

# Pinellas County

## COVID-19 Outdoor Large-Scale Special Events Checklist

Pinellas County is committed to increasing measures to mitigate the spread of COVID-19. Therefore, organizers hosting outdoor large-scale events (LSSE) with 1,000 people in attendance at any one time or more must comply with Emergency Order 21-3

**Prepare and Follow an Approved COVID-19 Event Safety Plan.**

1. For outdoor large-scale events within a city, the city must require a COVID-19 Event Safety Plan that conforms to the requirements of Emergency Order 21-3 and provide the city approved COVID-19 Event Safety Plan to the Pinellas County Administrator prior to, or in conjunction with the issuing of a permit or approval.
2. No city permit or approval for an outdoor large-scale event may be issued without the approved COVID-19 Event Safety Plan.
3. For outdoor large-scale events within unincorporated Pinellas County, the event organizer must submit a COVID-19 Event Safety Plan and receive formal written approval from the Pinellas County Administrator prior to holding the event.

**COVID-19 Event Safety Plan minimum requirements.** At a minimum, the plan must outline the steps that will be taken to mitigate the spread of COVID-19, including, but not limited to:

- Face coverings are mandatory.** Face coverings (also known as “face masks”) must be worn by all persons in attendance at an LSSE subject only to the exceptions permitted within this Order (see below). Describe how the requirement for mandatory face coverings will be communicated to Staff and attendees and consistently reinforced.
- Social Distancing.** Social Distancing must be maintained to the greatest extent practicable at all times. Describe what steps will be taken to ensure social distancing.
- Limitation on Number of Attendees.**
1. No more attendees than may Socially Distance within the area of the LSSE may be allowed into the event.
  2. Establish a cap on attendees to meet Social Distancing requirements and describe how this will be managed to maintain the event within this limit. (i.e. the maximum number of people allowed at the event at any one time divided by total useable area in sq. ft., that allows for social distancing).

3. Organizers should continue to assess, based on current conditions, whether to postpone, cancel, or significantly reduce the number of attendees for LSSEs.
4. Provide a site map with dimensions that allows for the ability to determine:
  - Total event area square footage;
  - Location and dimensions of all entrances, exits, booths, stages, activities, facilities, bathrooms, or vendors will be, including queue areas at which gatherings or lines might be expected to form.

**Ingress/Egress, Access Control, and Line Queuing.**

1. Describe how activities, including arrival and departure from the event, will be managed in compliance with the face covering and social distancing measures.
2. Where distancing of at least 6 feet cannot be maintained between people physical barriers should be used to help reduce the risk of transmission. Show any such barriers on the site map.
3. Describe strategies to address the following requirements:
  - Establish separate entry and exit points. Describe how there has been considered and implemented width to allow for free movement, queue markings, and provision of handwashing and sanitizing stations.
  - Minimize queuing. Encourage pre-purchase of tickets and ensure sufficient ticket sellers and food, beverage or goods vendors to prevent long lines for which adequate room for queuing in the space available may be accomplished while maintaining Social Distancing.

**Screening and Sick Persons.** No person displaying COVID-19 symptoms (such as fever, cough or shortness of breath, sore throat or tiredness) should attend the event. Event organizers are required to screen Staff and attendees for COVID-19 symptoms prior to or before entering the event.

1. Describe how you will advise Staff and attendees who are displaying COVID-19 symptoms (such as fever, cough or shortness of breath, sore throat or tiredness) not to attend the event. Will refunds for non-attendance to encourage the unwell to stay home be offered?
2. Identify a specific person or office to whom Staff and attendees should report if they become unwell during the event.
3. Describe what protocol will be taken in the event that anyone appears at the event displaying COVID-19 symptoms.

**Signage and Communication of Requirements.**

1. Signs must be posted, at a minimum, be at all entry points and the entrances to all bathroom facilities that reflect the requirements for mandatory face masks, social distancing, and advising those that are sick to stay home. Signs must be not smaller than 11" x 17".
2. Describe or provide any additional signage to be placed throughout the event that discourages attendees from gathering in any one area of the event and encourages attendees to remain at least 6 feet from others when moving

through the event.

3. Describe how you will ensure communication with Staff and attendees to ensure Staff and attendees know what their responsibilities are.
4. Describe how the event will promote these measures and requirements when advertising the event or ticket sales.

## **Sanitation and Disinfection Requirements.**

1. Describe your process and schedule to ensure that all frequently touched objects and surfaces will be cleaned and disinfected on an ongoing basis. At a minimum the sanitization and disinfection plan must provide for:
  - Frequently during the event provide for cleaning and disinfection of high touch surfaces such as door handles, handrails and counters and shared facilities, including bathrooms.
  - A regular cleaning routine should be in place for all other areas within the event. Refer to the CDC Guidance for Cleaning and Disinfecting [https://www.cdc.gov/coronavirus/2019-ncov/community/disinfectingbuildingfacility.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fcleaning-disinfecting-decisiontool.html](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfectingbuildingfacility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fcleaning-disinfecting-decisiontool.html).
  - Identify what Staff is responsible for this cleaning and disinfection.
  - Identify what sanitation supplies will be provided, where and how frequently they will be replenished.
2. Describe how you will provide training on sanitation practices to Staff and ensure they have access to sufficient supplies to accomplish the sanitization and disinfection plan. At a minimum Staff must know and be trained to:
  - Frequently wash hands with soap and water e.g. after going to the bathroom, after handling money, before and after eating and after touching face or hair.
  - Avoid touching eyes, mouth and nose.
  - Wash hands with soap and water or use a hand sanitizer at the beginning of their shift and before commencing a new activity.
  - Not attend work if they are not feeling well.
  - Describe how you will provide sanitization information to attendees which must at a minimum include advice to wash hands with soap and water or use hand sanitizer upon entering an event, and to frequently wash hands with soap and water or use hand sanitizer during the event.
  - Describe payment options to be utilized during the event for ticketing, vendors, or activities. Promote cashless payments. However, if cash is exchanged, require those handling cash to wash hands with soap and water, or use hand sanitizer after handling money. Sanitize any pens, or hard surfaces between each use.

**Enforcement of Requirements.**

1. Develop and describe clearly defined protocols to ensure adherence to Social Distancing, face covering and sanitation measures by all Staff and attendees.
2. What steps will be taken should someone not comply?
3. Identify the person at the event who is responsible for monitoring the event and ensuring procedures and measures identified in the COVID-19 Event Safety Plan are implemented and followed during the event. This person is designated as the COVID-19 Event Safety Plan Manager. Provide contact information (phone number and/or email address) at which the COVID-19 Event Safety Plan Manager may be reached at all times within 15 minutes during the LSSE and for the two hours before the event.
4. Describe the staffing plan that will ensure that there will be sufficient Staff to monitor and ensure compliance with an approved COVID-19 Event Safety Plan.
5. Describe measures you will implement to ensure that all businesses/organizations/suppliers/vendors involved in your event are aware of and will comply with Social Distancing, face covering, and sanitation measures. At a minimum this must include a signed statement of commitment from all contractors and sub-contractors that they are governed by and will comply with your COVID-19 Event Safety Plan.

**Applicability:**

- This Order applies to all incorporated and unincorporated areas within Pinellas County. This Order serves as a minimum requirement and the municipalities within Pinellas County may establish more stringent standards within their jurisdictions to the extent permitted by law.
- Any provision(s) within this Order that (i) conflict(s) with any state or federal law or constitutional provision, or (ii) conflict(s) with or are superseded by a current or subsequently-issued Executive Order of the Governor or the President of the United States solely to the extent such Executive Order (a) expressly preempts the substance of this Order or (b) imposes stricter closures than set forth herein, shall be deemed inapplicable and deemed to be severed from this Order, with the remainder of the Order remaining intact and in full force and effect.
- Nothing in this Order or any Pinellas County Emergency Order applies to a training, competition, event, or game for a professional sports team in accordance with the Governor's Executive Order 20-123.

**Exceptions:**

1. This Order does not apply to:
  - School events that are operated by or under the jurisdiction of the Pinellas County School Board. However, the use of facial coverings and the limitation of gatherings are encouraged. All activities are encouraged to comply with the CDC's "Considerations for Schools," which are available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schoolschildcare/schools.html>

- Public Health events such as mass immunizations or virus testing. These events should comply with all applicable CDC Guidelines.
  - Religious rituals where Social Distancing is otherwise maintained at all times except during such times as it would interfere with an integral part of the ritual
2. This Order does not require compliance with the requirement to wear a face covering while attending a LSSE for the following:
- Children under the age of 2.
  - When actively eating or drinking while stationary or seated and maintaining Social Distancing.
  - Persons exercising while maintaining Social Distancing.
  - In any manner that would conflict with the Americans with Disabilities Act (ADA).

**Enforcement by Authorities:**

1. Any person at any gathering in violation of the limitations in this Order is individually liable for the violation and subject to all applicable civil and criminal penalties. Additionally, the owners, operators, and landlords of residential or commercial property are individually liable for any prohibited gathering that occurs on their property, regardless of whether such owners, operators, or landlords are in the residence or on site at the time of the violation. However, owners and landlords of a residential property that is under a lease with a contract term of 6 months or longer are not individually liable under this provision for gatherings taking place at the leased property.
2. In the event that there is not substantial compliance with an approved COVID-19 Event Safety Plan, the County Administrator or City Mayor or City Manager, or their designee or Law Enforcement may require the event to immediately close and cease.

**Definitions:**

1. “CDC Guidelines” means the guidance from the U.S. Centers for Disease Control and Prevention that is available at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>, as may be updated from time to time, and any guidance or subpages on that site.
2. “Large-Scale Special Event” or “LSSE” means an outdoor (in whole or in part) onetime or infrequently occurring opportunity for a leisure, social, cultural or other experience outside the normal range of choices or beyond everyday experience, or which is outside normal day to day programs or activities of the sponsoring or organizing body that has more than 1000 people in attendance at any one time. Events held only annually or semi-annually are not day to day programs or activities and may be an LSSE depending on the size of the event.
3. “Social Distancing” means staying at least 6 feet away (in all directions) from any person from outside your household or immediate family.
4. “Staff” means all performers, vendors, organizers, employees, volunteers, contractors, sub-contractors, and workers of any kind.