



Florida Event Safety Guide

For Events During the
COVID-19 Pandemic

Lee County

FLORIDA EVENT SAFETY GUIDE (LEE COUNTY)

This interim festival guidance is intended for Paragon’s COVID 19’s responsible for planning mass gatherings events in the state of Florida. We understand the economic need and community pressure to open, and at 100%, however we will be following the collective recommendations of the World Health Organization (WHO), Centers for Disease Control and Prevention (CDC) and State public health officials

According to the Department of Health, **Lee County does NOT meet** the criteria for the next phase of reopening, this is dated; 10/23/2020. It is Paragon’s foremost responsibility to mitigate health risks to our staff, vendors and patrons that attend our events. As of this moment there is a “Risk of Outbreak” in Lee County.

WHEN TO OPEN?

Paragon will start producing events when our host communities are writing permits and the **positivity in testing rates are below 5% or lower for at least 14 days.**

PROPOSED CAPACITY LEVELS

We propose opening of events on a percentage of the total event occupancy capacity. The event occupancy would comply with Section 1004 of the International Fire Code and be determined by the Building Inspector or a members of the Certified Commercial Property Inspectors Association (CCPIA).

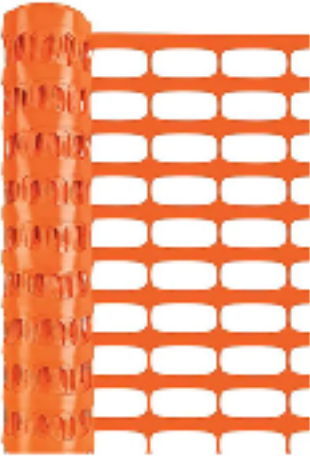
	Positivity Test Rates	Event Capacity
LEVEL 1	3-5%	50%
LEVEL 2	1-2.9%	75%
LEVEL 3	Below 0.5	100%

A fence will be placed around the event with one entrance/one exit and two emergency exits. A security guard will have a hand counter and limit onsite crowd capacity to be determined by the event “LEVEL.”

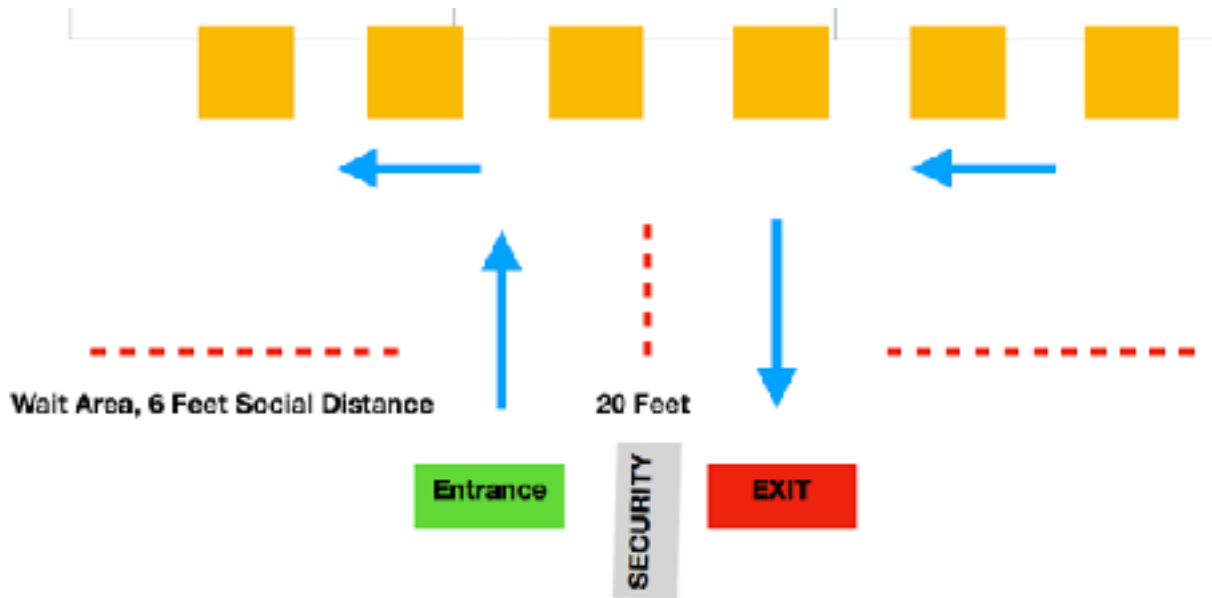


The first national art event to take place during COVID-19 crisis was in the Village of Westhampton Beach (above), New York on Labor Day Weekend and produced by Paragon Fine Art Festivals.

Crowd control fencing examples:



EVENT ENTRANCE/TRAFFIC FLOW



PATRON EDUCATION

- Over 200 corrugated signs and ground directional flow arrows will be incorporated into two oneway flow lanes.
- **Social media in addition to our** web sites will have information on our safety requirements.
- **Guest services staff and volunteers** walking along the line at ingress or among patrons waiting for service can put a friendly face on health and safety rules, and will encourage compliance by modeling good behavior.
- **Messaging to patrons** will be done by storyboards, audible announcements by by performing artist and on-site staff.
- 2 Feather banner flags will be used at the exit and entrance.



WORKER HEALTH AND HYGIENE

Because COVID-19 is a highly contagious virus with insufficient testing and no vaccine, workers and volunteers must diligently address the health risks of working in the close confines of many event spaces.

Infection Mitigation Coordinator. A staff worker with appropriate medical and risk management knowledge be designated the “Infection Mitigation Coordinator” for the event. This role is essential during this pandemic, and it should be incorporated into health and safety plans and training. The Infection Mitigation Coordinator would have the following functions.

- Coordinate with, communicate, and help implement public health guidelines.
- Work closely with the event producer or venue operator to develop and implement event health plans.
- Ensure that existing safety plans are modified for compatibility with new health plans.
- Help create worker training that applies current information about hazards and infection control measures, including social distancing, hand-washing, temperature checking, and disinfecting high-touch surfaces.
- Determine, in conjunction with Paragon or City, if a worker or patron may safely enter the event space when there is a health concern.

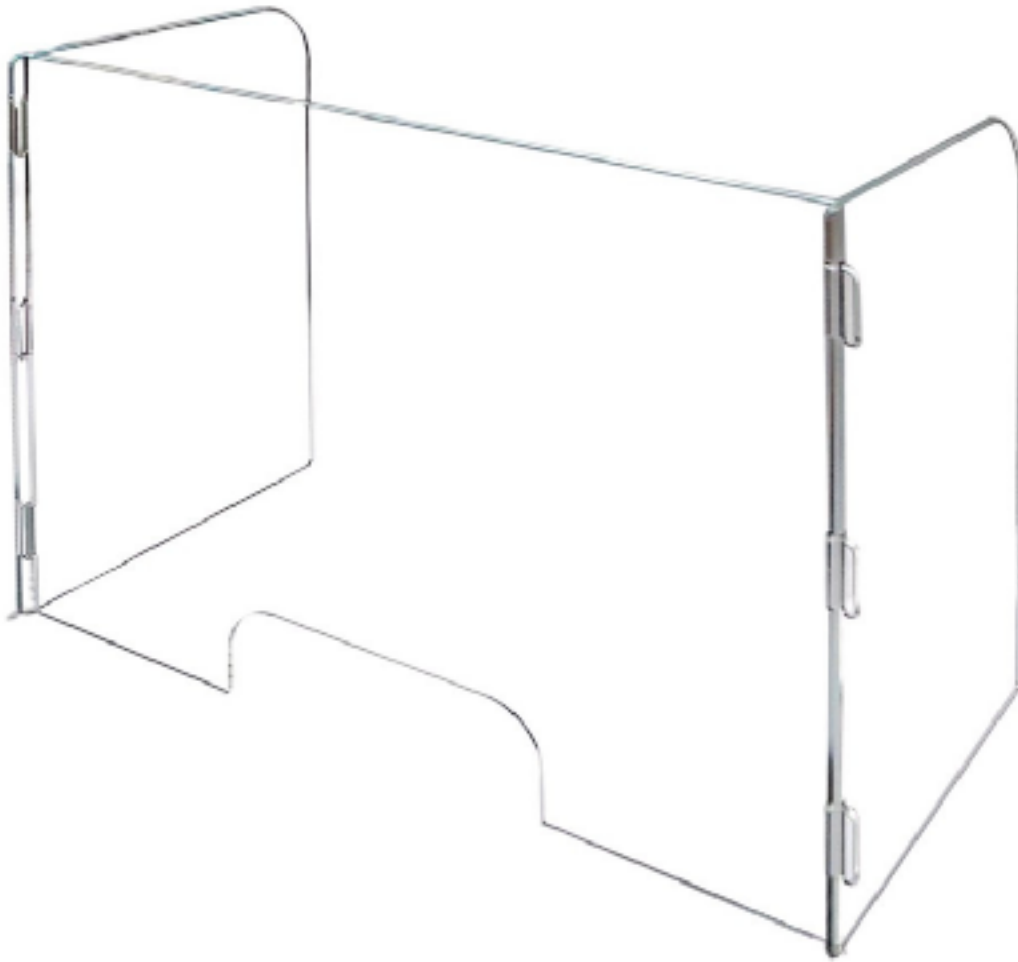
Practices for Healthy Workers and Volunteers.

- **Social Distancing.** Public health guidance stresses that whenever possible, everyone should leave at least *six feet (about two meters)* to the person closest to them. Where a task cannot be accomplished working alone, workers can limit their exposure by forming a “work team” in which people routinely work together, but they keep their distance from everyone else.
 - **Hand Washing.** Frequent hand washing with soap is vital to help combat the spread of any virus. Workers will use sanitizer containing at least 60% ethanol or 70% isopropanol when a sink is not available. Workers will also wash their hands at the beginning and end of each shift and break, after using the restroom, sneezing, touching their face, blowing their nose, cleaning, sweeping, mopping, smoking, eating, or drinking.
 - **Gloves.** Gloves are not a substitute for regular hand washing. Gloves made of vinyl or similar non-absorbent material that allows fine motor function without possibility of contaminating the wearer’s hands should be worn when conducting health checks on workers or patrons, when handling food, tickets, or any items on which infection can be transmitted, and when using cleaning or disinfecting

products. Workers should be trained on the proper use of gloves, including frequency of disposal and hand-washing based on the worker's specific duties, to avoid spreading the virus in high-touch areas.

- **Face Coverings.** Physical respiratory protection such as a cloth face covering should be worn whenever people are within six feet (two meters) of each other because (a) COVID-19 is spread through respiratory droplets and (b) a significant number of infected people will show no outward symptoms of illness. Face covering requirements should be task-specific and include instruction on proper use. For example, workers doing temperature screening will use a N-95 or equivalent face coverings when dealing with potentially sick workers or patrons. In order to ensure maximum comprehension and compliance, signage posted throughout the venue should show how to wear and use a face covering, including these points.

- Wash your hands before putting on a face covering.
- Put the same side against your face each time to avoid wearing the “contaminated side” against your nose and mouth.
- Remove your face covering using the straps to avoid touching the part that protects your face.
- Wash cloth face coverings after each use, and wear other masks only according to the manufacturer's specifications.
- **Personal Protective Equipment (“PPE”).** For workers, PPE to minimize the risk of exposure to coronavirus is as necessary as it is for patrons. Employers should ensure that in addition to face coverings and gloves, workers and volunteers have PPE appropriate for their work, and that vendors and independent contractors provide and use their own.
 - **Temperature Screening.** At our point of entry workers will conduct temperature screening using ‘no-touch’ thermometers approved by the Infection Mitigation Coordinator on all staff. Anyone displaying a temperature over 100.4 F (38.0 C) will be taken to a private area for a secondary temperature screening. Workers or patrons confirmed to have a higher temperature will be denied entry and directed to appropriate medical care.
- **Touching Your Face.** Workers should avoid touching their eyes, nose, and mouth. Microphones, headphones, and other personal equipment should not be shared, and should be sanitized before and after each use.
- **Cough and Sneeze Etiquette.** Workers will be instructed cover their cough or sneeze with a tissue, or an elbow or shoulder if no tissue is available, followed



- Freestanding Clear Acrylic Plexiglass 3-Sided Sneeze Guards will be used at the Ticket and Information booths.

HAND SANITIZER

All attending vendors will be required to have hand sanitizer available for the public. Public restrooms, bars and the event entrance will also have stations.

- **Sanitizer Stations.** Once a patron has entered the venue, there will be hand sanitizer station immediately in front of them. The Infection Mitigation Coordinator will appoint hand sanitizer monitors at points of ingress to ensure that all patrons enter with clean hands.

TOLIETS

An attendant will clean each toilet after use, this is a practice we have employed for the last two years. Doggie bags will be available to use on toilet handles. The front and back of door, and door handles and push plates on the portable units will be sanitized.

SANITIZING THE VENUE

Sanitizing High-Touch Areas. As soon as vendors begin to load in, surfaces and objects that are touched frequently, such as the ones listed below, should be regularly disinfected using products approved by the applicable health authority.

- Barricades the public may touch
- Reception desks, bars and ticket counters
- Point of Sale terminals, and other keypads
- Tables and chairs
- Baby changing stations
- Trash receptacles will have **NO** touch points (trash receptacle will be open)
- Backstage and technical equipment
- All Food Preparation Areas
- Handles of all kitchen equipment doors, cabinets, push pads
- All counter surfaces

CLEANING AND DISINFECTING

- **Cleaning Technique.** Clean high-touch areas will be cleaned using water and soap or cleaning solution to remove dirt and impurities from surfaces and objects and reduce germ counts.
- **Documentation.** A supervisor will ensure that cleaning logs are carefully entered and preserved for reference. A copy of the Paragon's cleaning and disinfection plan will be available on request.
- **Sanitizer Stations.**
- Once a patron has presented their ticket and entered the venue, there should be hand sanitizer or options for hand washing immediately in front of them. The Infection Mitigation Coordinator should appoint hand



sanitizer monitors at points of ingress to ensure that all patrons enter with clean hands.

EVENT SIZE/NUMBER OF VENDORS

The event will be reduced to approximately 1/2 of its normal size (number of booths), depending on the event "LEVEL". A 6-10 foot spacing/social distancing policy will be established with all vendors. By spacing patrons can wait in line while maintaining social distance and not block access for pedestrians passing by.

PARTITIONS

Where practicable, physical barriers such as clear plastic partitions will be installed at registers, food booths, vendors, and bars.

FOOD AND BEVERAGE, AND VENDORS

- **Ordering.** Menus can be posted electronically or printed on single-use paper to avoid transmitting germs on reusable plastic menus. Electronic ordering can be encouraged using QR codes for each menu item. In lieu of being served by waitstaff, patrons can be notified by text when their order is placed at a designated pick-up area, creating a touchless service experience that also avoids crowds of patrons waiting for their food.
- **Counter Service.** At a self-service restaurant or concession stand, the number of counter staff should be limited consistent with social distancing. Workers will place food and beverages on the table, counter, or other surface rather than handing purchases directly to patrons.
- **Point of Sale Terminals.** POS terminals will be assigned to one worker where possible, and they should be sanitized between each user and before and after each shift. If multiple servers are assigned to a terminal, then servers should sanitize their hands after each use. Workers who handle money should wear gloves and should not serve food or beverages. Where a point of sale system requires a signature or entry of a PIN, a disposable wooden stylus may allow a touchless transaction.
- **Grab and Go Prohibited.** Workers will place requested items on the counter for patrons in order to reduce touching of food or packaging. For this reason, self-service buffets, even with clear breath guards, will be difficult.
 - **Bar Hygiene.** Bartenders will model safe behavior by wearing a face covering and gloves when they are behind the bar. Garnishes should be prepared in a central location like the kitchen and provided with tongs to bartenders, or they should be eliminated entirely. Patrons should hold their own identification for bartender inspection. If a worker must handle a patron's ID, the worker should then dispose of their gloves and wash their hands before resuming service.

- **Tables and Chairs.** Dining tables, bar tops, stools and chairs will be sanitized after each use. Designated workers will clean and disinfect furniture before, during, and after events. Once furniture is positioned to allow social distancing, the new location can be marked on the ground.
 - **Utensils.** To replace individual eating utensils, patrons will be provided pre-wrapped cutlery, straws, and stirrers, or they can take what they need from individual item dispensers such as Smartstock.
- **Beverage Packaging.** Formerly self-service fountain drinks will be replaced with bottled beverages.
- **Condiments.** Condiments should be served with food orders or only at patrons' request, in disposable single-use packages or containers that can be sanitized after each use. Open condiment service buffets should not be used.

LEGAL ISSUES

Myriad legal issues may arise as events and venues reopen during a pandemic. Most cannot be meaningfully addressed in a general way, so you should consult your attorney about your own situation. One issue that can be addressed here is your legal exposure if someone claims they got sick attending or working at your venue or event. To begin, here is some basic law.

The legal name for a claim of personal injury or wrongful death is a "tort." In a tort case, the injured party has the burden to prove four elements: (1) they were owed a duty of care by defendants; (2) there was a breach of that duty; (3) that breach was the cause of (4) plaintiff's damages.

- **Duty of Care.** Taking steps discussed in this *Reopening Guide* to mitigate the risk of illness, and documenting how you arrived at your conclusions and enforced your new health policies, will be compelling evidence that you did not breach your duty to provide reasonably healthy and safe premises under these challenging circumstances.
- **Proximate Cause.** Any claim that someone got sick at a particular venue or event will face a significant causation problem. Given all the people with whom we have contact when we leave our homes, all the surfaces we touch, all the aerosols from other people that we unknowingly breathe in, as well as the incubation period for COVID-19, it will be difficult for most victims to isolate one contact as the source of illness while excluding all others as possibilities.

WAIVER/RELEASE FOR COMMUNICABLE DISEASES INCLUDING COVID-19

ASSUMPTION OF RISK / WAIVER OF LIABILITY / INDEMNIFICATION AGREEMENT

In consideration of being allowed to participate on behalf of **Paragon Festivals**,

Paragon Fine Art Festivals and Paragon Craft Events and related events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,
2. **I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS**, both known and unknown, **EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES** or others, and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation as regards protection against infectious diseases. If, however, I observe and any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, **HEREBY RELEASE AND HOLD HARMLESS Paragon Festivals, Paragon Fine Art Festivals and Paragon Craft Events** their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used and host cities to conduct the event (**"RELEASEES"**), **WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH**, or loss or damage to person or property, **WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE**, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SUBMITTING MY APPLICATION, I DO IF FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

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The applicant releases and agrees to hold harmless **Paragon Festivals, Paragon Fine Art Festivals and Paragon Craft Events** (hereafter known as Paragon) including all festival hosts, villages, towns, municipalities, property owners, sponsors and vendors from any loss/theft or damage to their property, or any

personal injury, however, caused or inflicted, which they or their helpers sustain while setting up or participating in any Paragon.

If accepted, the applicant agrees that photographs submitted by the vendor during the application process and/or images taken during the event which may include the vendor, their booth, or their work may be used by Paragon for promotional or publicity purposes.

The applicant also agrees to abide by the rules, policies, and guidelines developed for Paragon events as stated In the “Show Essentials” package and in all future correspondence. The vendor also acknowledges and accepts that failure to follow these regulations may result in expulsion from any and all of future Paragon events.

Further, Paragon reserves the right to make the final interpretation of all rules and policies. Under no circumstance shall Paragon be liable to me for any **CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR OTHER DAMAGES.**

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SUBMITTING MY APPLICATION, I DO IF FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT..

Name of participant: _____ Participant

signature: _____

Date signed: _____

REFERENCES

- Covid ActNow
- The Event Safety Alliance Reopening Guide
- Florida COVID Action Community Dashboard
- 12• Centers for Disease Control and Prevention
- Florida COVID Action Community Dashboard
- World Health Organization
- Florida’s COVID-19 Data and Surveillance Dashboard
- Florida Department of Health, Division of Disease Control and Health Protection