>CROWD MANAGEMENT</b></p>                    | <p>Describe in detail your Crowd Management plans taking into consideration current public health physical distancing requirements for areas such as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Entry/Exit</li> <li><input type="checkbox"/> Queuing &amp; Line Management</li> <li><input type="checkbox"/> Crowd Flow</li> <li><input type="checkbox"/> Programmed Areas (vendors, booths, activities, etc.)</li> </ul> <p>This plan should incorporate equipment, staffing support, directional or visual cues, signage, etc.</p>   |
| <p><b>SANITATION</b></p>                          | <p>Provide details on how you will address:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hygiene</li> <li><input type="checkbox"/> Disinfection</li> <li><input type="checkbox"/> Include sanitation schedule and staffing plan</li> </ul>  |
| <p><b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b></p> | <p>Effective July 7, 2020 and until amended or rescinded, the Governor’s statewide <a href="#">face covering order</a> directs businesses to require and enforce the use of face coverings for all customers and clients. Face coverings are required at special events.</p> <p>Wearing a face covering can significantly reduce the incidence of spreading COVID-19. Organizers must provide, at no cost, appropriate face coverings or masks for all employees and volunteers who don’t work alone. Additional PPE may be advisable dependent on a worker’s role within the event.</p> <p>You must post signage, require, and enforce the use of face coverings for guests.</p> <ul style="list-style-type: none"> <li>▪ King County Public Health Face Coverings (<a href="https://www.kingcounty.gov/depts/health/covid-19/care/masks.aspx">https://www.kingcounty.gov/depts/health/covid-19/care/masks.aspx</a>)</li> </ul> |
| <p><b>HEALTH SCREENING</b></p>                    | <p>Event organizers are required to screen staff and volunteers for COVID-19 symptoms prior to the event. Don’t allow staff, volunteers, vendors, or guests to attend if they have COVID-19 symptoms or if they have been in close contact with someone with COVID-19 symptoms. Indicate in your written plan how you will conduct such screenings in accordance with applicable requirements. References are provided below.</p> <ul style="list-style-type: none"> <li>▪ CDC COVID-19 Symptoms (<a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a>)</li> <li>▪ King County COVID-19 Testing Sites (<a href="https://www.kingcounty.gov/depts/health/covid-19/care/testing.aspx">https://www.kingcounty.gov/depts/health/covid-19/care/testing.aspx</a>)</li> </ul>  |

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| <p><b>ADDITIONAL GUIDELINES</b></p> | <p>Refer to and comply with established guidelines for various areas of your event (list is not complete):</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Construction</a> (load in/load out)</li> <li>▪ <a href="#">Farmers Market</a></li> <li>▪ <a href="#">Food &amp; Beverage Services</a></li> <li>▪ <a href="#">Motion Picture Industry</a></li> <li>▪ <a href="#">Outdoor Recreation</a> (swim, bike, run)</li> <li>▪ Production Office / <a href="#">Professional Services</a></li> <li>▪ <a href="#">Miscellaneous Venues</a> (retail events, craft shows, etc.)</li> <li>▪ <a href="#">Talent</a> / Performers (hospitality areas, dressing rooms, on-stage and performance areas)</li> </ul> <p>Resources:</p> <ul style="list-style-type: none"> <li>• <a href="#">WA State Department of Health Checklist for Businesses with Suspected or Confirmed Cases of COVID-19</a></li> <li>• Contact the King County COVID Business and Community Information Line for <b>non-medical</b> business-related issues at 206-296-1608, Monday – Friday, 8:30 AM - 4:30 PM.</li> <li>• Contact the King County COVID Business and Community Information Line for <b>medical-related</b> questions about employee health, contact tracing, and testing sites at 206-477-3977, Monday – Friday, 8:30 AM - 4:30 PM.</li> </ul> |
| <p><b>COMMUNICATION PLAN</b></p>    | <p>It is the event organizer’s responsibility to ensure all staff, volunteers, vendors, and guests receive the approved guidelines and protocols and are managed in a consistent and lawful manner. Organizers should communicate the approved staff and volunteer protocol prior to and throughout the event. The protocols applied will be guided by the state and local health requirements.</p> <p>Provide your health safety communication plan and describe how you will communicate the plan <b>pre-event</b>, <b>during event</b>, and <b>post-event</b> for each of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff, Volunteers</li> <li><input type="checkbox"/> Vendors, Performers, Suppliers, Contractors</li> <li><input type="checkbox"/> Participants &amp; Guests</li> </ul> <p>Resources:</p> <ul style="list-style-type: none"> <li>• <a href="#">King County COVID Communications Tool Kit</a></li> </ul>  |

#### 4. STAYING INFORMED

To ensure that you stay up to date on the guidance that is being issued by the state, you are required to:

- Consult the [Washington State Coronavirus Response website](#) and applicable [Proclamations](#) on a periodic basis or whenever notified of the availability of new guidance.
- Specifically, follow requirements in Governor Inslee’s Proclamation [20-46 High-Risk Employees – Worker’s Rights](#).
- Check frequently for updated [Washington State COVID-19 resources for businesses](#).

For industry specific guidance, refer to these resources:

- [International Festivals & Events Association Coronavirus Resources](#)
- [Event Safety Alliance Re-opening Guide](#)
- World Health Organization Mass Gathering [Recommendations](#), [Q&A](#) and [Risk Assessment Tool](#)
- [IAEE Essential Considerations for Re-opening](#)
- [USA Track & Field](#) logistical information and guidance for event directors and local organizing committees
- [National Independent Venue Association Reopening Resource Guide](#)
- [“The Safe Way Forward”](#) A joint report of the DGA, SAG-AFTRA, IATSE and Teamsters’ Committees for COVID-19 Safety Guidelines
- [World Athletics Risk Assessment Tool](#)