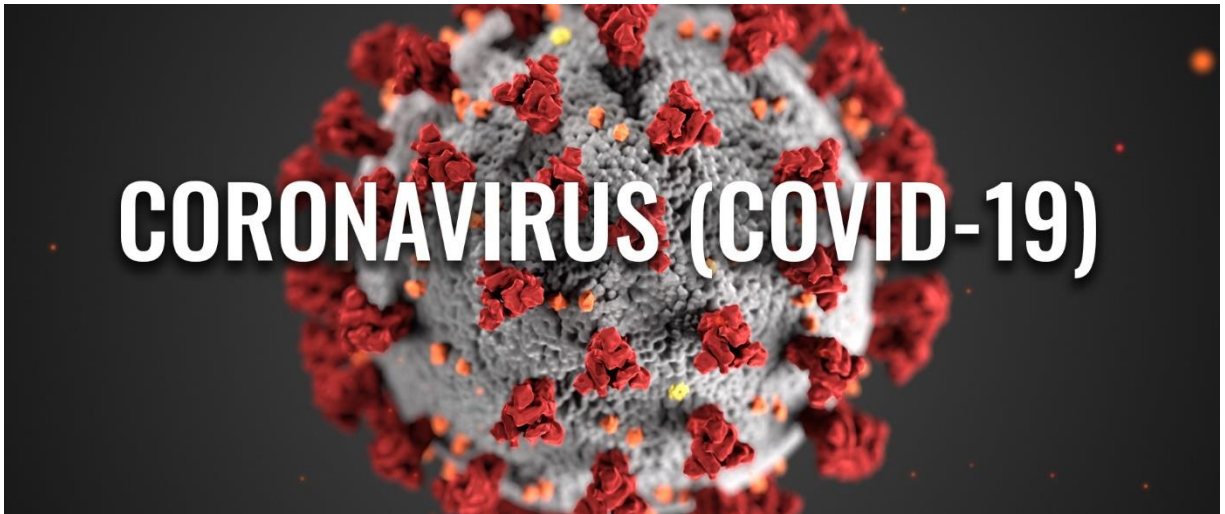


KENOSHA COUNTY KICKSTART 2021

RECOMMENDED EVENT OPERATION IN KENOSHA COUNTY AMID
THE CONTINUING COVID-19 PANDEMIC

March 2021



KENOSHA KICKSTART - EVENTS INFORMATION

Most events that will take place in 2021 will each hold their own unique characteristics. The characteristics are significant in terms of the level of risk relating to the potential spread of COVID-19 and the new variants.

The events characteristics are defined as such.

- Number of attendees (including staff, volunteers, contractors, spectators, and participants)
- Site capacity
- Controlled vs uncontrolled pattern of attendance (i.e.: ticketed vs non-ticketed, defined vs undefined site boundaries)
- Seated vs mobile
- Indoor vs outdoors
- Likelihood of alcohol presence
- Single site vs multiple sites
- Single day vs multiple days
- On-site accommodations (i.e.: camping at multi-day events)

Exposure of COVID-19 and its variants can be managed and mitigated if the right strategies are implemented.

Categorizing events:

- **Category One** events are considered **HIGH LEVEL RISK** of potential transmission and exposure of COVID-19 based on their characteristics. Provide event COVID-19 Safety Plan to the Kenosha County Public Health.
 - Events involving > 10,000 people on site per day. The following type of events are likely to fall within this category: Large scale participation events in a public domain, large scale festival-style events, multi-day events that incorporate on-site accommodations such as camping
- **Category Two** events are considered **MEDIUM LEVEL RISK** of potential transmission and exposure of COVID-19 based on their characteristics. Provide event COVID-19 Safety Plan to the Kenosha County Public Health.
 - Indoor events involving 500 to 10,000 people per day and/or outdoor events involving 1,500 to 10,000 people per day or multi day events with fewer than 1,500 people per day which incorporate on-site accommodation such as camping. The following type of events are likely to fall within this category: Medium scale participation events in a public domain, events in stadiums with designated seating, concerts in venues or on sites with designated seating, expo style events, business/conference-style events
- **Category Three** events are deemed to be **LOWER RISK**. These events may still seek education from Kenosha County Public Health or meet COVID-19 restrictions autonomously.
 - Indoor events involving less than 500 people per day. Outdoor events that involve less than 1,500 per day. The following types of events are likely to fall within this category: Small-scale participation events and small-scale market style events in the public domain, events in small to medium sized private venues, vents in community halls

COVID Safe Event Plans and Expectations

A COVID-19 Safe Event Plan should be developed for **Category One** and **Category Two** events and can be submitted to the Health Department for review, education, and consultation.

Event organizers are required to obtain any permits, licenses, and approvals ordinarily required in order to conduct their event.

- Event Organizers, like other businesses should have a health and safety work plan addressing health and safety matters relevant to their workplace. Event organizers need to consider COVID-19 in their workplace and should reflect COVID safe practices. Information regarding workplace best practices can be found at WEDCC and in the May 2020 Kenosha County Kickstart Plan which are still relevant.
- Event Organizers have primary responsibility for staging a COVID safe event. It is the Event Organizers' responsibility to ensure that the key COVID-19 guidelines are implemented to help reduce the risk of the spread of COVID-19 by continuous monitoring and implementation. Any type of deviation from any COVID-19 Safety Event Plan should be enforced including removal from the event.
- Event Organizers are responsible for ensuring that strategies are reflected in their COVID-19 Safe Event Plan, has worked with the Health Department and demonstrated to the venue owner/operator and/or other relevant approval bodies. Event Organizers are also responsible for ensuring their sub-contractors and suppliers adopt and implement appropriate public health strategies relevant to their specific industry and activities.
- Do not penalize ticket holders for not attending if they are sick with COVID-19, have been exposed to COVID-19 and are quarantined, or other situations that put them at risk of attending an event and exposing other patrons.
- Venue owners/operators are responsible for ensuring the specific public health measures applicable to their venue are understood and implemented by Event Organizers operating in their venues. Additionally, venue owner/operators should include checks and preparation for reopening (such as equipment, building facilities are in good, safe working order) following a period of closure such as that caused by COVID-19.
- Sub-contractors and suppliers are responsible for ensuring they are informed about and adhere to industry standards relevant to their areas of activity.
- Staff are responsible for understanding their role in providing a COVID-safe event. This includes safeguarding the welfare of their colleagues and attendees of the event at which they are working.
- Attendees have a level of responsibility for their own welfare, as well as others around them.

NOTE: Guidance within this plan is in line with the Centers for Disease Control and Prevention (CDC) and offer more details. For more information on CDC guidance for events, see the following 2 websites:

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/event-planners-and-attendees-faq.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

Key Public Health Principles for COVID-19 Safe Events & Checklists

There are several key public health principles which are crucial when it comes to limiting the spread of COVID-19, and which should be implemented by all Event Organizers across their operations.

- Enhance public health measures before, during, and after the event
- Establish first aid plans to isolate and transport possible COVID patients safely during events
- COVID-19 Safe Event Plans should be fluid based on the changing dynamics of the event
- Clearly communicate expectations regarding physical distancing requirements, hand hygiene, cough/sneeze etiquette and staying home if someone (attendee or staff) is unwell

MAINTAIN PHYSICAL DISTANCING

Ensure physical distancing is maintained throughout the event as a whole and in individual areas within the site. The number of people at an event and in any given area must be limited to comply with the minimum requirements of people per square foot and to ensure proper physical distancing.

Before Tasks	Implemented
Place floor markings, wall markings or signs to identify 6ft. distance between persons queuing at all relevant locations (e.g., at all entries, ticket offices, toilets, food areas, etc.)	<input type="checkbox"/>
Use physical barriers in high foot traffic areas to separate crowds	<input type="checkbox"/>
Ensure one-way flow of foot traffic is established	<input type="checkbox"/>
Use separate entrances and exits	<input type="checkbox"/>
Have additional exit points to disperse crowds	<input type="checkbox"/>
Direct crowds to less congested exits	<input type="checkbox"/>
Ensure event evacuation plans consider COVID-19 and therefore increase evacuation exits and assembly areas where possible	<input type="checkbox"/>
Establish system to monitor numbers of people entering and exiting the event site	<input type="checkbox"/>
During Tasks	Implemented
Monitor physical distancing in each area (number of people per 6ft, distance between household groups)	<input type="checkbox"/>
Monitor queues and/or seating arrangements to maintain physical distancing	<input type="checkbox"/>
Use loudspeakers and/or megaphones to disseminate information about public health measures	<input type="checkbox"/>

SCREENING

Screening of staff, contractors, security, cleaning crews, vendors, and volunteers at the start of each shift and attendees for COVID-19 like symptoms should be undertaken. For events with defined boundaries (i.e., at a stadium), this may be easier to facilitate when compared to events with no boundaries. *NOTE: Temperature testing is of little value in reducing the risk of people with COVID-19 entering the event, therefore temperature testing is not recommended for the operation of the event.*

Before	Implemented
Frequent event messaging should encourage event staff and attendees to stay home if they have signs or symptoms of COVID-19, such as: cough, fever, sore throat, fatigue, loss or smell or taste, vomiting, diarrhea or shortness of breath. The up-to-date list of symptoms can be obtained from the DHS website https://www.dhs.wisconsin.gov/covid-19/symptoms.htm	<input type="checkbox"/>

Event organizers will implement symptom screening for staff, contractors and volunteers and will at a minimum, be screened upon arrival/ shift commencement. This may include: - Verbal/print questionnaire or electronic solutions - Ongoing adherence will require implementation of training, auditing and record keeping processes	<input type="checkbox"/>
Ensure all staff, volunteers, and contractors are prepared to handle COVID-19 and answer questions about it that are based in fact and science	<input type="checkbox"/>
Promote that all staff, volunteers, contractors, spectators, and participants get fully vaccinated prior to the event. Coordinate with the health department on hosting a vaccination event for the staff two weeks prior	<input type="checkbox"/>
During	Implemented
At entry points that have event staff or security personnel ask screening questions of attendees: - Have you been recently diagnosed as being positive for COVID-19? - Have you been in close contact with a person who is positive for COVID-19? - Are you currently, or have you recently experienced cough, fever, sore throat, fatigue, loss of smell or taste, vomiting, diarrhea or shortness of breath? If yes to any of the above: - Isolate the attendee in the nearest designated isolation space - Provide the affected person with appropriate personal protective equipment (PPE) - Refer the person to first aid, medical or in-event health services - Refuse entry to the event upon recommendation from to first aid, medical or in-event health services - Offer refunding of their ticket <i>Screening questions can be undertaken concurrently with other activities, e.g., during ticket purchasing or bag checking</i>	<input type="checkbox"/>

REGULAR AND THOROUGH CLEANING

Before & During	Implemented
Ensure appropriate personal protective equipment is available for use by staff	<input type="checkbox"/>
Establish cleaning protocols for areas of high foot traffic (e.g., bathrooms, catering areas). This should include a frequency of cleaning schedule for the area dependent on usage. Pay extra attention to high contact areas such as door handles, counters, railings, taps and food preparation areas	<input type="checkbox"/>
Ensure adequate cleaning supplies are available	<input type="checkbox"/>
Cleaning staff is highly recommended to be fully vaccinated prior to the event	<input type="checkbox"/>
After	Implemented
Do a final cleaning and disinfection of all high traffic areas after the event	<input type="checkbox"/>

HAND SANITIZING AND HAND WASHING FACILITIES

Before & During	Implemented
Establish hand washing / alcohol-based sanitizing stations and practices for staff and attendees as they enter and exit the event site and high traffic areas within the site and restocked often	<input type="checkbox"/>
Hand washing/sanitizing stations should include clean running water, liquid soap and paper towels. If hand washing facilities are not available, an appropriate alcohol-based hand sanitizer should be made available	<input type="checkbox"/>
Ensure that stations are adequately stocked and cleaned. Ensure that hand sanitizer and hand washing facilities are maintained throughout the event site for staff and attendees.	<input type="checkbox"/>

FACE MASKS

Before & During	Implemented
Advertise on website and at time of invitation/ticket purchase that masks will be required	<input type="checkbox"/>
Have additional masks on site for distribution to ensure adherence	<input type="checkbox"/>
Encourage attendees to wear a mask including upon entering or exiting the venue, leaving their seats to go to the bathroom or purchasing food or drinks	<input type="checkbox"/>

PUBLIC TRANSPORTATION

The movement of pedestrians from public transport hubs to the event site should ensure large groups of people do not congregate and co-mingling does not occur. It should be noted that arrangements relating to public transport for staff and attendees to and from event sites are subject to approval prior to the event.

Before	Implemented
Spread out key public transport pick-up and drop off zones to assist in dispersing crowds	<input type="checkbox"/>
Work with the local contracted transport company to ensure public transport can be undertaken with physical distancing requirements	<input type="checkbox"/>
Ensure physical distancing signage to / from public transport hubs are in place	<input type="checkbox"/>
Ensure directional signage to / from public transport is clear and easy to follow, to prevent people back-tracking in crowds	<input type="checkbox"/>
Use partitions to direct crowds	<input type="checkbox"/>
During	Implemented
Monitor crowd movement and points of congestion	<input type="checkbox"/>

CAR PARKS

The movement of pedestrians between car parks and the event site should ensure large groups of people do not congregate so that co-mingling does not occur.

Before	Implemented
Consider spreading out car parking spaces to assist in dispersing crowds	<input type="checkbox"/>
Have clearly marked pathways	<input type="checkbox"/>
Ensure physical distancing signage to/from car parking are in place	<input type="checkbox"/>
Ensure direction signage to/from car parking are clear and easy to follow, to prevent people back tracking in crowds	<input type="checkbox"/>
Use partitions to direct crowds	<input type="checkbox"/>
During	Implemented
Monitor crowd movement and points of congestion	<input type="checkbox"/>

ENTRY POINTS

Some events have a defined point of entry (such as gates or ticket check points). Defined entry points may funnel attendees to become closer than the requirements regarding physical distancing allow. Events without defined entry points may still be able to institute some of these strategies.

Before	Implemented
Promote online ticket reservations to reduce crowding at ticket boxes and at event entries	<input type="checkbox"/>

Establish an area away from attendees, at each entry point of entry, for people to wait for assessment by in-event health services if suspected of COVID-19	<input type="checkbox"/>
Limit size of bags (to reduce bag searches)	<input type="checkbox"/>
When practical, direct delivery drivers or other contactors visiting the event to do so prior to the event and to minimize physical interaction with others	<input type="checkbox"/>
During	Implemented
Ask screening questions of attendees as they enter the event (can be completed concurrently with other security measures, i.e., bag checking, ticket scanning, etc.)	<input type="checkbox"/>
Instruct attendees to open bags and empty contents on tables (security to have no touch technique)	<input type="checkbox"/>
Avoid touching people unless necessary for security enforcement purposes	<input type="checkbox"/>
Monitor queues to maintain distancing guidelines	<input type="checkbox"/>
For ticketed events, use ticket scanning devices, eliminate cash transactions	<input type="checkbox"/>

INDOOR SPACES

Before	Implemented
Maximize ventilation: avoid placing large objects or partitions near doors and windows; open doors and windows where appropriate	<input type="checkbox"/>
Establish one-way movements throughout indoor spaces with different exit points	<input type="checkbox"/>
During	Implemented
Maximize ventilation: open doors and windows where appropriate	<input type="checkbox"/>
Monitor levels of ventilation and airflow	<input type="checkbox"/>
Monitor movement of event attendees in indoor spaces	<input type="checkbox"/>

TOILET FACILITIES

Before	Implemented
Plan for additional portable toilets	<input type="checkbox"/>
Have additional cleaning staff scheduled to ensure that toilet facilities are cleaned frequently, especially during high demand periods (i.e., half time breaks, at the end of key performances/acts)	<input type="checkbox"/>
During	Implemented
Ensure lines do not cross other foot traffic areas	<input type="checkbox"/>
Provide additional cleaning due to these being high touch points	<input type="checkbox"/>

FOOD AND BEVERAGE PREPARATION AND SERVICE AREAS

Before	Implemented
Ensure lines do not cross other foot traffic areas	<input type="checkbox"/>
Have additional retail outlets open to disperse crowds	<input type="checkbox"/>
Establish different areas for ordering and collection, and where practical, separate entry and exit paths	<input type="checkbox"/>
During	Implemented
Monitor lines to maintain physical distancing. Cease food and beverage operations if distancing measures cannot be maintained	<input type="checkbox"/>
Eliminate cash transactions	<input type="checkbox"/>

OTHER AREAS WHERE LINES FORM

There are several areas within events that may result in lines forming by attendees. Such areas may include retail outlets, information booths and registration desks. Event organizers should identify areas of expected lines and monitor strategies to ensure attendees can maintain physical distancing and public health measures.

Before	Implemented
Ensure lines do not cross other foot traffic areas	<input type="checkbox"/>
During	Implemented
Monitor lines to maintain physical distancing. Cease operating if distancing measures cannot be maintained	<input type="checkbox"/>

GRANDSTANDS AND STADIUM SEATING

Before	Implemented
Allocate stadium and grandstand seating with plans to distance social groups, for example leaving 6 sq. ft. of distance between allocated seats and leaving alternative rows empty	<input type="checkbox"/>
During	Implemented
Monitor the use of stadium and grandstand seating to ensure people are not moving between allocated seating	<input type="checkbox"/>

STAGES

Before	Implemented
Ensure the capacity at the front of stage area is determined based on physical distancing requirements	<input type="checkbox"/>
Employ strategies to avoid crowding if entertainers are performing (i.e., do not allow people to stand at the front of the stage)	<input type="checkbox"/>
Program solo performances or small groups only, based on the size of the stage and the performers ability to maintain physical distancing	<input type="checkbox"/>
During	Implemented
Monitor crowd density. Cease performances if crowds cannot maintain physical distancing requirements	<input type="checkbox"/>
Ensure equipment, such as microphones have disinfectant wipe-down of equipment before and after use	<input type="checkbox"/>

BRING YOUR OWN SEAT OR PICNIC AREA

Before	Implemented
Provide gridlines on the ground where people will place their belongings with adequate physical distance between other groups	<input type="checkbox"/>
Ensure pathways are wide enough to allow the flow of pedestrian traffic while maintaining physical distance from seated people	<input type="checkbox"/>
Ensure one-way flow of pedestrian traffic can be achieved within pathways that divide seated people	<input type="checkbox"/>
During	Implemented
Event staff are to provide directions to attendees regarding the one-way flow of foot traffic and the location of vacant spaces	<input type="checkbox"/>
Monitor physical distancing measures in lines and ensure lines do not cross foot traffic	<input type="checkbox"/>

IN-EVENT CAMPING AREAS

Before	Implemented
Designate camp sites with at least 6 sq. ft. between camp spaces	<input type="checkbox"/>
Set a maximum of 20 people per toilet facility	<input type="checkbox"/>
Ensure physical distancing signage is visible within camp areas, especially amenities	<input type="checkbox"/>
Cap the number of campers based on the size of the camping area and available amenities	<input type="checkbox"/>
During	Implemented
Additional cleaning of amenities is required during peak usage times, such as mornings and evenings	<input type="checkbox"/>
Monitor levels of hand soaps and/or hand sanitizers in amenities	<input type="checkbox"/>
Monitor camp set-ups to ensure they are within the designated camp sites	<input type="checkbox"/>

WEATHER

Before	Implemented
For expected high temperatures and/or rainfall, have provisions for additional shelter structures	<input type="checkbox"/>
During	Implemented
Monitor shelters to maintain physical distancing	<input type="checkbox"/>
If rainfall is imminent or commences, provide messaging of where to shelter	<input type="checkbox"/>

COMMENCEMENT AND COMPLETION TIMES

Before	Implemented
Stagger start times for event (i.e., based on demographics of attendees)	<input type="checkbox"/>
Use online ticketing to limit number of people entering per hour	<input type="checkbox"/>
Program entertainment at the conclusion of the event to stagger exiting of attendees	<input type="checkbox"/>
Have additional exit points to allow crowds to widely disperse	<input type="checkbox"/>
During	Implemented
Monitor numbers of person entering and exiting per hour to maintain restrictions per sq. ft. per requirements	<input type="checkbox"/>
Monitor crowd movement and direct crowds to less congested exits	<input type="checkbox"/>

AFTER-DARK

Before	Implemented
When placing signs, ensure they will be in a well-lit area and visible	<input type="checkbox"/>
Ensure pathways are well-lit or hire lighting equipment to enhance the visibility of pathways	<input type="checkbox"/>
Use visual prompts to highlight pathway entrances and exits for attendees, such as small flashing lights	<input type="checkbox"/>
During	Implemented
Monitor lighting of signs	<input type="checkbox"/>

DISTURBANCES AND EVICTIONS

Before	Implemented
If security personnel are contracted to work the event, they should have input into what parameters are needed for eviction of attendees that cause disruption to the event. The security aspects of the COVID Safe Event Plan needs to be made COVID-safe	<input type="checkbox"/>
Security Staff is highly recommended to be fully vaccinated prior to the event	
During	Implemented

When moving evicted attendees through crowds ensure a clear pathway has been established (i.e., use security personnel to move ahead and clear a pathway)	<input type="checkbox"/>
Ensure security holding areas are isolated from crowded spaces	<input type="checkbox"/>

EVACUATION

The goal of maintaining physical distancing and additional public health measures is a secondary consideration in the case of imminent danger requiring an emergency evacuation.

IMPACT ON HOST COMMUNITY

Dependent on the size of the event and the size of the event host community, events may have implications for the host communities. For example, large events in small communities can result in additional crowding at local shops, cafes, bakeries, gas stations, hotels, off-site accommodations.

Before	Implemented
Ensure the host community is aware of event planning	<input type="checkbox"/>
Work with local communities, tourism organizations, retailers, to help plan for additional impacts of increased crowds in the host community as a result of the event	<input type="checkbox"/>
During	Implemented
Encourage event attendees to be considerate of the crowding impact on local communities	<input type="checkbox"/>
Encourage event attendees to maintain key public health principles when in the host community of an event	<input type="checkbox"/>