

EVENT GUIDANCE

For information on the current Dial Level visit: <https://health.mesacounty.us/>

Mesa County Public Health (MCPH) approval of events is NOT required. The venue operator for an event is responsible for ensuring all vendors/performance groups/attendees are aware of and adhering to current COVID-19 policies and procedures.



	Required	Recommended
Capacity (including spectators) is limited to current Dial Level and a plan is in place for staff to monitor entrance and exit to ensure capacity limits are not exceeded.	✓	
If there will be food at your event, campus constituents should consult with Sodexo to review the required food safety information.	✓	
Collect contact information for guests or attendees through ticket sales, reservations, RSVPs, or sign-in sheets. Include times of arrival and departure, to help with potential exposure notification.	✓	
Ensure signs or markings are used to promote 6 feet social distancing anywhere a line may form or where group seating may occur (i.e. stadium seating etc.).	✓	
Post signage to encourage frequent hand washing and for attendees to exclude themselves if they are experiencing symptoms.	✓	
Require employees, vendors, contracted workers, and volunteers to wear a cloth face covering over the nose and mouth.	✓	
Require individuals 11 years and older to wear a face covering over the nose and mouth while entering/exiting or moving throughout a public indoor space . Assign an employee to monitor for masks and provide training or have a policy in place for non-compliance. Masks are strongly encouraged outdoors, especially when 6 foot social distance cannot be maintained.	✓	
Develop a plan to clean and disinfect high-touch surfaces hourly and disinfect high-touch areas and equipment such as microphones, instruments, props, etc. between uses.	✓	
For employees, vendors, contracted workers and volunteers implement symptom monitoring protocols (including workplace temperature monitoring and symptom screening questions where possible).	✓	
Install hand sanitizing stations at entrances and in high-traffic areas.	✓	
For seated events, ensure parties will be limited to 10 or less from the same household or those in similar close relationships. Tables must be spaced 9 feet apart, groups in open/lawn seating venues and groups in stadium seating shall be separated by 6 feet in all directions. Consider using designated 10x10 squares or flags to represent seating areas for groups.	✓	
Design the layout to ensure performers are a minimum of 25 feet from the audience. Dancing is prohibited.	✓	
Design booth layout to allow for 6 feet between booths and a 16 foot thoroughfare between rows of booths.	✓	

	Required	Recommended
Consumption of food and beverages is only allowed while seated and groups are 6 feet apart in all directions.	✓	
Eliminate self service items, use only single use items (such as cups and condiments).	✓	
Consider increasing the number of food, beverage, retail vendors and/or aid stations offered to help people spread out and prevent lines from forming.		✓
Develop a method to define entrances, exits, and one-way flow of traffic (i.e. signs, ropes, cones, paint, and/or tape). Consider adding additional entrances and exits to prevent overcrowding.		✓
Group employees into teams or shifts that stick together to limit mixing between different teams or shifts.		✓
For race type events, consider limiting each start time wave to 50 participants or less and recommending the use of face masks in close contact settings and/or until their wave enters the course.		✓
Provide contactless payment methods.		✓
Consider installing plexiglass in close contact settings such as cashier stations, registration/ information booths etc.		✓
Provide generous and flexible cancellation policies so that if guests start experiencing symptoms, they can cancel.		✓
Remove games or activities that require or encourage mingling, congregating and sharing materials. This includes things like board or recreational games, award ceremonies, bounce houses, ball pits, shared dance floors (not for performances), and amusement booths or rides at fairs.		✓

QUESTIONS? Email: safety@coloradomesa.edu

Definitions:

Public Indoor Space: Any enclosed indoor area that is publicly or privately owned, managed, or operated to which individuals have access by right or by invitation, expressed or implied, and that is accessible to the public, serves as a place of employment, or is an entity providing services. Public Indoor Space does not mean a person's residence, including a room in a motel or hotel or a residential room for students at an educational facility.

Public Event: Indoor activities like receptions, events, concerts, indoor markets, non-critical auctions, theaters, and trade shows.

Outdoor Events: Outdoor activities such as outdoor receptions, events, fairs, rodeos, non-critical auctions, concerts, outdoor markets, or other outdoor venues. Restaurants or Outdoor guided tours are not included in this definition.