



SAFER AT HOME Guidance for Special Events

Updated: August 12, 2020

The latest statewide [Safer At Home Order](#) allows for limited in-person gatherings with appropriate social distancing and precautions. **All events must comply with the related state guidance:**

- Indoor Events: <https://covid19.colorado.gov/safer-at-home/indoor-events>
- Outdoor Events: <https://covid19.colorado.gov/safer-at-home/outdoor-events>
- Life Rites (i.e. funerals, weddings, graduations, etc.) and Places of Worship: <https://covid19.colorado.gov/worship-guidance>

Note: All 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 whenever possible.

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 Vehicle-Based Events such as Motorcades

- 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.

Requirements for Drive-In Events

- Use electronics inside the car (i.e. cell phones) or a radio channel to broadcast audio whenever possible.
- 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
 - The only exception to this rule is for the use of restroom facilities and/or concession pickup
- Masks must be worn by staff at all times and patrons when outside of vehicles or if windows are down.
- Staff of sponsoring organization/business is limited to 10 people except where additional staff are on premises to monitor social distancing and other safety precautions.
- 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 open vehicle windows.
- Do not provide opportunities for gathering outside vehicles; restrooms and minimal concessions are permitted subject to the requirements below.

Restrooms for Drive-In Events

- If restrooms are available, they must be cleaned frequently 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 for Drive-In Events

- 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 9 feet apart or leave one empty space between vehicles (if using an existing striped parking lot) 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.

Bicycles at Drive-In Events

- Two cyclists maximum per space. One empty space or 9 feet between other vehicles
- If more than ten cyclists are to be allowed the facility would need to submit a plan to Boulder County Public Health that is in accordance with the outdoor event guidelines (see below).
- Cyclists must remain stationary inside “space” unless using restroom facilities and/or concession pickup
- Mask use is mandatory at all times
- Bikes, chairs, etc. all need to be within defined space
- Encourage cyclists to use spaces in front

Concessions for Drive-In Events

- 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.](#)
- 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 for pickup.) Any pickup counter must implement social distancing measures.



Guidance for In-Person Events

- Life rite events (e.g. weddings (excluding receptions), graduations, funerals) and places of worship: <https://www.bouldercounty.org/wp-content/uploads/2020/06/safer-at-home-guidance-life-rites-and-worship-062320.pdf>
- Indoor Events: <https://covid19.colorado.gov/safer-at-home/indoor-events>
- Outdoor Events: <https://covid19.colorado.gov/safer-at-home/outdoor-events>
- Events serving food and/or beverage, also see the Restaurants and Food Services guidance: <https://covid19.colorado.gov/safer-at-home/restaurants-food-services>

General Requirements for All In-Person Events

- Individuals who are sick must remain at home.
- Vulnerable individuals are strongly recommended to remain at home.
- Face coverings are required for all attendees, employees, and operators unless doing so would inhibit the individual's health, in which case reasonable accommodations should be pursued.
- Give reminders to observe at least 6 feet social distance before, during, and after events.
- Performers are not included in capacity limits as long as they do not join the spectator or patron areas at any time and remain at least 25 feet from attendees and use a separate entrance and exit.
- Develop plans for:
 - [A protocol for symptom screening](#)
 - Cleaning bathrooms and high touch surfaces
 - Direction of movement and seating for guests/patrons during arrival and departure and at all times to manage traffic flow between activities and insure capacity limits and social distancing are maintained per activity
 - Collect contact information for guests or attendees through ticket sales, reservations, RSVPs, or having sign-in sheets. Include times of arrival and departure, to help with potential exposure notification

Capacity Limits For Indoor Events

Please use the [Social Distancing Calculator](#) to calculate the maximum occupancy of your space, up to a maximum of 100 people.

Capacity Limits for Outdoor Events

Please use the [Social Distancing Calculator](#) to determine the maximum occupancy of your space, up to a maximum of 175 people.

Reminder: All 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.

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

