

EVENT GUIDELINE PRINCIPLES FOR HOSTING OUTDOOR EVENTS

Because Riverwalk oversees 10 parks in downtown Fort Lauderdale, the intent is to place fixed guidelines in place for any event that may come under our annual event agreement with the City of Fort Lauderdale and comply with the Emergency Orders of the County, City and Parks Department at the most restrictive level.

All Riverwalk employees and volunteers will be quizzed and tested on arrival at the site to assure good health. Temperatures will be taken and should anyone not be in good health, they will be asked to leave. All staff/employees will wear masks and gloves during the event. All will be required to hand wash frequently and change gloves.

Hand Hygiene and Respiratory Etiquette

- Require frequent employee handwashing (e.g., before, during, and after taking tickets; after touching garbage or assisting with set-up) with soap and water for at least 20 seconds and with increase monitoring to ensure adherence.
- If soap and water are not readily available, employees can use hand sanitizer that contains at least 60% alcohol and rub their hands until dry.
- Encourage staff to cover the mouth and nose with a tissue when coughing and sneezing. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Encourage attendees to wash hands often and cover coughs and sneezes.
- Attendees often exchange handshakes, fist bumps, and high-fives at meetings and sporting events. Display signs (physical and/or electronic) that discourage these actions during the event.
- Hand washing stations will be in the park in multiple locations with appropriate signage.

Masks

- Require the use of masks among staff. Masks are most essential in times when physical distancing is difficult (e.g., when moving within a crowd or audience).
- Provide all staff with information on proper use, removal, and washing of masks.
- Advise staff that masks should not be placed on:
 - Babies or children younger than 2 years old
 - Anyone who has trouble breathing.

- Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance
- Require attendees ahead of the event to bring and use masks at the event. Extra masks will be available on site.
- Masks are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Masks are not meant to be a substitute for personal protective equipment such as surgical masks, respirators, or other medical personal protective equipment.
- Masks are strongly encouraged in settings where individuals might raise their voice (e.g., shouting, chanting, singing).

Adequate Supplies

- Ensure adequate supplies to support healthy hygiene behaviors. Supplies include soap, water, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, masks (as feasible), and no-touch trash cans.

Signs and Messages

- Signs will be posted in highly visible locations (e.g., at entrances, in restrooms) that promote everyday protective measures and describe how to stop the spread of germs by properly washing hands and properly wearing a mask.
- Broadcast regular announcements on reducing the spread of COVID-19 on public address systems and reminders of compliance with the event requirements for mask and hand sanitizing.
- Include messages (for example, videos) about behaviors that prevent spread of COVID-19 when communicating with staff, vendors, and attendees (such as on the event website and through event social media accounts).
- Circulation Patterns will be established to assure safe distancing
- Markings/Circles will be in place to separate group for safe distancing.
- Designated areas to sit will be identified for eat/drinking with appropriate distancing for any time a mask may be removed.

Cleaning and Disinfection

- Clean and disinfect frequently touched surfaces within the venue at least daily or between uses as much as possible—for example, door handles, sink handles, drinking fountains, grab bars, hand railings, and cash registers.
- Clean and disinfect shared objects between uses—for example, payment terminals, tables, countertops, bars, and condiment holders.

- Closing any area such as drinking fountains that cannot be adequately cleaned and disinfected during an event.
- Develop a schedule for increased, routine cleaning and disinfection.
- Each event shall have a cleaning routine in place before during and after to assure needed compliance and will have a dedicated staff person to ensure that compliance
- Plan for and enact these cleaning routines when partnering with others for the use of outdoor parks in the Riverwalk District and ensure that other groups follow these routines.
- Ensure safe and correct use and storage of cleaners and disinfectants to avoid harm to employees and other individuals. Always read and follow label instructions for each product, and store products securely away from children.
- Use EPA-approved disinfectants against COVID-19.
- Cleaning products should not be used near children. Staff should ensure that there is adequate ventilation when using these products to prevent attendees or themselves from inhaling toxic vapors.
- Use disposable gloves when removing garbage bags or handling and disposing of trash.
- After using disposable gloves, throw them out in a lined trash can.
- Do not disinfect or reuse the gloves.
- Wash hands after removing gloves.

Restrooms

- Restrooms will have an attendant for set-up, event and teardown.
- The number of people who occupy the restroom at one time shall be limited to allow for social distancing.
- Crowds or lines will not be allowed to form near the restroom without maintaining a distance of at least 6 feet from other people. Footstep signs will be posted to assure social distancing of at least 6 feet in any line.
- Ensure that open restrooms are:
- Operational with functional toilets.
- Cleaned and disinfected regularly, particularly high-touch surfaces such as faucets, toilets, stall doors, doorknobs, countertops, diaper changing tables, and light switches.
- Clean and disinfect restrooms daily or more often, if possible, with EPA-approved disinfectants against COVID-19.
- Ensure safe and correct application of disinfectants and keep products away from children.
- Will be adequately stocked with supplies for handwashing, including soap and water or hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.

- When providing portable toilets, handwashing stations will be adjacent to that location to ensure compliance. An attendant will be on duty at that location to ensure all supplies are stocked as needed and compliance with distancing is observed.

Modified Layouts

- Limit attendance or seating capacity to allow for social distancing, or host smaller events in larger rooms (Areas).
- Use multiple entrances and exits and discourage crowded waiting areas. Direction arrows will be in place to direct guests in the same direction and to assure that safe distancing is complied
- Block off rows or sections for seating in order to space people at least 6 feet apart.
- Eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks.
- Prioritize outdoor activities where social distancing can be maintained as much as possible.
- Offer online attendance options in addition to in-person attendance to help reduce the number of attendees.
- Attendees will be limited to a specific number in the area which will be less than 50% of the areas available (Maximum attendees by Park area)
- Esplanade 10,000
- Huizenga 15,000
- Smoker 500
- Feldman 2,000
- Sistrunk 15,000
- Hardy Park Dictated by event (ball game, tennis and the like already defined by the County)
- Stranahan 4,000
- Bubier 100
- Riverwalk Liner Park 5-mile linear park – easily safe distanced and to manage directionally. The park is approximately 2.5 miles on each side of the New River.
- Riverwalk Laura Ward Plaza 500
- A small number of green spaces that are not event oriented and act as passive space in the downtown.
- Each of the above parks will be at 50% or less depending on the type of event and forecasted flow.

Physical Barriers and Guides

- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times (e.g., guides for creating one-way routes).
- Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart. Barriers can be useful at cash registers and other areas where maintaining physical distance of 6 feet is difficult.
- Change seating layout or availability of seating so that people can remain least 6 feet apart and remain seated at all while eating or drinking when mask is removed.

Vendors

- Staff is responsible for ensuring all vendors/performance groups are aware of and adhering to COVID-19 policies and procedures.
- Vendors should be familiar with the CDPHE Workplace Outbreak Guidance (available on the [Guidance & Resources page](#)) and apply all recommendations for prevention and mitigation that are outlined in that document to their operation.
- Vendors and Employees must wear face coverings unless doing so would inhibit the individual's health, in which case reasonable accommodations should be pursued to maintain the safety and health of all parties.
- Train employees in proper use of protective equipment and emphasize that they should refrain from face-touching. Keep documentation of this training and make it available upon request of the local public health agency.
- Require handwashing upon arrival, departure and frequently throughout the day.
- Implement symptom monitoring protocols (including workplace temperature monitoring and symptom screening questions where possible)
- Do not allow multiple people to handle objects unless you can disinfect objects between each person.
- Extend setup timelines to allow vendors more time to set up and not overlap

Performers

- Performers/competitors must comply with all standards in this procedure.
- Performances or competitions must be a minimum of 25 feet distance from patrons.
- Participants (e.g., players, performers, actors, competitors, entertainers, etc.) in events must be checked for fevers, symptoms, and exposures before or at arrival.
- Participants (e.g., players, performers, actors) who have been in close contact with a person suspected or confirmed to have COVID-19 should not participate and should self-quarantine.



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- Where necessary, implement alternative placement of performers. If spacing is not possible, in some situations it may be suitable to install barriers to minimize transmission of aerosolized particles.
- Maximize physical spacing between performers on-stage.
- Encourage all employees to wear face coverings, unless doing so would inhibit the individual's health.
- Performers should use a separate entrance/exit than patrons where possible.
- Performers are not included in capacity limits if they do not join the spectator/patron areas at any time and remain at least 25 feet from attendees. If performers join the patron spaces, they must be included in the capacity limit numbers.
- Disinfect high touch areas and equipment such as microphones, instruments, props, etc. between uses.

This plan is generated to manage events in public parks with limited attendance once permitting to host events is provided. The plan will follow all Emergency Orders of the County, City and area Parks Department to assure that the most restrictive approach prevails.

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