SAFER AT HOME Guidance for Special Events
Updated: May 28, 2020

The statewide Safer At Home Order limits both public and private gatherings to no more than 10 individuals. Nothing in this guidance should be construed as permitting a gathering of more than 10 individuals.

Note: 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.

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 In-Person Events

- Public Health strongly discourages any organized activities that are likely to cause people to gather. Gatherings of more than 10 people are strictly prohibited. **This includes no public or private gatherings of more than ten people.**

- In-person events must be limited to ten people or fewer people. Both the organizer and each person is responsible for:
  - Strictly following all social distancing requirements.
  - Strictly following all face covering requirements.
  - Frequently cleaning and disinfecting any items that will be touched by more than one person.
  - If restrooms are available, cleaning them regularly and posting signage that they should be used by only one person at a time.
  - Not sharing food or beverages, services, or goods at the event.
Requirements for All Vehicle-Based Events

Public Health strongly discourages large vehicle-based events such as motorcades and drive in events.

- 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.

Additional Requirements for Drive-In Events

- Use electronics inside the car (i.e. cell phones) or a radio channel to broadcast audio.
- Frequently clean and disinfect any items that will be touched by more than one person.
- 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 and patrons at all times when outside of vehicles or if windows are down.
- Staff of sponsoring organization/business is limited to 10 people.
- 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 vehicle windows.
- Do not provide shared spaces or opportunities for gathering outside vehicles.

Restrooms

- If restrooms are available, they must be cleaned 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
- 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 12 feet apart 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
- 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.
- Event staff 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 to pick up.) Any pickup counter must implement social distancing measures.

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