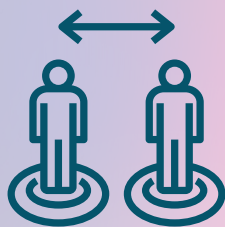


# COVID-19 Guidelines for Events

Prioritizing the health and safety of our community is of utmost importance to the City of Roswell. Event organizers are **required** to follow the CDC's "[Considerations for Events and Gatherings](#)" to ensure protocols and procedures reflect the most updated guidance.

Review the information in this document to help you develop the **COVID-19 Plan for Permitted Special Events** that you will provide to the City of Roswell. This plan should include:

- An **Internal Health Plan**—basically, all the topics that you were asked to include in your plan by the City's Special Events office to detail how you will comply with COVID-19 public health and safety guidelines.
- An **Emergency Service and Security Plan**, which should include a detailed site plan with the measurements and total square footage of the event area to be permitted and number of attendees. This plan should be approved by Roswell Police Department and Roswell Fire Department, which will review permitted area to determine capacity for social distancing.

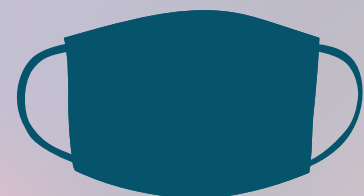


## Modified Layouts, Physical Barriers and Guides

- Limit attendance to allow for social distancing.
- Use multiple entrances and exits and discourage crowded waiting areas.
- 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.
- 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 in to help individuals remain at least 6 feet apart.

## Masks

- Require the use of masks among staff and volunteers.
- Encourage attendees ahead of the event to bring and utilize masks at the event. Event organizers are encouraged to have additional face masks available on site.



## Signs and Messages

- Post signs 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.
- Include messaging about behaviors that prevent the spread of COVID-19 when communicating with staff, vendors, and attendees (such as on the event website and through event social media accounts). This includes advising people to stay home if they are having symptoms, if they have come into contact with someone who is positive for COVID-19, or, of course, if they are positive themselves.
- Find freely available CDC print and digital resources about COVID-19 on CDC's communications resources page: [CDC.gov/Coronavirus/2019ncov/communication](https://www.cdc.gov/Coronavirus/2019ncov/communication)



### Hand Sanitizer Availability

- Hand sanitizer (containing at least 60 percent alcohol) should be provided at entrances and other well-marked and lit locations to encourage frequent use.
- Staff should regularly confirm you have enough supplies for people to clean their hands, as needed, throughout the event.

## Porta-Potty Guidelines

- Do not allow lines or crowds to form near the porta-potties without maintaining a distance of at least 6 feet from other people.
- Ensure that porta-potties are cleaned and disinfected regularly, particularly high-touch surfaces.
- Provide sanitizing stations alongside the porta-potties for easy access to hand-cleaning options.



### Cleaning & Disinfection

- High-touch areas—such as trash receptacles, barricades, food preparation areas, beverage stations, restrooms (toilets, sinks, soap dispensers, etc.)—should be disinfected regularly using materials effective against COVID-19.
- For any food service on site, you must enforce that shared objects—payment terminals, tables, countertops, bars, and condiment holders—will be cleaned and disinfected between uses.

## Helpful Tip!



Designate an **on-site Health Coordinator** to be responsible for responding to COVID-19 concerns. Although this is not an official requirement for your City of Roswell event plan, having someone specifically dedicated to ensuring all these measures are in place at your event can be extremely helpful. All staff and attendees should know who this person or office is and how to contact them.

### Questions?

Contact Roswell  
Special Events:  
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