



COVER LETTER TO GOVERNMENT LEADERS REQUESTING LETTERS OF SUPPORT

Date: Monday, November 16, 2020

To: Mendocino County Board of Supervisors

CC: *Dr. Andrew Coren*

RE: Consideration for Re-Opening Guidelines for the Wedding and Private Events Industry

From: Julia Kendrick Conway and the Mendocino Wedding and Events Task Group

Dear Supervisors,

I am writing on behalf of the [California Association for Private Events](#) (CAPE), a non-profit organization representing the needs of the California private events industry professionals. Special events celebrating life's special occasions including weddings, graduations, anniversaries and birthdays can indeed be very tightly controlled events that are very different than open, public events. CAPE is comprised of top special event industry leaders from over 20 counties throughout California working tirelessly to prevent the eminent financial collapse of our industry due to the COVID-19 pandemic.

The purpose of this letter is to enlist your help by writing a letter of support (draft attached) for the **safe** re-opening of the Private Event Industry. This critical sector has been left out of the state's Blueprint for a Safer Economy and is a segment of the economy made up of many small business operators including: venue owners; caterers, wedding and event planners; event rental providers; florists; cake makers; bridal rental shops; photographers; videographers; professional audio visual companies, etc.

CAPE's constituents are thousands of local, small businesses owners who collectively generate hundreds of millions of dollars of tax revenue for the State or California, and who have been deeply and disproportionately affected by the pandemic and are in desperate need of your help to survive.

In every Western state except for California, the private event industry has been included among the many sectors that will eventually be allowed to reopen as part of a thoughtful state industry guidance and path forward. **In California, we are not in any identified sectors and have no prospect of ever re-opening unless we are affirmatively included as a sector or among one that exists in current state plans. The private events industry is on the brink of collapse and needs your help to survive.**

CAPE has worked tirelessly to draft guidelines for private events, which have been reviewed and are endorsed by county reopening teams throughout California, including San Diego and Los Angeles counties. Currently, the guidelines we proposed are sitting with Dr. Alice Chen, Deputy Secretary for Policy and Planning and Chief of Clinical Affairs for California Health and Human Services Agency. The timing of this guidance is critical.

Aside, from small wedding ceremonies, the private events industry has been shut completely since March. Without any guidance or go forward plan, most of 2021 will be lost and recovery



will be an impossibility. Failure to allow our industry professionals to safely re-open is forcing events underground and creating unsafe conditions. Allowing professionally managed events to return under safe State re-opening guidelines will both save jobs and keep private events from continuing to go underground.

Attached are the proposed safe reopening guidelines we would like the State of California to consider adopting for the private events industry. These guidelines have been vetted by the private events industry's top industry leaders and adapted from the already approved Safe re-opening guidelines for film production, houses of worship, and restaurants. CAPE's private event guidelines are built upon already established and accepted guidelines for the above industries.

We are asking your office to endorse our guidelines and support our effort to become a recognized industry in the Blueprint for a Safer Economy so that we can be included in the tiered system with a signed letter that we may submit to Governor Newsom for consideration of the Private Events Industry. We have also included a letter template for you. If you can please either use this letter and put it on your letterhead or draft your own letter of support, the entire event industry would be eternally grateful.

We can make ourselves available for a call to discuss the proposed guidelines or any questions you may have. Thank you for your time and consideration.

Sincerely,

Julia A. Kendrick Conway
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LETTER IN SUPPORT OF GUIDELINES FOR REOPENING PRIVATE EVENTS

{INSERT DATE}

The Honorable Gavin Newsom
State of California
1303 10th Street, Ste. 1173
Sacramento, CA 95814

RE: Consideration for Re-Opening the Private Events Industry

Dear Governor Newsom,

I am writing to respectfully request the State of California to consider adopting guidelines and include the private event industry as an industry sector in the Blueprint for a Safer Economy. The industry is not recognized under the current plan, which is causing devastation to the industry.

The Private Event Industry thrives on advanced bookings and while events may not be able to reopen immediately, passing guidance now will allow the sales booking cycle to continue, which could keep many businesses from closing permanently. The timing of this guidance is critical.

I support the slow and safe re-opening of private events under the attached proposed guidelines developed by California Association for Private Events. These guidelines were developed by industry experts, with an emphasis on implementing health protocols to ensure a safe reopening for the industry.

I urge you to adopt and issue this guidance publically as soon as possible so that this sector can begin to rebuild. Private events have been shut completely since March and without any guidance or plan, most of their 2021 business will be lost and recovery will be an impossibility. Additionally, the failure of allowing industry professionals to re-open is forcing events underground and into unsafe conditions. Allowing professionally managed events to return will both save jobs and keep them out of unregulated venues.

The **{INSERT COUNTY}** region has worked diligently over the past several months to protect our residents in response to the COVID-19 pandemic and preserved capacity in our healthcare system. I am proud of our business community for developing robust safety and physical distancing protocols to demonstrate that they are committed to compliance with all State and local health orders and am confident that the event industry can re-open slowly and safely under these guidelines.

I thank you for your consideration and look forward to the state adopting this guidance so the events industry can safely reopen.

Sincerely,

{INSERT NAME}
{INSERT TITLE}



CAPE Template for Proposed Event Operations Guidelines

The California Association for Private Events (CAPE) is proposing a staged approach, supported by science and public health expertise, to allow Privately Hosted Events in permitted Event Venues or locations with a licensed Food and Beverage operator such as operators with a valid Catering or Restaurant Health Permit (referred collectively as Event Venues) to safely re-open for the state of California. This Protocol provides guidance for venues or properties with a valid Restaurant Health Permit, Catering Health Permit and/or venues with permitted entitlements to host private events or banquets per the property's CUP to support a safe, clean environment for employees, interns and trainees, volunteers, scholars, and all other types of workers (referred to collectively as "staff") as well as attendees, visitors, etc. (referred to collectively as "visitors".) In addition to the conditions imposed on Event Venues by the State Public Health Officer, Event Venues must also be in compliance with the conditions laid out in each County's Protocol for Event Venues.

Following the currently approved guidelines for Places of Worship, Filming, and Restaurants, the proposed guidelines will fuse the protocols listed to begin to operate once again.

For the purposes of this protocol, Privately Hosted Events will be defined per the following criteria:

- When referring to privately hosted events, the term refers to receptions, banquets, charitable fundraisers, and private social events such as weddings and celebrations of life with a closed guest list, managed by a private event host. The event will not be open to the public.
- Event Venues refer to organizations with a restaurant health permit, catering health permit, or with permitted entitlements to host private events or banquets per the property's CUP.
 - When applicable, caterers and restaurants have the ability to pull an outdoor restaurant or catering permit for outdoor locations without one.
- A private event host is typically the person who is hosting the event, creating the guest list, and signing the venue contracts.
- The private event host is responsible to submit the guest list to the venue, and to facilitate proper pre-screening and post surveys are submitted to the venue, caterer or restaurant by all attendees to ensure the safety of all event guests, employees, and vendors.
- The term ceremony refers to events where theater style seating is typical including but not limited to wedding or cultural ceremonies.
- This guidance is limited to Event Venues with a maximum capacity of one table with a maximum of _____ people each, with all tables being at least 6' apart in distance, in accordance with the current _____ County's Public Health Protocol for Restaurants. Furthermore, Private Event capacities will align with all Restaurant re-opening developments accordingly:



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Please note: This Protocol does not obligate Event Venues to resume any in-person activity. Further, it is strongly recommended that Event Venues continue to facilitate remote or virtual services and other related activities for those who are vulnerable to COVID19 including older adults and those with co-morbidities.

This Protocol is not intended for festivals, street fairs, parades, concerts, performance or entertainment venues, or events open to the public. These facilities are to remain closed until they are allowed to resume modified or full operation through a specific reopening order.

This Protocol may be updated as additional information and resources become available so be sure to check the _____ County website regularly for any updates to this document. Note also that the California Department of Public Health will conduct a review to assess impact of the State Order and of these protocols 21 days after the date of the State Public Health Officer's Order.

This checklist covers:

- (1) Workplace policies and practices to protect staff health**
- (2) Measures to ensure physical distancing**
- (3) Measures to ensure infection control**
- (4) Communication with staff, visitors and congregants**
- (5) Measures to ensure equitable access to critical services.**

These five key areas must be addressed as your facility implements its Event Venue Protocols.

All entities covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the site.

Event Venue name:

Facility Address:

Maximum Occupancy, per Fire Code:

**Approximate total square footage
of outdoor space used by visitors for
services:**



In the protocols that follow, the term “staff” is meant to include employees, volunteers, interns and trainees, third party vendors, **and all other individuals who carry out work at the site. The term “visitors” should be understood to include the event host(s), and all attendees. The terms “Event Venue” refers to the building or property at which the private event occurs and any adjacent buildings or grounds at which permitted activities of the visitors are conducted.**

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE (STAFF) HEALTH
(CHECK ALL THAT APPLY TO THE FACILITY)**

- ☐ Staff who can carry out their work duties from home has been directed to do so.
- ☐ Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ☐ All staff have been told not to come to work if sick and to follow DPH guidance for self-isolation, if applicable.
- ☐ Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20
- ☐ Work processes are reconfigured to the extent possible to increase opportunities for staff to work from home.
- ☐ Upon being informed that one or more worker/practitioner, independent contractor and/or temporary worker tests positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all workers that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined workers to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. See Public Health guidance on responding to COVID-19 in the workplace.
- ☐ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected by COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- ☐ In the event that 3 or more cases are identified within the workplace (including cases among staff and/or visitors) within a span of 14 days the employer should report this



cluster to the Department of Public Health at

If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.

- ☐ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
- ☐ Employees are instructed to wash or replace their face coverings daily.
- ☐ If required by your County, Face shields are provided and worn by wait staff and other employees when servicing customers not wearing a cloth face covering to eat and drink. The face shield is to be worn in addition to the cloth face covering. Cloth face coverings protect others from the wearer's droplets; face shields help protect the wearer from other's droplets.
- ☐ If applicable, face shields are to be used, cleaned and disinfected per manufacturer's directions.
- ☐ Employees are directed to ensure hand hygiene practices including handwash frequency, use of hand sanitizer and proper glove use are adhered to.
- ☐ Employees are allowed time to wash their hands frequently.
- ☐ Employees are reminded to cover coughs and sneezes with a tissue. Used tissue should be thrown in the trash and hands washed immediately with soap and warm water for at least 20 seconds.
- ☐ Employees are prohibited from eating or drinking anywhere inside the food facility other than designated break rooms.
- ☐ All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use face coverings when around others.
- ☐ Breaks are staggered, in compliance with wage and hour regulations, to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- ☐ Appropriate personal protective equipment is provided to staff, including facial coverings, eye protection and gloves as needed.
- ☐ All work areas are separated by at least 6 feet or by partitions.
- ☐ **Common areas, including restrooms and areas used only by staff are disinfected frequently, on the following schedule:**



- ☐ Entry area/lobby _____
 - ☐ Hallways (s) _____
 - ☐ Meeting rooms _____
 - ☐ Shared work areas _____
 - ☐ Break rooms _____
 - ☐ Stairways/Stairwells _____
 - ☐ Elevators _____
 - ☐ Restrooms _____
 - ☐ Other _____
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- ☐ Staff are prohibited from eating or drinking anywhere inside the facility other than designated dining areas to assure that masks may be worn consistently and correctly.
 - ☐ Disinfectant and related supplies are available to staff at the following location(s): _____
 - ☐ Hand sanitizer effective against COVID-19 is available to all staff at the following location(s): _____
 - ☐ Staff have been instructed not to conduct home or other off-site visits to anyone who has tested positive for or exhibits symptoms of COVID-19 unless that person has completed the prescribed self-isolation or self-quarantine period.
 - ☐ A copy of this protocol has been distributed to each staff person.
 - ☐ Each staff person is assigned their own tools, equipment and defined workspace. Sharing held items is minimized or eliminated.
 - ☐ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
 - ☐ Optional—Describe other measures: _____

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- ☐ Event Venues will follow restaurant capacities for indoor and outdoor locations. Alternative options may be used for public religious services, cultural events, and private gatherings at Event Venues. These options are:
 - Services and events are conducted outdoors in compliance with infection control and physical distancing requirements.
 - Services and events are conducted virtually via live streaming or taping for later broadcast.
 - Note that indoor space at the Event Venue may be used as the setting for services and events that are conducted virtually, as long as infection control and physical distancing requirements are followed and no more than 10 individuals participate in production and broadcast processes.



- ❑ Measures to ensure physical distancing are adhered to where customers or employees are in a queue. This includes check-stands and terminals, restrooms, elevator lobbies, host stands and waiting areas, valet drop off and pickup, and any other areas where customers congregate.
 - Placing tape or other markings at 6-foot intervals in any area where members of the public may form a line or stand.
 - Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees and customers from passing by one another.
- ❑ A COVID Safety Officer is employed by the venue, restaurant, or caterer to oversee compliance of all COVID Safety Policies as set forth by _____ County Department of Health.
- ❑ Measures have been implemented to promote physical distancing at events.
 - Measures have been implemented (advance registration, counting attendees at entry) to assure attendance does not exceed the number of people who can be accommodated with physical distancing at outdoor events.
 - Parking areas have been reconfigured to limit congregation points and ensure proper spacing (for example, by closing off every other space).
 - If drive-in outdoor services are offered, cars are directed to park at least 6 feet apart.
 - Clear pathways have been identified between parking areas and other arrival points and the site on the grounds at which a Privately Hosted Event is being held to minimize crowding, allow for monitoring of occupancy and leave room for symptom checks as staff and visitors enter.
 - A staff person (or staff people if there is more than one pathway) wearing a cloth face covering is posted at the start of the pathway but at least 6 feet from the nearest arriving or departing person to monitor use of face coverings and track occupancy.
 - Permitted privately hosted events and cultural ceremonies are configured to permit the required 6 feet of space between any 2 people or single household
 - The only exceptions to this are the two people who comprise a couple who are getting married or the members of a single household, who may attend any event together and sit together as a unit, if permitted by their religion.
 - If attendees at events must wait in line prior to being seated or at any other point during their presence at the site, markings are used to demonstrate the required 6-foot distance between individuals.
 - Services and celebrations are shortened to limit time spent at the site.
 - Outdoor areas are configured to permit physical distancing. If chairs, benches or standing space are used, arrangements and markings are employed to permit a 6-foot space between individuals or between household groups and other household groups or individuals.
 - If applicable, aisles within the area used for outdoor events are designated as one-way to support physical distancing.



- Podiums, platforms and other speaker areas have been reconfigured to allow at least 6 feet between speakers or celebrants.
- Staff have been instructed to maintain at least a 6-foot distance from each other in all areas of the site.
- On-site outdoor seating is subject to adhering to the 6 feet physical distancing requirements between customers at different tables.
 - Bar counters used for the purposes of preparing or serving alcoholic beverages are closed to food and beverage service at the counter.
 - On-site outdoor seating at a table shall be limited to no more than 6 people in the same party.
- Expand outdoor seating where possible, in compliance with local planning and zoning codes.
- Technology solutions where possible have been implemented to reduce person-to-person interaction; mobile ordering and menu tablets, text on arrival for seating, contactless payment options.
- Design interaction between customers, delivery drivers and employees to allow for physical distancing.
 - Floors in and outside of the Event Venue in areas when customers, delivery drivers or others may wait for are marked to enable and enforce physical distancing.
 - The use of contactless processes for pickup and delivery and other electronic systems for guest interactions have been implemented, where possible.
 - Interactions between servers or other employees' interactions and customers are limited to a maximum of five minutes per occurrence, where possible.
- Limited contact between wait staff and customers.
 - Install physical barriers such as partitions or plexiglass at registers, host stands, ordering counters, etc., where maintaining physical distance of six feet is difficult.
 - Limit the number of employees serving individual parties.
- Discourage employees and customers from congregating in high traffic areas such as bathrooms, hallways, bar areas, reservation and credit card terminals, etc.
 - Require employees to avoid handshakes and similar greetings that break physical distance.
- Use barriers or increase distance between tables/chairs to separate employees in employee breakrooms. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.
- Operations have been redesigned, where possible, to achieve physical distancing between employees.



- Kitchen and other back of house area's floors are marked to reinforce physical distancing requirements.
- Physical distancing protocols should be used in any office areas, kitchens, pantries, walk-in freezers, or other high density high-traffic employee areas.
 - Incidental contact is to be expected, however, the goal is to limit this to less than 15 minutes, preferably 10 minutes, and the employees are always wearing their face coverings.
- ❑ Arrangements are in place to make restrooms safely available to attendees at outdoor events. The site may choose to provide portable outdoor toilet and handwashing facilities. and/or to make indoor restrooms available. If indoor facilities are made available, the following precautions are in place:
 - A defined route is marked from the outdoor area used for the event to the indoor location of restrooms.
 - Tape or other markings are used to assure physical distancing if attendees must line up to use restrooms.
 - Visitors are encouraged to use restrooms as needed during the service or event to avoid crowding at the end.
 - Restrooms facilities are in good working order and are equipped with adequate soap and one-time use towels to permit required handwashing.
 - Restroom facilities are configured to permit physical distancing outside of walled cubicles.
 - A staff person (or staff people if there is more than one interior restroom option) wearing a cloth face covering is posted at the entrance to the restroom but at least 6 feet from the nearest arriving or departing person to monitor use of face coverings and track occupancy.
- ❑ Staff have been instructed to maintain at least a 6-foot distance from each other in all areas of the site, including indoor work areas.
- ❑ If applicable, elevator capacity is limited to 4 individuals or fewer at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings. Consider elevator sizes, number of building floors, and daily number of employees to establish physical distancing guidelines appropriate for elevator riders.
- ❑ If applicable, stairwells have been opened for "up" or "down" traffic with increased cleaning of stairwells.
- ❑ Workstations in offices and other areas are separated by at least 6 feet and common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet.
- ❑ Occupancy in staff restrooms, break rooms and other common areas is limited to permit physical distancing.

C. MEASURES FOR INFECTION CONTROL

PRIOR TO OPENING



- ☐ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased.
 - Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas.
- ☐ For facilities that have not been operating, flush each of the hot and cold-water fixtures for five minutes prior to reopening to replace stale water in the facility's plumbing with a fresh and safe water supply.
- ☐ Facility has been thoroughly cleaned and sanitized/disinfected (using products approved for use against COVID-19), especially if it has been closed.
 - Procure options for third-party cleaning company to assist with the increased cleaning demand, as needed.
- ☐ Spaces such as dining rooms, host stands, and kitchens have been equipped with proper sanitation products, including hand sanitizer and sanitizing wipes for all employees directly assisting customers.
 - Ensure sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
 - Recommend installing touchless dispensers for hand sanitizer, soap dispensers, paper towel and trash dispenser.
- ☐ Drop-off locations are designated to receive deliveries away from high traffic areas.
- ☐ Person-to-person contact for delivery of goods has been eliminated whenever possible.

FOOD SAFETY CONSIDERATIONS

- ☐ All food safety practices outlined in the California Retail Food Code (CRFC) are being followed and maintained.
 - Keep hot food hot (135 °F or above) and cold food cold (41 °F or below).
 - Thoroughly cook foods as required in the CRFC.
 - Clean and sanitize utensils and equipment at the required frequency outlined in the CRFC.
 - Adhere to employee health and hygiene practices: Don't work when ill; wash hands frequently; gloves used as required in the CRFC.
 - Ensure all food and food ingredients are from an approved food source.
 - Food preparation employees are discouraged from changing or entering others' workstations during shifts.
- ☐ Self-service machines, such as soda and frozen yogurt machines are dispensed by a food service employee and cleaned and sanitized frequently.
- ☐ Areas where customers may congregate or touch food or food ware items that other customers may use have been closed. These items are provided to customers individually and discarded or cleaned and disinfected after each use, as



appropriate. This includes but is not limited to:

- Self-service areas with condiment caddies, utensil caddies, napkins, lids, straws, to-go containers, etc.
- Self-service food areas, such as salsa bars, salad bars or buffet-style, including food sampling.
- Tableside food preparation and presentation such as food item selection carts and conveyor belts, guacamole preparation, etc.
- ❑ Food stations and Bars will be equipped with proper plexi-glass barriers to protect employees, proper social distancing markers and queue for visitors, and food stations will have a dedicated attendant to be the only one preparing plates of food and touching food utensils.
- ❑ A designated food employee is assigned the task of wrapping silverware prior to providing to the customer, rather than multiple employees handling uncovered silverware prior to customer use.
- ❑ Refilling beverages at the table or from common containers (e.g. pitchers, carafes, decanters, bottles) is not allowed. Clean glassware is provided for customer refills.

FACILITY CONSIDERATIONS

- ❑ A food service employee per shift is designated to oversee and enforce additional sanitization and disinfection procedures, as needed.
- ❑ A cleaning and disinfection plan for high-touch surfaces and access areas has been developed and is followed.
 - Common areas and frequently touched objects related to customer pickup and payment (e.g., tables, doorknobs or handles, credit card readers) are disinfected on an hourly basis during business hours using EPA approved disinfectants.
 - All payment portals, pens, and styluses are disinfected after each use.
- ❑ Facility is thoroughly cleaned and sanitized/disinfected (using products approved for use against COVID-19) nightly. A log is kept to monitor completion wherever possible.
- ❑ Audio headsets and other equipment are not shared between employees unless the equipment is properly disinfected after each use. Consult equipment manufacturers to determine appropriate disinfection steps.
- ❑ Dishwashers that wash multi-use customer utensils are provided with equipment to protect their eyes, nose and mouth from contamination due to splash using a combination of face coverings, protective glasses, and/or face shields. Dishwashers are provided impermeable aprons and required to change frequently. Reusable protective equipment such as face shields and glasses are to be properly disinfected between uses.
- ❑ Restrooms are checked regularly and cleaned and disinfected on an hourly basis using approved EPA disinfectants.



- ☐ Hand sanitizer and trash cans are available to the public at or near the entrance of the facility.

CUSTOMER SERVICE/OUTDOOR DINING AREAS

- ☐ Visitors should enter through doors that are propped open (this will be evaluated for approval based on overall vermin exposure) or automated if possible. Hand sanitizer should be available for guests who must touch door handles.
- ☐ Visitors are instructed that they must wear cloth face coverings whenever they are not eating and/or drinking; this includes upon entry to the facility, when walking anywhere in the facility, and when using the restrooms. This applies to all adults and to children over the age of 2. Only individuals with chronic respiratory conditions or other medical conditions that make the use of a face covering hazardous are exempted from this requirement. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
 - Customers may remove cloth face coverings while seated at a table and eating and/or drinking.
 - Customers who refuse to wear a cloth face covering may be refused service and asked to leave.
 - Photography and Videography sessions must follow appropriate protocols for general filming guidelines.
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- ☐ Visitors arriving at the site with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are wearing face coverings if age permits.
- ☐ Symptom checks are conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills. These checks can be done in person or through alternative methods such as on-line check in systems or through signage
posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- ☐ Servers, bussers, and other employees moving items used by customers (dirty cups, plates, napkins, etc.) or handling trash bags use disposable gloves (wash hands before putting gloves on and after removing them) and are provided aprons which they must change frequently.
- ☐ Reusable menus are cleaned and disinfected between customers. If using paper menus, discard after each customer use. Alternatives such as stationary menu boards, electronic menus, or mobile device downloadable menus should be considered.
- ☐ Outdoor customer seating areas are cleaned and sanitized after each use. Seating, tables and other items on table must be single-use or cleaned/sanitized between customers. Each table has either a top cloth replaced between guests or a hard-non-porous surface which is sanitized between guests.



- ☐ No flatware, glassware, dishware, menus, condiments or any other tabletop item is present on tables prior to the seating of customers. All such items are fully sanitized between seat changes and stored during non-use in a location that prohibits potential contamination.
- ☐ Cashless transactions are encouraged. If reasonable for the food facility, customers are enabled to swipe their own credit/debit cards, and card readers are fully sanitized between each guest use.
- ☐ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased through opening of doors and windows during gatherings.
- ☐ Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas.
- ☐ Hands-free equipment is installed wherever feasible (including restrooms) to reduce risk of contamination.
- ☐ Signs in visible locations are used to remind visitors that face coverings are required during services and celebrations except for children under age 2 or others with impaired breathing or other at-risk conditions.
- ☐ Signs in visible locations prohibit visitors from engaging in handshakes, hugs, or similar greetings that pose contamination risk.
- ☐ If any direct touch items such as prayer books, menus, programs, etc are used in services or ceremonies for the event, individuals are instructed to reference a digital copy or bring their own or disposable items are offered for participants. For items like visitor sign in booklets meant for keepsakes for the event host, an attendant is present to sanitize communal touch items between use and to enforce social distancing and the wearing of face masks.
- ☐ Microphones, stands, music stands, instruments and other items on pulpits and podiums are disinfected between uses.
- ☐ The California Department of Public Health directs that "activities such as singing and chanting negate the risk-reduction achieved through six feet of physical distancing" due to an increased likelihood for transmission from contaminated exhaled droplets. These activities may be included in outdoor events with much greater physical distance or through alternative methods (such as internet streaming) that ensure individual visitors perform these activities privately in their own homes. Please review the updated State Industry Guidance for Places of Worship and Providers of Religious Services and Cultural Ceremonies [here](#)
- ☐ Workspaces and the entire facility are cleaned at least daily when in use, with restrooms and frequently touched areas/objects cleaned more frequently.
- ☐ The site is closed to the public between scheduled events to avoid contamination.
- ☐ Staff responsible for cleaning between events/or at the close of the workday are paid for time spent on these duties if not part of their regular work.
- ☐ Restroom signs remind visitors to wash hands frequently for 20 seconds.
- ☐ Toilet facilities are kept operational and stocked with extra soap, paper towels and hand sanitizer, and are sanitized regularly using EPA approved disinfectants consistent



with manufacturer's directions on the following schedule:

- ☐ Hand sanitizer, tissues and trash cans are available to the public at or near the entrance of the facility.
- ☐ Optional – The use of Rapid Testing for all vendors, employees, and visitors is highly suggested and should be further considered industry-wide when Rapid Tests become more readily available.

THIRD PARTY VENDOR POLICIES

☐ **EVENT PLANNERS:**

- It is strongly encouraged for the event host to retain the services of a professional event planner to manage the event and to also oversee compliance of COVID Safety Regulations. If the event host does not retain a professional event planner, it will be the event host's responsibility to manage the vendors.
- Event planners should consider implementing strategies to encourage behaviors that reduce the spread of COVID-19 among staff and attendees and communicate these strategies to all vendors prior to the event day.
- The event planner should be responsible for vendor management including scheduling and enforcing staggered vendor arrival times.
- It is the event planner's responsibility to make sure that guidelines are distributed to all vendors; however it is the responsibility of each vendor to adhere to all guidelines and mandates.

☐ **THIRD PARTY VENDORS**

- Face masks are required to be worn by all vendors at all times.
- Social distancing must be enforced at 6' of separation between all vendors, staff and attendees
- Load in, set up and load out timelines should be spaced out so that not all vendors are in the space at the same time
- All equipment that is shared must be wiped down and sanitized by an attendant between each use.
- All equipment should be handled only by the vendor when possible.
- All vendors must be equipped with proper PPE for their staff members
- Disinfect common touch point areas and equipment regularly between uses

☐ **PHOTOGRAPHERS AND VIDEOGRAPHERS:**

- Follow guidelines associated with filming.

☐ **ENTERTAINMENT, AUDIO VISUAL, PHOTOGRAPHY & VIDEOGRAPHY:**

- Live entertainment is permitted at both ceremonies and receptions so long as there is always at least 6 ft distance between the performer(s) and visitors and a physical barrier such as plexiglass is placed around the performer and in between performers.
 -
- All musicians and singers performing work in which they cannot wear a face covering (e.g. wind and brass instrument players, singers) should strive for a



minimum of 8 feet of social distancing during rehearsal or performance. Alternatively, these individuals should be separated from others and from each other by plexiglass or other barriers.

- When providing outside equipment, it must be cleaned and sanitized prior to the event.
- Microphones should not be shared between entertainer and visitors if possible. If visitors will be using a microphone for formalities such as speeches, a separate microphone should be provided for use or it must be cleaned and sanitized in-between each use.
- It is recommended that entertainment companies purchase microphone covers to help assist with the sharing of microphones during the event.
- An overhead mic or mic stand should be used so that visitors or employees do not have to touch the microphone.
- All high-touch equipment: microphones, mic stands, presentation remotes, and audio/video cables should be disinfected frequently and between use by different persons. Equipment should be dedicated to individual users where possible or disinfected after each use.

☐ BEAUTY STYLISTS (On-Site Hair and Makeup Artists)

- All stylists should adhere to guidelines outlined in the County Public Health Protocols for Hair Salons and Barbershops:

TESTING

- ☐** It is highly suggested that all visitors, staff, and vendors receive a COVID-19 negative test result with a test date within 72 hours prior to the event or engaging with a private lab for rapid tests for all parties to take upon arrival to the Event Venue.

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- ☐** A copy of this protocol is posted at all public entrances to the site.
- ☐** A sign notifying customers to use hand sanitizer and to wear a face covering when not eating or drinking is also posted at all entrances.
- ☐** Signage is posted that reminds the visitors and employees to maintain physical distancing of six feet, wash hands or use sanitizer upon entry into the facility, and to stay home if they are ill or have symptoms consistent with COVID-19.
- ☐** Signage is posted that notifies visitors that while it may be common practice to socialize at a Private Event, this practice will be discouraged during the pandemic. Online outlets of the Event Venue (website, social media, etc.) provide clear information about schedules, occupancy limitations, parking limitations, required use of face coverings, and options for virtual participation.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ☐** Services that are critical to visitors/clients have been prioritized.
- ☐** Services that can be offered remotely have been moved on-line.



- ☐ Measures are instituted to assure access to goods and services for visitors who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the site should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Site Contact Name:

Phone number:

Date Last Revised:
