

## COVID-19 (CORONAVIRUS) SPECIAL EVENT REQUIREMENTS

Boise City has implemented the following requirements to ensure organizations adhere to the health and safety guidelines set by federal, state, and local health officials and to provide for a safe and healthy environment for events and participants.

### Mandatory Event Requirements

Events must abide by all elements and conditions in the CDH approved COVID-19 safety plan throughout the duration of the event.

Events must designate at least one on-scene point of contact for complaints and enforcement of safety plans and emergency orders throughout the duration of the event.

Events must post signage at all entrances to the event listing COVID-19 safety rules (including masks & physical distancing) and contact information to address complaints/concerns during the event.

Events are required to notify participants and attendees of the safety plans and event requirements prior to the event.

Events shall review and abide by all required orders and guidelines provided by:

- City of Boise  
<https://www.cityofboise.org/covid-19> (facemask & physical distancing requirements)
- Central District Health  
<https://www.cdhd.idaho.gov/covid.php>
- State of Idaho  
<https://coronavirus.idaho.gov/>  
<https://rebound.idaho.gov/>
- Centers for Disease Control and Prevention (CDC)

### Acknowledgement of COVID-19 Requirements & Safety Plan

This document serves as an affidavit of the applicant's acknowledgement and agreement to abide by all elements and conditions in the applicant's CDH approved COVID-19 Safety Plan and the policies governing the proposed event under the City of Boise ordinances outlined in Boise City Code. Find additional information at <https://www.cityofboise.org/>.

**Enforcement of these requirements is the sole responsibility of the event coordinator throughout the duration of the event. Non-compliance with the approved CDH safety plan for this event, the Boise City Emergency Order, or any of the mandatory requirements listed above may cause the event to end immediately. Due to the fluctuating nature of COVID-19, the City of Boise may rescind or modify the approval of your event if a more restrictive health order is implemented for the time of your event.**

\_\_\_\_\_  
Signature of Event Coordinator/Organization

\_\_\_\_\_  
Date

## ADDITIONAL EVENT GUIDELINES

### Awareness:

1. Please continue to check the appropriate websites to ensure you, as the event coordinator and host, are familiar with the most up-to-date emergency orders and requirements.
2. Ensure attendees, participants, and vendors are aware of the most current COVID-19 order for your location by mail, e-mail, or by posting on your website.

### Logistics:

1. Ensure you have sufficient masks to abide by the current health order in the event that attendees or participants do not have masks.
2. Plan and mark paths of travel to ensure one-way flow for those in attendance.
3. Use separate entry and exit points to the event.
4. Provide visual indicators or signs to ensure physical distancing and proper education for your approved CDH safety plan.

### Cleaning and Sanitation:

1. Plan to have enough sanitizer to be readily available throughout the duration of the event.
2. Clean high-touch surfaces regularly during the event.
3. Limit the use of cash for food and beverage services.
4. Plan adequate space to ensure proper physical distancing for food areas, seating areas, shuttles, porta-potties, and any other areas where attendees may congregate.
5. Utilize visual markers for physical distancing in lines and gathering areas.

### Races:

1. Ensure you plan ahead for start or finish line gatherings.
2. Consider the use of staggered start times to ensure proper physical distancing.
3. Have masks available at the finish line for participants in the race.
4. Ensure race officials, announcers, and volunteers are properly educated and trained to assist in enforcement of the event safety plan and any current health orders.

### Festivals:

1. Plan the set-up to ensure separate entry and exit points with one-way flow for participants of the festival.
2. Ensure you have adequate signage inside of the festival reminding attendees, participants, and vendors to abide by the requirements to hold the event.
3. Hold virtual educational meetings for all vendors, booths, staff members, and volunteers to ensure compliance with the CDH approved safety plan emergency order requirements.
4. Designate multiple points of contact or ambassadors to address complaints, concerns, and enforcement during the event. Please remember that enforcement of the requirements is the obligation of the event organizer.