



2021 SPRING TUNEUP

COVID-19 RISK MITIGATION PLAN

April 16 - 18, 2021

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I. Purpose, Policy and Definitions:

Purpose

The purpose of this document is to outline policies and procedures to mitigate, not eliminate, the risk of Covid-19 spread at BRAG events. This document is a living document that will change as conditions require.

Policy

BRAG will monitor the constantly changing covid-19 status report in Georgia as well as the current CDC guidelines for stopping the spread of Covid-19 prior to the even. BRAG will follow the guidance set forth by the CDC as well as local public health authorities. We will assess, based on current conditions, whether to postpone, cancel, or significantly reduce the number of attendees for the event. **If the advice of public health officials is to not move forward with the event we will postpone the event.**

Definitions

COVID-19: SARS-CoV-2, the virus that causes COVID-19, is thought to be mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may also spread to hands from a contaminated surface and then to the nose, mouth or eyes, causing infection.¹

Common Areas: All rest stops, registration area, stage area, food service area, portlet queues, shower trucks, and any area north of the fence line at the Sunflower Farm, located at 1430 Durden Road Rutledge GA, 30663.

Show and Go: Method of starting a ride where participants can leave whenever they are prepared. No need for gathering or mass start.

II. Procedure

1. BRAG will communicate all participant facing policies and procedures related to COVID-19 4 weeks pre-ride via email, via text, via social media, and via the BRAG website.
2. All staff and volunteers will be verbally told and trained on the new COVID-19 policies and procedures prior to the ride.

¹ Considerations for Events and Gatherings, Centers for Disease Control and Prevention, <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>, Last Updated July 7, 2020

III. CDC Considerations for Events and Gatherings

Below is a listing of the considerations for events and gatherings published by the Center for Disease control and prevention July 7, 2020. BRAG Procedures, policies, and responses are listed in the right hand column.

CDC Guidelines	BRAG Procedure
Staying Home when Appropriate	<ul style="list-style-type: none"> • Educate staff, participants, and attendees about when they should stay home. Pre-event email that includes CDC When to Quarantine guidelines ²
Hand Hygiene and Respiratory Etiquette	<ul style="list-style-type: none"> • Provide all participants with face coverings. • Required use of masks among staff at all times. • Require the use of masks among participants while at rest stops and not eating or drinking. • Require the use of masks among participants while in the “common grounds” while not eating or drinking. • Require frequent employee handwashing • Include two separate hand washing stations at each rest stop and base camp. Each station including 3 – 4 spigots and adequate soap. • Require hand washing at each rest stop before approaching refreshments. • Disallow handshakes and unnecessary contact
Adequate Supplies	<ul style="list-style-type: none"> • Ensure adequate supplies to support healthy hygiene, including include soap, water, hand sanitizer, showers, portalets, handwashing stations.
Signs and Messages	<ul style="list-style-type: none"> • Post signs in highly visible locations that promote everyday protective measures and describe how to stop the spread of Covid-19

² When to Quarantine, Centers for Disease Control and Prevention, <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html> Updated Aug. 16, 2020

CDC Guidelines	BRAG Procedure
Signs and Messages	<ul style="list-style-type: none"> • Broadcast announcements on COVID-19 via e-mail and text systems.
Cleaning and Disinfection	<ul style="list-style-type: none"> • Using Atomizer to frequently spray portalets, showers, and common areas at base camp. • Clean and disinfect frequently touched surfaces within the venue at least daily • Clean portalets daily • Clean showers daily • Use EPA-approved disinfectants against COVID-19
Restrooms	<ul style="list-style-type: none"> • Space portalets 6 feet apart and including signs to social distance the queue. • Clean and disinfect regularly. • Adequately stocked with supplies for handwashing, including soap and water or hand sanitizer
Ventilation	<ul style="list-style-type: none"> • Spring TuneUp is 100% outdoors so no ventilation adaptations necessary (unless you SAG). • If the SAG Driver is in the car with another participant, they must have the windows down
Water Systems	<ul style="list-style-type: none"> • Using only potable water sources
Modified Layouts	<ul style="list-style-type: none"> • Mailing registration packets to eliminate packet pick up, thus vastly reducing congregation near registration. • Having electronic only onsite registration
Communal Spaces	<ul style="list-style-type: none"> • Place a no-go buffer zone 6 feet from the stage to ensure musicians do not spread particles to participants when performing. • Removing fence sections to remove the choke point of entry and exit of common space. Therefore, egress can occur in 360 degrees.

CDC Guidelines	BRAG Procedure
Food Service	<p>There is no evidence that COVID-19 is spread by food.³</p> <ul style="list-style-type: none"> • Serving only individually wrapped snacks and fruit items where the skin is not consumed. • Clean and disinfect frequently touched surfaces at rest stops • Requiring participants to wash hands before approaching the rest stop table. • Including signage at rest stops to socially distance and not queue more than 6 feet apart • Requiring food trucks to serve individually plated meals • Requiring food trucks to use disposable food service items including utensils and dishes
Shared Objects	<ul style="list-style-type: none"> • Not providing pumps (at base camp) as multiple people use them in short succession • Not allowing pursuing of merchandise. Not allowing returns of merchandise. • Not providing a charging station as there are many devices and items touched by many participants.
Protections for Staff and Attendees who are at Higher Risk of Severe Illness from COVID-19	<ul style="list-style-type: none"> • Allowing refunds for at risk participants • Refunding participants who come down with illness or do not feel well and do not attend.
Regulatory Awareness	<ul style="list-style-type: none"> • Monitoring CDC guidelines and Georgia mandates to ensure we are in compliance.
Limited, Staggered, or Rotated Shifts and Attendance Times	<ul style="list-style-type: none"> • No Mass start, show and go during a 3-hour time frame.

³ Considerations for Events and Gatherings, Centers for Disease Control and Prevention, <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>, Last Updated July 7, 2020

CDC Guidelines	BRAG Procedure
Travel & Transit	<p>There is no evidence that COVID-19 is spread by food.⁴</p> <ul style="list-style-type: none"> • SAG drivers will have individually wrapped ponchos to put on seats in between riders. • Limiting SAG to medical and mechanical failures only. • SAG drives provided with extra masks for participants • If the SAG Driver is in the car with another participant, they must have the windows down. • No shuttle service • Participants will arrive in their own vehicles
Designated COVID-19 Point of Contact	<ul style="list-style-type: none"> • Designated staff to be responsible for responding to COVID-19 concerns
Communication Systems	<ul style="list-style-type: none"> • Texting system available for communicating messaging related to COVID-19 • Advise attendees prior to the event or gathering that they should not attend if they have symptoms of, a positive test for, or were recently exposed (within 14 days) to COVID-19. • Signage communicating CDC messaging around COVID-19
Staff Training	<ul style="list-style-type: none"> • Share, train, and explain new COVID-19 procedures to all staff.
Recognize Signs and Symptoms	<ul style="list-style-type: none"> • Temperature Check available at registration
Lessons Learned After the Event	<ul style="list-style-type: none"> • Post event follow up with stake holders to make adjustments for Big BRAG. • Post event survey to discover if anyone has developed symptoms.

⁴ Considerations for Events and Gatherings, Centers for Disease Control and Prevention, <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>, Last Updated July 7, 2020

CDC Guidelines	BRAG Procedure
Preparing for When Someone Gets Sick	<ul style="list-style-type: none"> • Require individuals who develop symptoms to leave immediately. • Individuals in the same group or who had close contact with a person who has symptoms will also sent home, and advised to follow CDC guidance for community-related exposure, regardless of if they have symptoms or not. • Follow up with symptomatic persons to discover if they did in fact have the virus and communicate that with persons with whom they had close contact.
Clean and Disinfect	<ul style="list-style-type: none"> • Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them • Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
Notify Health Officials and Close Contacts	<ul style="list-style-type: none"> • In accordance with state and local laws and regulations, notify local health officials, staff, and attendees of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPPA).

IV. USA Cycling Event Guidelines

Below is a listing of the guidelines for USA Cycling events. While BRAG is not governed or affiliated with USA Cycling their guidelines have been proven to be helpful. BRAG procedures, policies, and responses are listed in the right hand column.

USA Cycling Guidelines	BRAG Procedure
Event Registration	Pre-Registration typically makes up 80 – 90% of participants. <ul style="list-style-type: none"> • We will mail all participant packets pre-ride • Onsite registration will be electronic only. No pens, pencils, or shared items to register. Participants can register and pay on their phone, which will be all contactless. • Registration will be 100% outdoors, with dedicated flow of registration band pickup post onsite registration.
Awards	<ul style="list-style-type: none"> • No awards ceremonies
Spectators	<ul style="list-style-type: none"> • No Spectators
Mass Start	<ul style="list-style-type: none"> • No mass start, show and go over a 3 hour time frame.
Time Trials, MTB Gravity, Cyclocross, Track, Etc	<ul style="list-style-type: none"> • N/A
Rest Stops	<ul style="list-style-type: none"> • Bike parking that is adequately spaced out. • Provide hand sanitizer and hand washing stations at each rest stop • Participants are required to wash their hands prior to picking anything up from the rest stop. • Signs asking riders to remove cycling gloves while at the Rest Stop. • Individually Packaged food • Signs markings every 6 feet to delineate adequate spacing between riders as they queue • If you touch it you eat it policy at rest stops. No putting items back.

USA Cycling Guidelines	BRAG Procedure
Rest Stops	<ul style="list-style-type: none"> • Volunteers will have the ability to serve without touching a rider. • Rest stop staff and all staff will be required to wear face masks at all times. Rest stop workers will be required to wear gloves. • Limit volunteers to people outside of the CDC high risk groups.
Medical	<ul style="list-style-type: none"> • Designated COVID-19 response staff. Instructions to call the Georgia COVID-19 hotline to discuss the issue. • Address and phone numbers to local medical care facilities listed in every participant ride guide. • Require individuals who develop symptoms to leave immediately. • Individuals in the same group or who had close contact with a person who has symptoms will also sent home, and advised to follow CDC guidance for community-related exposure, regardless of if they have symptoms or not. • Follow up with symptomatic persons to discover if they did in fact have the virus and communicate that with persons with whom they had close contact.
Venue	<ul style="list-style-type: none"> • Enough parking space to keep riders apart by 6 feet. Policy to not exit your vehicle if another participant is within 6 feet. • Clearly marked map and signage for venue layout. • Uni directional registration pick up for participants registering electronically onsite.

USA Cycling Guidelines	BRAG Procedure
Venue	<ul style="list-style-type: none"> • No merchandise returns • No trying on merchandise • No fitting rooms • Priority of touchless electronic payment • Hand sanitizer for physical payment • Only electronic receipts • Participants required to wear face coverings when in the common areas and not eating and drinking.
Medical	<ul style="list-style-type: none"> • Designated COVID-19 response staff. Instructions to call the Georgia COVID-19 hotline to discuss the issue. • Address and phone numbers to local medical care facilities listed in every participant ride guide. • Require individuals who develop symptoms to leave immediately. • Individuals in the same group or who had close contact with a person who has symptoms will also sent home, and advised to follow CDC guidance for community-related exposure, regardless of if they have symptoms or not. • Follow up with symptomatic persons to discover if they did in fact have the virus and communicate that with persons with whom they had close contact.
Venue	<ul style="list-style-type: none"> • Enough parking space to keep riders apart by 6 feet. Policy to not exit your vehicle if another participant is within 6 feet. • Clearly marked map and signage for venue layout. • Uni directional registration pick up for participants registering electronically onsite.

V. BRAG Additional Policies and Procedures

Below are additional considerations we feel that make it prudent to take additional precautions.

Additional Considerations	BRAG Procedure
Overnight camping	<p>Spring TuneUp is a 3 day overnight event. Participants stay in a hotel, camping or staying in an RV. We do not feel the overnight aspect presents additional concerns as participants will be able to sufficiently space out and have physical barriers between them while sleeping.</p> <ul style="list-style-type: none"> • Masks will be required in all common spaces. • Group mingling and gathering will be discouraged via email and physical signage at the space.
Music	<ul style="list-style-type: none"> • Create a 6 feet buffer around the stage to prevent any particulate from the performers traveling to participants.
Food trucks	<ul style="list-style-type: none"> • Encourage six feet of line queuing distance with physical signs • Require individually portioned and plated items be served by food trucks
Common Areas	<ul style="list-style-type: none"> • Masks will be required in all common spaces while not eating or drinking • Participants will be provided with a custom BRAG buff as an additional face covering if they forget their own. • Extra surgical masks will be on supply if participants forget their masks while in a common area
Rest Stops	<ul style="list-style-type: none"> • All rest stops will be contactless between the staff and the participants. • All food items will be individually packaged • All drink disbursements will have a contactless delivery method

VII. Emergency Phone Listings

Organization	Address/Contact	Phone
Georgia COVID Hotline		(844) 442-2681
Emergencies		911
Morgan County Health Department	Leah Ainslie	(706) 752-1266
Walton County Health Department		(770) 207-4125
Putnam County Health Department		(706) 485-8591
Newton County Health Department		(770) 786-9086
Morgan Medical Center	1740 Lions Club Rd, Madison, GA 30650	(706) 342-1667
Piedmont Newton Hospital	5126 Hospital Dr NE, Covington, GA 30014	(770) 786-7053
Piedmont Walton Hospital	2151 W Spring St, Monroe, GA 30655	(770) 267-8461
Athens Regional Hospital	Nacoochee Ave, Athens, GA 30601	(706) 475-7000
St. Mary's Good Samaritan Hospital	5401 Lake Oconee Pkwy, Greensboro, GA 30642	(706) 453-7331
Northeast Health District COVID Testing Hotline		(706) 340-0996



RETURNING TO RIDING & RACING

REVISED 5.17.2020



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#RIDEWITHUS



The current crisis brought on by the COVID-19 Pandemic has created major societal impacts, with changes to how America functions as a nation. Sport has not escaped these impacts, with competitions and practice from local recreational leagues to professional teams experiencing cancellations, postponements and serious economic impacts.

While cycling in general is seeing record sales of bicycles, riding in groups - whether a local weekend ride or serious competition - has virtually stopped for reasons of safety. In addition, although many locations are beginning to re-open there are still requirements on social distancing and mass gatherings. Aside from these regulations and policies, we are also being asked to continue practicing responsible behaviors such as hand washing, wearing of face coverings and restraint from physical contact.

For the event organizer looking to produce a cycling event, there are many questions regarding how to plan and safely operate events. Although there are several guidelines for mass gatherings available, none are specifically tailored to cycling. In addition, the requirements set in place by local, regional and state governments vary dramatically.

USA Cycling has created this document to provide guidance to the cycling event organizer. In responding to questions from our community, we have applied the following principals to assist the organizer.

*Help Assess the Risk of an Event
Provide Information on Who to Consult and How to Speak with Them
Collect Guidance and Resources and Apply to Cycling
Provide Case Studies and Practices to Mitigate Risk*

This guide and associated documents are meant to provide guidance for the event organizer when looking at the risks of holding an event, as well as mitigation efforts to make events that are able to happen safer.

This guide is meant to provide advice, suggestions and options for events of all sizes. Not all items in this document will be applicable to all events.

USA Cycling created the following guidelines using information provided by public health authorities, organizations within the Olympic Movement and the collective feedback of various stakeholders in the sport of cycling. These guidelines contain mitigation strategies that may be applied to events scheduled to occur only after any bans on mass-gatherings are lifted by all relevant jurisdictions. They are intended to spark thoughtful deliberation by event organizers to create their own unique event plan specific to their event. Users should seek advice from medical professionals and/or local public health officials if they have specific questions about their event. USA Cycling may update these guidelines periodically as knowledge and the circumstances around COVID-19 change. USA Cycling makes no representation and assumes no responsibility for the accuracy or completeness of this information. It is intended purely as guidance to be used at the user's own risk.



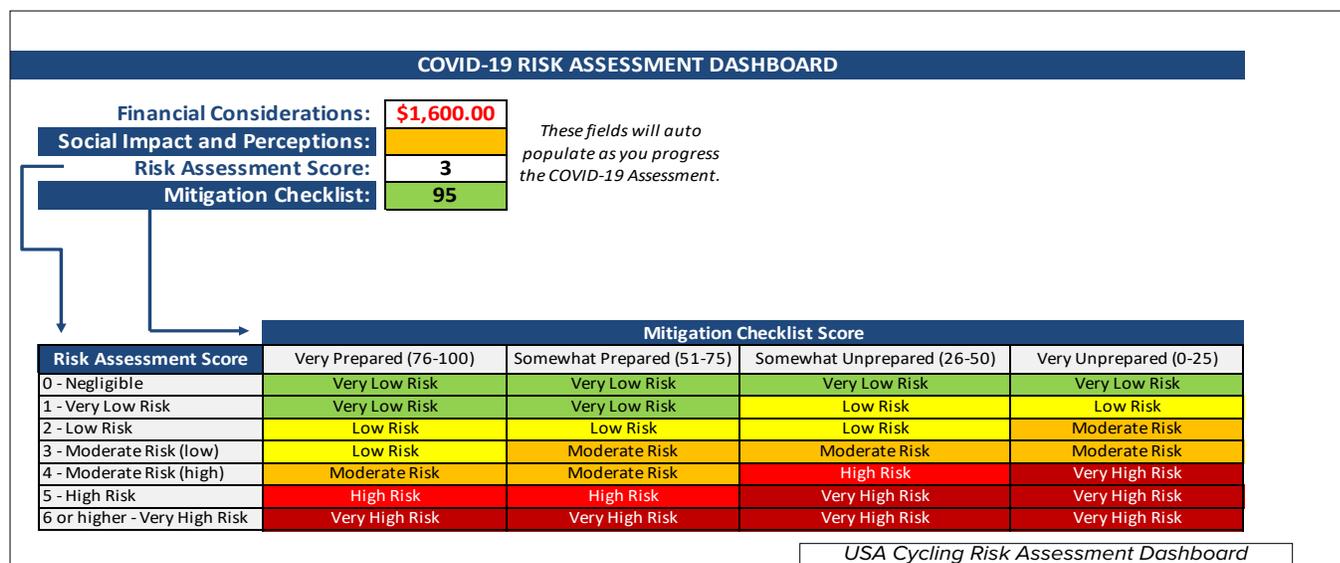
ASSESSING YOUR EVENT

When looking to hold an organized cycling event in the COVID-19 era, it is important to consider a number of factors.

The primary consideration of any event organizer is the safety of their participants, staff, volunteers, spectators and the host community. This takes on even more importance in dealing with the challenges presented by COVID-19, with organizers responsible for meeting local health guidelines in addition to the traditional concerns over things like course safety. Assessing your event and the ability to meet the health and safety requirements set forth by the responsible agencies plays a huge role in the ability to host a successful event.

Another major external consideration is the impact an event would have upon the local community. Even if an event receives permission to hold an event, the event organizer should be sure that the local community – the people who live in the area – are supportive of outside people coming to your event. Some people may be concerned about their neighbors’ health along with whether the event will stress local resources. An event that receives negative publicity for happening during this time may struggle to hold a future event in that location or other locations. Make sure you are creating outreach channels for conversation and feedback.

Finally the financial considerations of safe event production during COVID-19 have to be considered. Modifications to mitigate risk may raise expenses and make the event unaffordable. An event may also see a decrease in participants, sponsorship and other financial support. An organizer must be able to assess whether the event can proceed financially without shortcuts that would endanger participant safety, the future of the event or the organizer’s financial viability.



USA Cycling has created a [Risk Assessment Tool](#) to help organizers take a look at their event to see how prepared they are for the above considerations - and what areas they need to focus on for a successful event. Completing the assessment tool will also lead organizers through risk mitigation steps to determine what will help or hinder the event.

Organizers should take a close look at their event and determine – based on the safety, social and financial risk – whether they have the ability to conduct it. Just because local government entities will allow it, does not mean the event will be successful.



Monitoring COVID-19 Status

When assessing your event it is critical that you understand the current status of COVID-19 on a national, regional and local level. And this does not mean a one-time check - the situation in any of these areas may get better or worse during the planning of your event.

There are a number of resources available, with many agencies and organizations providing daily updates on both the status of COVID-19 as well as local responses and any restrictions in place.

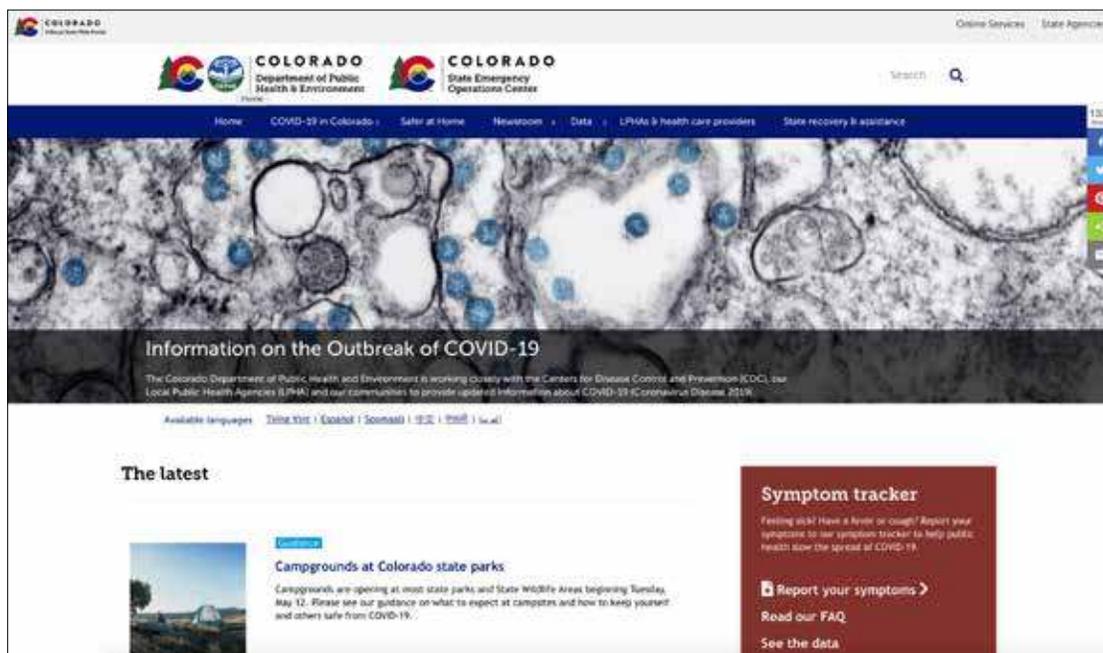
Resource and Update Sources

[CDC Cases, Data and Surveillance for COVID-19](#)

[WHO COVID-19 Situation Reports](#)

***“Stay informed about the local COVID-19 situation.
Get up-to-date information.”
- Centers for Disease Control and Prevention***

State and local health departments are providing day-to-day updates on the status of COVID-19 in their communities. Along with these status updates, state and local health departments generally also provide updates on restrictions for business and events. Examples of these can be found in the “Case Studies” section later in this document.



Colorado's dedicated COVID-19 page provides current updates on the pandemic in the state, as well as revisions to policies and guidelines.



LOCAL COORDINATION AND PERMISSIONS

Cycling events happen through the permission and support of the local jurisdictions and community. There are several types of agencies an event organizer normally contacts throughout their planning phase. Traditionally these agencies have been those required to obtain permits and permissions, or staff an event with personnel. Some of these include:

Law Enforcement
Public Works/Streets Departments
Parks and Recreation

Fire/Medical Agencies
Planning Departments
Land Management Agencies

In order to hold your event, you need permission from all government entities with oversight, as well as to follow their guidelines and policies.

While you must still obtain permissions from the above agencies, in the COVID-19 era it is important that you discuss your event with other agencies and organizations that may not have been involved in the past. These organizations may have restrictions in place that will shape your event, as well as resources to ensure that you produce the safest event possible. Two important groups to discuss your event with are:

Local, County or State Health Department

Hospitals and Healthcare Providers

While many event organizers have only worked with health departments on things like catering and food service in the past, these organizations now have an important role to play in both the planning of your event and allowance for it to occur. There are over 2000 local health departments in the United States, many of which are formed at the county level.

As a starting point to find your local health department, look at your county website or utilize the [Guide to Local Health Departments](#) from the National Association of County and City Health Officials. In many cases the local government agencies are already working with these health agencies and can provide guidance, as well as any special requirements in place.

The Centers for Disease Control and Prevention urges organizers of mass gatherings to meet with the emergency operations coordinator or planning team for your venue and to establish relationships with key community partners and stakeholders. Whether you are producing a small local event with just a few participants, or a larger ride or race with an international draw, forming a relationship with the agencies for your area will help ensure a safe event for you and your participants.

NATIONAL AND INTERNATIONAL RESOURCES



The Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO) have both released documents providing guidance for organizers of mass gatherings/events. This document attempts to implement these guidelines in a format appropriate for the sport of cycling. Aside from this guide, all organizers should consult the CDC and WHO guidelines, the documents referenced within these guidelines, as well as any local resources.

CDC Interim Guidance for COVID-19

Interim Guidance: Get Your Mass Gatherings or Large Community Events Ready for Coronavirus Disease 2019 (COVID-19)

Summary of Recent Changes

This interim guidance is based on what is currently known **about the Coronavirus Disease 2019 (COVID-19)** (<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>). The Centers for Disease Control and Prevention (CDC) will update this interim guidance as needed and as additional information becomes available.

This interim guidance is intended for organizers and staff responsible for planning mass gatherings or large community events in the United States. **A mass gathering is a planned or spontaneous event with a large number of people in attendance that could strain the planning and response resources of the community hosting the event, such as a concert, festival, conference, or sporting event.**

In This Document

- [Considerations for Cancelling or Postponing a Mass Gathering](#)

CDC Interim Guidance for Mass Gatherings

WHO Considerations for Sports Events During COVID-19

Considerations for sports federations/sports event organizers when planning mass gatherings in the context of COVID-19

Interim guidance
14 April 2020



Background

This sports addendum should be read in conjunction with the [WHO key planning recommendations for Mass Gatherings in the context of the current COVID-19 outbreak](#) which provides general advice on the public health aspects of such events.

This addendum has been developed to provide additional support to sports event organizers in assessing the specific additional risks, identifying mitigation activities and making an informed evidence-based decision on continuing to host any sporting event. Additional guidance is provided in the specific WHO COVID-19 mass gatherings sports addendum risk assessment tool and mitigation checklist.

Updated [technical guidance on COVID-19](#) should also be consulted. These documents will be reviewed and updated as the pandemic evolves.

WHO Considerations for Sports Events



INTERNAL COMMUNICATIONS AND GUIDELINES

Internal Coordination

Events should consider appointing a COVID-19 Coordinator for the event. Pre-event this person can be the conduit for all related conversations between the event organization and the local jurisdictions as well as be in charge of monitoring the current local COVID-19 situation. During your event your coordinator can also be the information conduit for participants and staff.

This coordinator can formulate and discuss the current and local impact of the virus, emergency operations plans, and determine how they may impact aspects of your events, such as personnel, security, services and activities, functions, and resources while maintaining coordination with the local health and permitting agencies.

Ensure your COVID-19 Coordinator is securing up-to-date information to follow the guidelines set in place by federal, state, and local authorities. Find out what external timelines are in place and who you need to coordinate with such as permitting agencies, health authorities, and adhere to CDC and local mass gathering restrictions.

Internal Guidelines

It is important that your staff and volunteers understand the requirements placed on them, as well as event participants. Educating people involved on the risks, as well as steps being taken to mitigate those risks, helps everyone understand the importance.

Don't overestimate anyone's understanding of concepts such as proper sanitation, social distancing and the signs and symptoms of COVID-19. All staff and volunteers at an event should be familiar with the information available from the CDC at the following links.

[CDC: How to Protect Yourself and Others](#)

[CDC: Social Distancing](#)

[CDC: COVID-19 Symptoms](#)

Also make sure that volunteers and staff understand how your event will operate. Even if they have worked many events in the past, we are now well past "business as usual."

Meetings

To avoid having to gather at an event, consider pre-event briefings and planning sessions with your staff, volunteers and vendors using remote platforms. There are a number of free or cost-effective solutions that allow for video conferences. Consider sharing files such as operations guides, technical manuals and volunteer assignment sheets electronically. This not only has the benefit of reducing on-site exposure, it also reduces scrambling on race day and empowers your staff and volunteers.



Keeping your participants informed is extremely important. Most event organizers have multiple communication channels and should utilize them to communicate various messages to keep people informed.

General Approach

How can event organizers engage participants during the crisis? First and foremost, if the content organizers are sending out isn't appropriate for this time, it should not be sent. If content should wait until this crisis comes to an end, wait until then. Second, assess the language and imagery that is used. Avoid images that show large crowds or people touching. Avoid language that may describe close interaction such as, "get in touch." Third, keep people informed about the event. No matter if an organizer is canceling, postponing, or going ahead with the originally scheduled date, people should be informed of the organizers intentions and event status. Let the public know about the proactive measures being taken to keep the event safe and successful, and that the event is being held under local regulations. Fourth, be positive during this time. Just because changes are being made does not mean the tone of what is sent out to the public has to be negative. It is important to remain positive, uplift the spirits of participants, and get them excited for the event whether it will be in 2020 or 2021. Offering hope and optimism might bring people back to the event. Finally, remember that bike riding and racing are a healthy and fun way to spend time during this crisis.

Event Website

An event website is a static location in which to keep information that someone may need to access at all times. With a constantly changing situation, it is advised that someone be assigned to make website updates and can do so on an immediate basis. On that event website it's advised the following information is posted:

<i>Refund Policy</i>	<i>Cancellation/Postponement Timeline</i>
<i>Registration/Package Pickup Process</i>	<i>Social Media Links</i>
<i>Rider Health Checklist</i>	<i>Event Safety Initiatives</i>
<i>Current Local Rules and Regulations</i>	<i>Event Emergency/Cancellation Plan</i>

Social Media

Social media can provide you with the capacity to provide quick messaging. Consider using social media for the following:

<i>Event Alerts</i>	<i>Last Minute Changes</i>	<i>Reminder of Procedures</i>
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Signage

Most events utilize signage for on-site notifications at events. You may need to purchase or create additional signage to further communicate to people on-site. Some signage you should consider:

<i>Social Distancing Guidelines</i>	<i>6-foot Markings</i>	<i>Venue Specific Movements</i>
<i>COVID-19 Symptoms</i>	<i>Medical Locations</i>	<i>Sanitation Guidelines</i>



EXTERNAL MESSAGING

As the pandemic has developed, we have seen a shift in society's willingness to congregate in crowds - which aligns with public health advice in areas where there is community spread of the virus. For events that are able to safely take place, participants will need assurances that the event is taking steps to mitigate risk to everyone involved. Likewise, participants will need to know what expectations and requirements will be placed on them to help mitigate risk.

Communications on COVID-19 Information

Event participants should be reminded of the items below in the lead-up to the event. This can be in a direct communication, or hosted on the event information page. The WHO risk assessment suggests the following items be communicated to participants:

What Populations are At-Risk
Personal Sanitation Guidelines
COVID-19 Signs and Symptoms

Health Self Monitoring
Social Distancing Guidelines

Communications on Requirements

If your event is setting specific requirements that participants who attend must follow, it is critical that these are communicated directly and often. Aside from the basic structure and schedule of your event, some specifics to consider when communicating are:

Will PPE be Required
Registration Procedures

Are Spectators Allowed
On-Site Social Distancing

Communications on Safety Steps

Events taking steps to reduce risk for their participants, and that follow guidelines as set forth by local and national health organizations, should advertise these facts to their participants. Advertising the safety precautions that have been put in place for before, during, and after the event sets expectations for everyone involved.

***“Communicate to any contractors or on-site visitors
about changes that have been made to help
control the spread of COVID-19.”***

- Centers for Disease Control and Prevention

Sanitation at your event is a key to preventing the spread of COVID-19. Regular cleaning of objects and surfaces that people come into contact with is important. The CDC offers excellent guides for proper cleaning and sanitation methods.

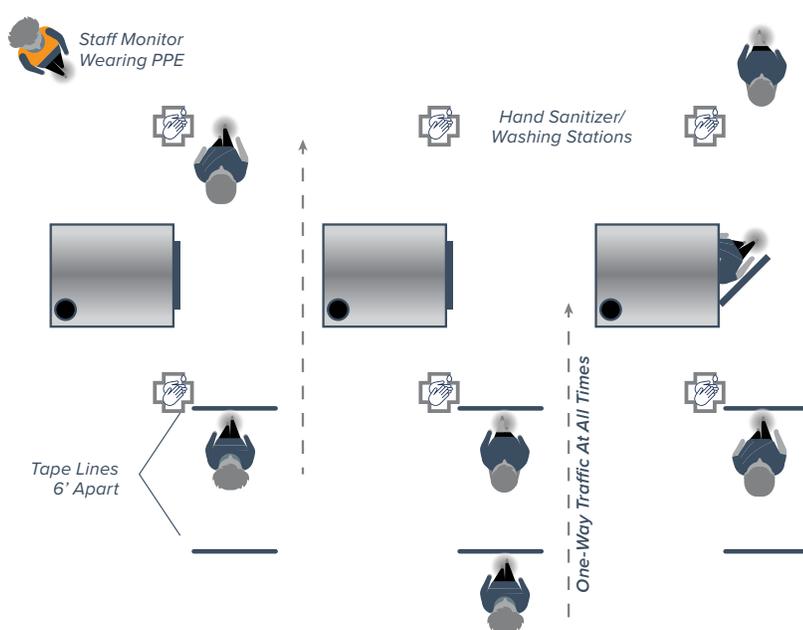
[CDC Guide to Cleaning and Disinfecting Your Facility](#)

[CDC Guidance for Cleaning and Disinfecting Public Spaces](#)

Restrooms and portable toilets deserve their own section because of the challenging logistics, even outside of a pandemic. Below are some considerations.

- Restroom quantity should be increased to reduce use and be placed 6 feet apart.
- If permanent restrooms are used, work with the owners for cleaning and supplies.
- Work with your provider to ensure at least once a day cleaning if your event is for multiple days and ensure they are using approved COVID-19 cleaning procedures.
- All high touch points must be cleaned routinely.
- Place 6 foot social distancing temporary marks on the ground for queues.
- This area should have one-way traffic with one entrance and one exit.
- Hand washing and/or hand sanitizing stations are required and should be spaced 6 feet apart.
- Riders should be instructed to sanitize their hands prior to entering and when exiting. Provide signage to ask riders to remove gloves as appropriate.
- Portable restrooms should have hand sanitizer in them.
- Provide enough stations to prevent congestion.
- A staff member should be assigned to monitor the refilling of restroom, hand washing and/or hand sanitizing stations.
- Staff are required to wear a face covering or mask and gloves with instructions for use.
- Garbage cans with liners should be placed in this area.
- Trash bags should be tied or knotted prior to disposal.

Portable Toilet Placement Utilizing Social Distancing

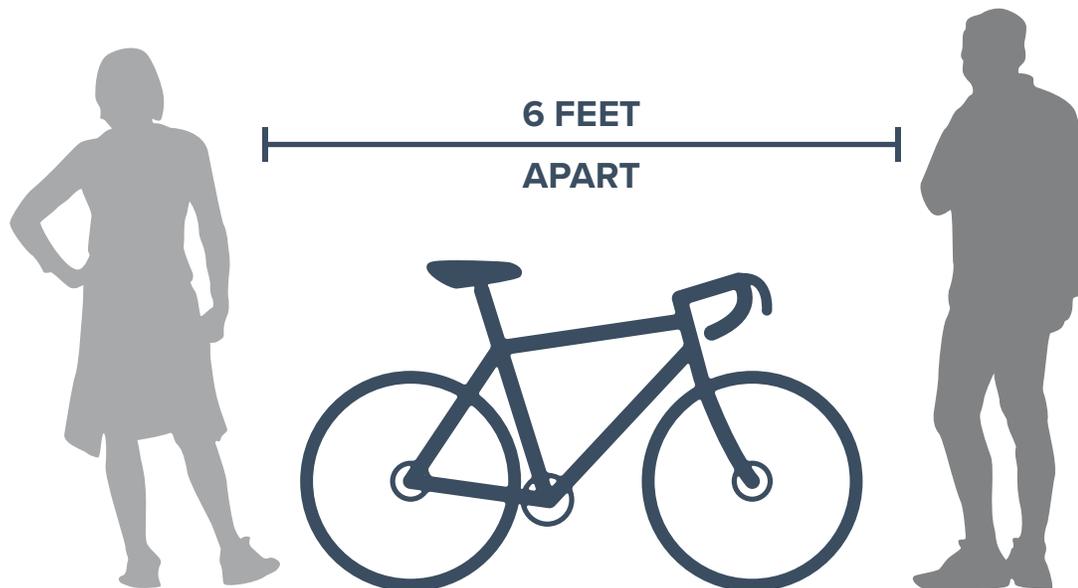




SOCIAL DISTANCING

Almost everyone has heard the term “social distancing” during the COVID-19 pandemic. This document has attempted to work social distancing into the different examples and case studies. The CDC provides guidance for the public on how to best achieve social distancing.

CDC Guideline to Social Distancing



Social Distancing at Events

Social distancing is a powerful tool to prevent the spread of illness. As such it should be incorporated into every aspect possible at your event. This document attempts to provide examples at key locations common to most events. It is important to ask yourself what areas that are unique to your event or discipline could also implement social distancing. Some examples are shown below.

Social Distancing Within Rides and Races

The close quarters conditions of mass start races and rides reduce the ability to properly social distance. This is an important factor when discussing the event with local health authorities and assessing the risk and mitigation of your event. Steps may be taken to modify your event to allow for social distancing and mitigate risk, which will be discussed later in this document. **It is critical to note that if a permitting organization requires social distancing to be enforced at all times, that also means within the competition itself.** As with any other permit or guidelines, failure to follow this guidance will result in your event permit being invalidated.



Event Registration and Packet Pickup are some of the first areas that have the possibility of creating crowding at an event. Event organizers should consider this when planning for their event, and strive to make sure that packet pickup and registration utilizes social distancing while running as smoothly as possible. Below are some strategies to consider.

Consider Pre-Registration Only

Requiring participants to pre-register has several benefits; knowing how many people to plan for, being able to pre-assign numbers and create starts sheets, and reduce the time of interaction and amount of people needing to spend time in the registration area. For events that involve a time-trial format or some type of seeding, there is the ability to pre-assign start position and either advertise these online or place in the rider packet. There may even be the ability to offer some innovative ways to deliver these packets as shown below.

Of course offering pre-registration comes with the risk of turning away people who decide to compete at the last minute. Events taking this approach should also have clear refund policies with cutoff dates. Each event will need to weigh the costs and benefits in cases where social distancing is needed.

On-Site Registration and Packet Pickup - Mitigating Risk

When setting up your packet pickup and/or registration areas on site, there are several considerations in making the area safer. Below are some suggested methods of revising registration layout and social distancing to help keep your staff, volunteers and participants safe.

Controlling Numbers and Flow

- Assigned time slots at registration/pickup according to start times.
- Create alphabetized pickup times to control the number of riders at registration at one time.
- Create a dedicated entrance and exit for limited one-way foot traffic.
- Consider whether a safety ambassador/greeter is needed to keep people from congregating and moving in the prescribed manner.
- Consider a “drive thru” option (see diagram).

Social Distancing and Sanitation

- Provide hand sanitizer stations and instructions for riders at the entrance and exit of registration.
- Place 6 foot social distancing temporary marks on the ground for queues.
- Provide hand sanitizer and face coverings or masks for staff and volunteers with training for their use.
- If possible, secure the area with protective glass between staff/volunteers and riders.
- Create 6 feet of distance between staff/volunteers working registration - this may require expanding your normal space requirement and equipment such as tables and tents.
- If physical interaction is required (paperwork/payment) ensure that hand sanitizer is available to both the rider and staff/volunteer for before and after the transaction.



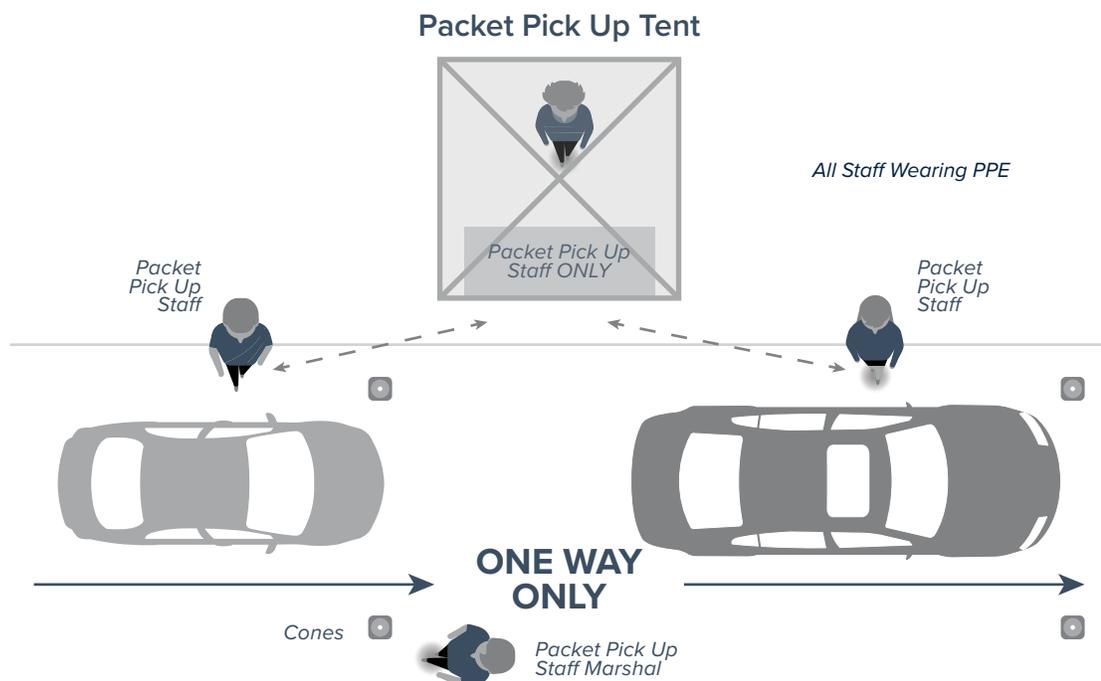
PACKET PICKUP

Reduce Interaction

- Only use electronic waivers to eliminate multiple people from using the same writing instrument and paper.
- Some systems may have the ability for a rider to register on their phone eliminating the time spent with a registration staff/volunteer.
- Create a call in registration area where a limited number of riders can call a staff member to provide them with their personal information and payment- removing the time spent within the registration room and with staff/volunteers.
- Provide only electronic receipts.
- Create rider packets that allow a handoff without touching the riders hands.
- Mail numbers prior to the event and consider the above point if someone forgets their number.
- For a series, use one number for the entire series to eliminate number pickup at each event.
- Provide zip ties or safety pins in the packet.
- If you have a swag or goodie bag, consider mailing to the participants before the event.
- Switch to a virtual option for swag or goodie bags from your event.
- If your event requires leg marking- use temporary tattoos instead of a volunteer marking legs and provide these in the rider packet with instructions.

Consider Registration Alternatives

For pre-registered riders, and those events where this is required, allowing drive thru packet pickup allows participants to get everything they need in a prepared package with very little interaction. To be practical, the window of registration may need to be longer, participants may need to be assigned times and the proper area must be available. However this solution solves multiple issues brought on by traditional registration.



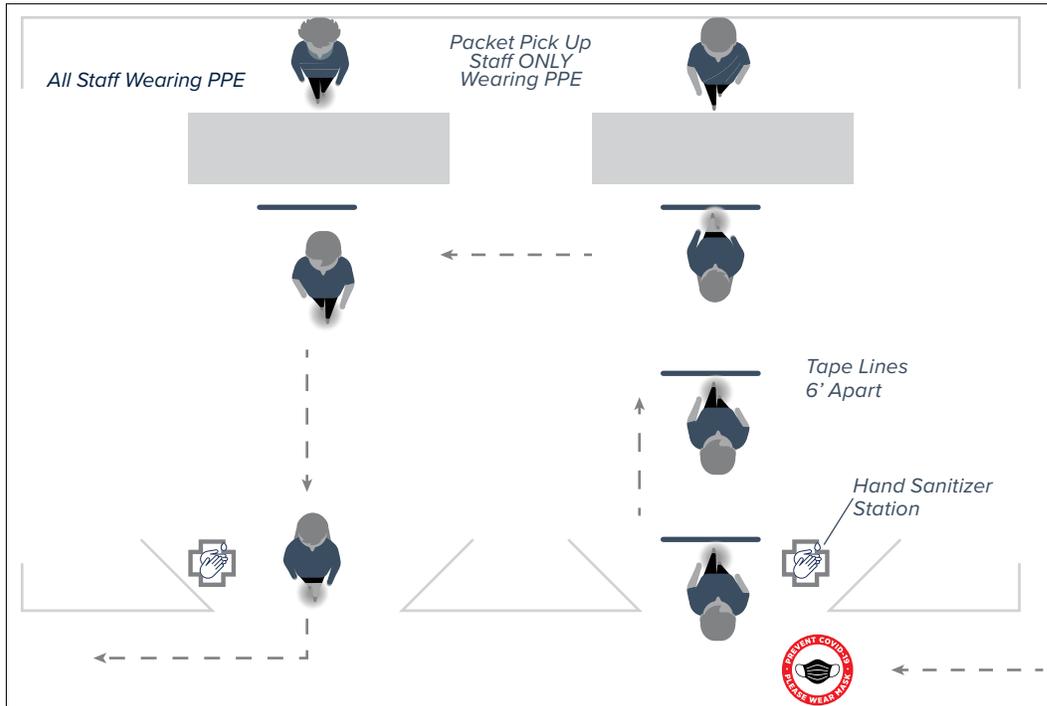
Consider a “drive thru” packet pickup. Pre-registered riders could be handed their packets with all the info they need without ever leaving their vehicle.



Indoor/Outdoor Registration/Package Pickup

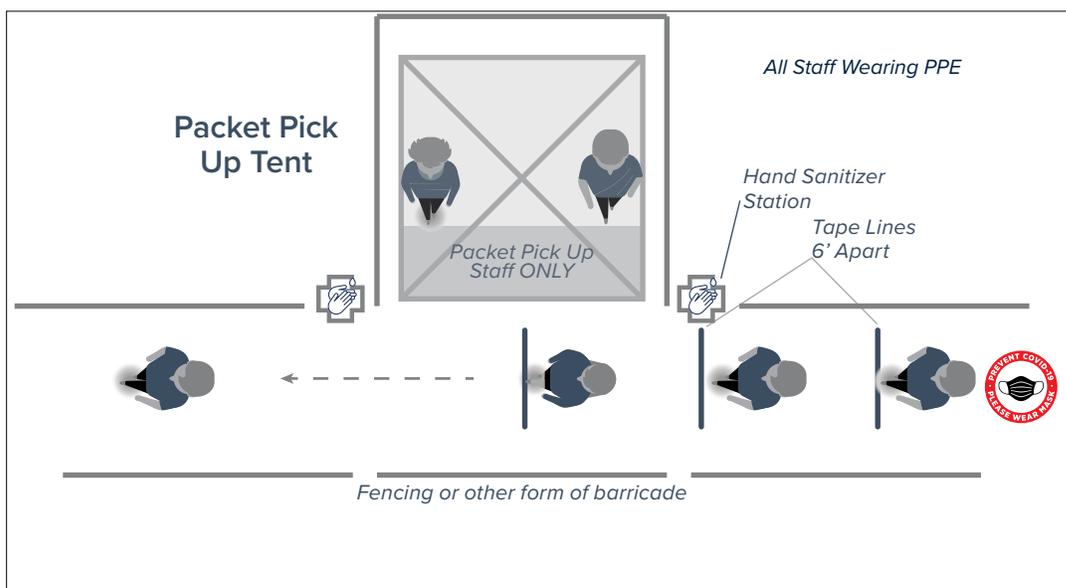
Here we see both indoor and outdoor registration/package pickup set up reflecting good sanitation and social distancing practices. These setups may require more space and staffing, but will help meet guidelines. It is important to provide information to your participants in advance to prepare them, as well as set the expectations needed to keep everyone safe.

Indoor Registration/Package Pickup



Properly setting up an indoor registration/package pickup area reduces the risk to everyone involved.

Outdoor Registration/Package Pickup



Outdoor registration/package pickup should also incorporate social distancing.



START AND RESULTS INFORMATION

Riders congregating around start sheets for a time trial or gravity event, or looking at finish results when they are posted, should be avoided. Depending on your circumstances and environment consider what alternatives you can provide to help deliver information while providing for social distancing.

Sending start orders electronically in rider packets helps eliminate the need for your participants to seek that information out on site. For events that have on-site registration, seeding the pre-registered riders and providing that information pre-event may be feasible. Consider providing start sheets that are completed on race day to participants in an electronic format using social media or the event website.

For events that require brackets, one solution might be using the event PA to provide the information as the event progresses. In events where this is not possible, consider a large scoreboard or dry erase board that can be seen from a distance. Overall this is much safer than riders peering over each other's shoulders at a start sheet in 8 point font!

Many of these same tactics can be used for results. Many timing providers are able to send results via e-mail and text within seconds of a race finish. Making sure there is a method to post results to the event website, social media and directly to athletes will save crowds at the results board and the risk that this poses.

Despite the best efforts of timing companies and officials errors occur (whether real or imagined). In race situations, as well as other formats, it is important to have a direct method for participants to protest results. Due to the need to get these issues resolved quickly, a phone number or constantly monitored e-mail should be used, and the point person with the organization who can resolve these issues involved. Inform the riders of the procedure and timeline for protests to be received.

Many events still occur in areas where internet and phone signal are not available. In these situations consider how best to provide information in a manner that prevents crowds congregating. Printing copies in a larger font and placing them with social distancing markers to prevent crowds might be a solution. For smaller events, announcements on the sound system may be sufficient.

Place	Bib	Last	First	Team	License	Time	Gap
1	21	HOWES Alex		EF Education First	10004759650	4:37:05	
2	83	BASSETT Stephen		First Internet Bank Cycling	10008642276	4:37:08	3
3	181	POWLESS Neilson		Team Jumbo-Visma	10008814351	4:37:09	s.t.
4	19	MAGNER Tyler		Rally UHC Cycling	10007491818	4:37:10	s.t.
5	175	WARBASSE Lawrence		AG2R La Mondiale	10006003270	4:37:13	8
6	137	RHIM Brendan		Aragahoe Hincapie p/b BMC	10009349972	4:37:16	11
7	7	REWARD Thomas		Hagens Berman Axelon	10014649408	4:37:17	s.t.
8	151	STETINA Peter		Trink-Segafredo	10006570924	4:37:22	17
9	23	BROWN Nathan		EF Education First	10006467254	4:37:26	21

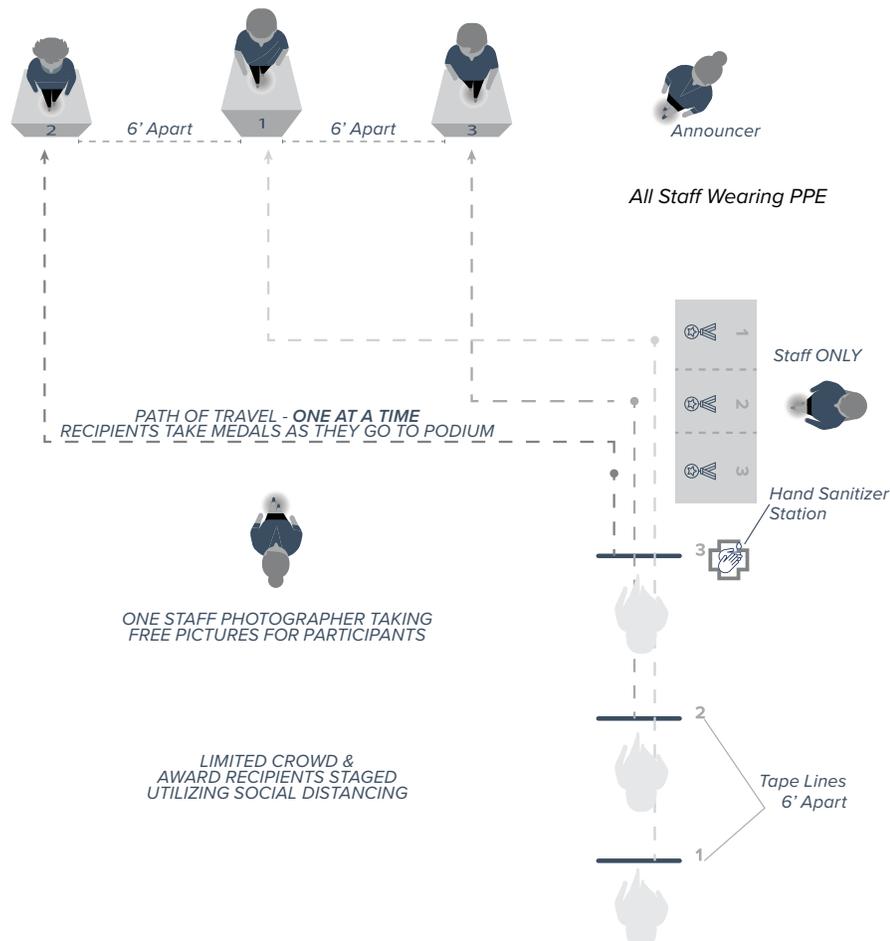
Category	Bib	Last	First	Team	License	START
M U23	581	LYNN	Simon	US Military Endurance Sports	487389	7:31:00
M U23	569	DEUEL	Drake		557745	7:32:00
M U23	576	JASTRAB	Ryan	Wildlife Generation pb Maxxis	419414	7:33:00
M U23	568	MARR	Alexander		455812	7:34:00
M U23	551	GARRISON	Ian	Hagens Berman Axelon	348098	7:35:00
M U23	563	SHASHATY	Freddie		533132	7:36:00
M U23	590	BEARD	Cameron	Team Differdange-Geba	329962	7:37:00
M U23	573	LINDER	Reeze	Ames Velo	533731	7:38:00
M U23	593	ANDERSON	Edward	Hagens Berman Axelon	504035	7:39:00

Start sheets and results can often be e-mailed/posted on social media rather than displayed on-site. For results, make sure there is a way for participants to ask questions.

An awards ceremony is another congregation area that may need adjustment. If you can have a virtual podium and mail medals, do so to reduce risk. If you must hold podiums on-site, think through the below.

- Consider streaming the ceremony on a platform like Facebook Live for friends and family - this does not have to be complicated and is good practice at all times.
- Restrict how many athletes/races you need to award at one time.
- Hold multiple podiums throughout the day to limit crowding.
- Require athletes to wear masks during the ceremony.
- Consider whether a winner's only podium is acceptable .
- If awarding multiple places, place your podium blocks six feet apart.
- Create 6 foot pre-podium boxes in which riders can wait their turn to stand on the podium, do this on one side of the podium to prevent athlete movement confusion.
- Create a self serve option where riders can collect their medals after hand sanitizing instead of having someone place it around their neck.
- Riders should not be allowed to high five, hug, touch each other during the podium ceremony.
- Use a staff photographer and provide pictures to everyone for free.
- Limit the amount of crowd, respecting social distancing.
- Create a one-way traffic plan for pedestrian traffic into this area.

Awards Ceremony Utilizing Social Distancing





SPECTATORS

While having lots of spectators brings excitement to your event, it also brings huge challenges during the COVID-19 pandemic. The normal desire to have spectators crowding a course increases the chance of the spread of illness, as well as placing additional burdens and expense on the event organizer to mitigate risk to the spectators.

In addition, many jurisdictions are limiting the number of people who are allowed at an event. Keep in mind that having spectators may contribute to the event's total number of people attending and reduce the number of participants you are allowed to have in one place at one time.

Spectator Risks

The close proximity of people cheering on riders, which is normally a sign of a successful and exciting event, may now be seen as a negative by many communities and individuals. Consider the following:

- You will be required to provide safe sanitation and facilities for the crowds.
- The event should institute social distancing, which may be a strict local requirement.
- Increased crowds mean increased risk for your spectators, participants, staff and volunteers.
- Large crowds may put you over the threshold of what is allowed in your community.
- In general, you are taking on an increased burden and cost that you must consider when planning.

Spectator Solutions

Having large crowds is normally important for your sponsors, the community and the participants themselves. If nothing else, participants enjoy having their loved ones and fans in the crowd. Below are some suggestions to both mitigate risk, and also keep your traditional spectators engaged.

- Create a participant only event.
- Only allow spectating if the person also volunteers.
- Provide alternative and safe things to do in the area for family members.
- Create engaging social media and basic streaming opportunities to keep people not at the event up to date and connected.
- Eliminate expos, but provide opportunities for sponsors and exhibitors to otherwise engage through social media and the online event portal.
- Limit the number of spectators per rider.

PROTECTING STAFF AND VOLUNTEERS



Anyone who is working at an event should be considered in your policies on protection and risk mitigation. This includes full and part time employees, independent contractors, vendors, exhibitors, officials, event medical and the event volunteers. When developing appropriate policies do so in accordance with federal, state and local regulations and in consultation with your local health department.

As event organizers we often ask for more volunteers than we need. This may also be true for your staffing needs. Review your plan and see where you truly need people to reduce the amount of people you have on site, always keeping in mind any new requirements or needs to keep people safe. You might be able to get by with less course marshals but end up needing more people to help with sanitation.

Without availability of COVID-19 testing you may want to consider asking staff and volunteers to stay home if they are in the CDC group of people who are more at risk from COVID-19. These can be people who are 65+, who have chronic lung disease or moderate to severe asthma, who have serious heart conditions, are immunocompromised, are diabetic, are severely obese, have chronic kidney disease or have liver disease. Protecting your staff should be a priority throughout your planning and execution of the event. A complete list of at risk groups can be found on the [CDC website](#). You should reconsider asking the local VFW or senior community for support. Outreach efforts should be clear about who a volunteer can expect to interact with and who could be in a high-risk group as defined by the CDC.

One way to protect your staff would be by providing them with a health checklist they can use to self-determine if they should work an event or stay home. Recommendations can be made for anyone who has been sick within 14 days prior to the event or who has been in contact with someone sick over the last 14 days. Including travel to areas of concern is something you can add to the health checklist. For people who have traveled internationally within the last 30 days, particularly to regions of the world that are on the CDC restricted list or not advised by the Department of State they may want to consider not working the event. Anyone who shows any signs or symptoms should be required to stay at home.

Other health guidelines to share with employees should include information regarding what to do when feeling sick, sneezing, proper hand washing and who to notify if symptoms occur during an event. Consult with your medical team and local health department on local requirements if anyone attending your event reports signs or symptoms of COVID-19. As discussed in the communications section of this document, make sure all staff, volunteers and vendors are empowered with the knowledge on how to care for themselves and mitigate risk for others while providing them with the tools to do so.

Follow similar safe processes for volunteer check-in, such as contactless registration. Provide volunteers with the same health check as others. Besides collecting contact information, make sure detailed information on where the volunteer is stationed, this may be needed if someone reports becoming sick post-event.

Ask volunteers to provide their own fluids and food for the duration of their shift. Provide volunteers with a separate restroom to prevent them from using athlete restrooms. If the event budget can manage, provide them with masks, hand sanitizer, and disposable gloves if their position requires.



EVENT CONSIDERATIONS - GENERAL

The Event Considerations section will focus on the different disciplines and types of cycling events, with suggestions for each. This document by no means covers all solutions or mitigations - as always event organizers should strive to incorporate CDC and WHO guidelines while working with their local health department and medical teams.

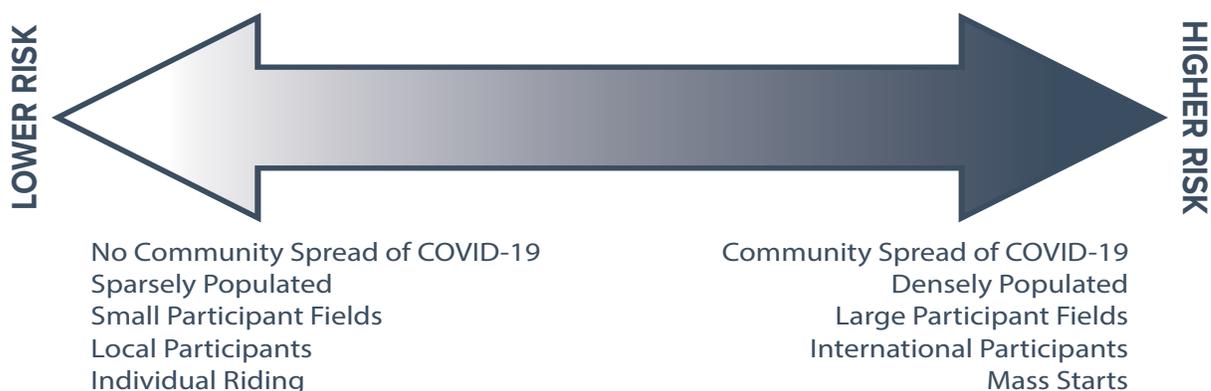
The reality during COVID-19 is that some events may require too much risk - whether safety, financial or social - to move forward without major changes. It is important to properly assess the risk in each of these areas.

Application

The suggestions and practices mentioned in the following pages are not meant to be hard and fast guidelines for every event. Nor are they all meant to be applied to every event. The sport of cycling is made of many different disciplines, and events of many different sizes. These event considerations are meant to be resources for use as needed by this wide variety of event types.

When looking at discipline specific suggestions, you should also consider the following general guidelines which can be applied to almost any event.

- Riders should be instructed not to hug, high five, touch each other at any point before, during or after their event.
- Finishing riders should be instructed to exit course away from the finish line.
- Station an assertive safety ambassador at the exit to ensure riders do not congregate.
- Provide plenty of garbage cans for riders to throw away their refuse, and clean as needed.
- Garbage bags should be securely tied or knotted prior to disposal.
- Eliminate any team relay events, team time trials, track madisons or other similar events.



EVENT CONSIDERATIONS - MASS START



Mass Start Events, whether they are Gran Fondos, Road Races or Gravel Grinders, present the most distinct challenges for event organizers to mitigate risk. Traditionally drafting and riding together form the basis of a mass start event. If COVID-19 is widespread, it will be critical to offer alternative solutions in order to meet permitting and health requirements as well as attract participants who have no desire to ride in a group. It will also be important to work with local health departments to assess which phase or portion of reopening the local community is in and what this means for the event.

The suggestions on the next few pages are meant to provide ideas for event organizers to modify their events in a manner that maximizes safety while still providing a fun event experience. Some general suggestions that apply to all events include the following.

- Eliminate mass starts and switch to a time trial format to ensure space between riders at the start and on course.
- For Gran Fondos and Gravel events, consider creating a larger start window and letting riders start on their own.
- Assign riders windows to start in small groups. Allow them to sign up for times to ride with those they have been self isolating with.
- For non-race events, assign riders start windows to avoid crowding.
- Utilize course features and designs that eliminates the advantage of riding in groups.

For areas of the country where local health agencies have determined that COVID-19 is under control and are allowing mass gatherings, the following suggestions should be considered.

- Use one long lap to eliminate crowding at the finish line.
- Reduce field sizes to lessen the odds of spread.
- Continue to implement the sanitation and social distancing suggestions found in this guide.

Mass Start events present challenges to the event organizer. Ensure you are working with your local health department to assess and mitigate risk.

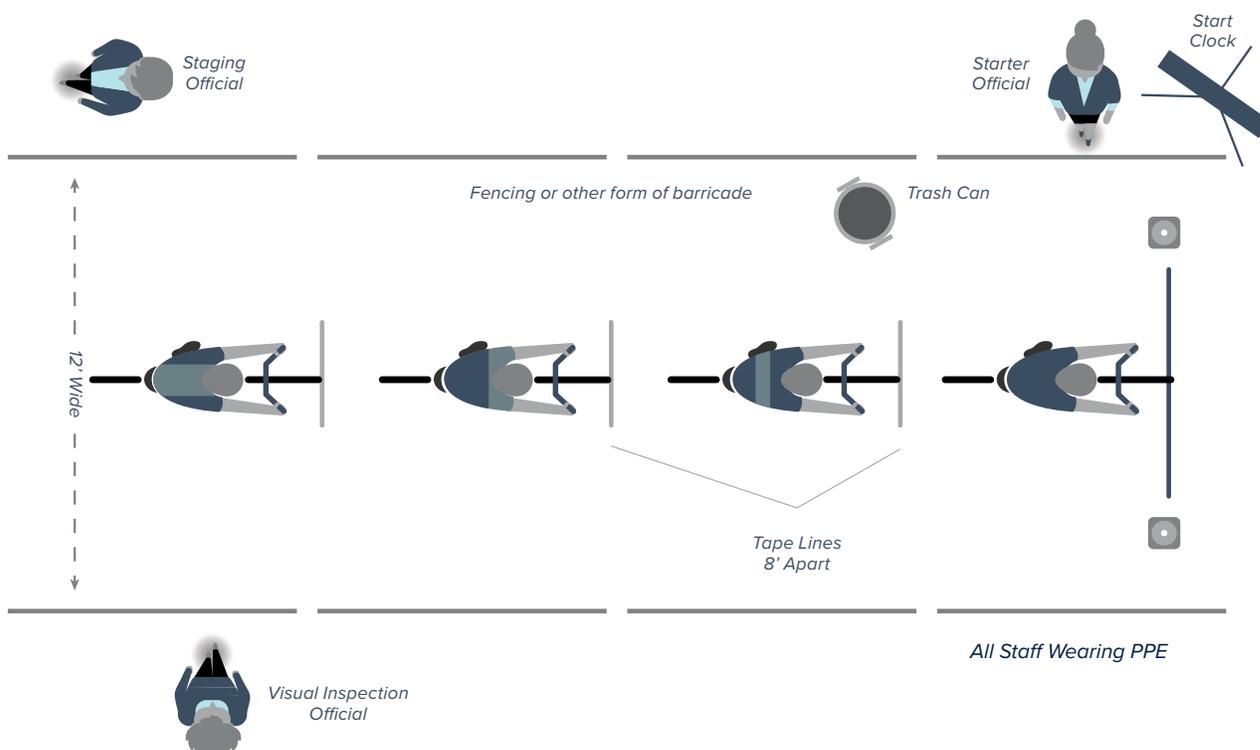


EVENT CONSIDERATIONS - TIME TRIALS

In many ways, time trial events may be most easily adapted to social distancing and risk mitigation for COVID-19. In most cases, riders are actively discouraged from riding together with the risk of penalty or disqualification if they do. Aside from the general suggestions set forth elsewhere in this document, below are some course design strategies for time trial events.

- Start your fastest fields first and your slowest fields last.
- Start your fastest rider per field first and your slowest rider per field last.
- Create start times that will allow riders to keep apart on course.
- Create 6 foot zones in which riders will queue prior to their start.
- Create specific start area arrival times to eliminate crowding.
- Eliminate time trial holders and require all riders to start with a foot on the ground.
- Do not provide chairs for riders to sit upon while waiting, they must stand.
- Provide plenty of garbage cans for riders to throw away their refuse, and clean as needed.
- Garbage bags should be securely tied or knotted prior to disposal.
- Create rules to prohibit riders from spitting or blowing their nose in the start area.
- Require riders to wear face coverings while waiting for their start.
- Require starting staff to wear face coverings and provide instructions for proper usage.
- Properly social distance start staff and officials.
- Rely on a start clock beeper with the start official distanced from the rider.
- Provide a hand sanitizer station for starting staff.
- Provide start time electronically or in the rider packet.
- Provide posted start list sheets in very large font so no rider needs to touch the paper to confirm their start time and post that they are not to touch it.
- If possible send text reminders with rider start times including the race clock time at the time the text is sent, eliminating any start list postings.

Suggested Time Trial Start



EVENT CONSIDERATIONS - MTB GRAVITY



Similar to Time Trials, Mountain Bike Gravity events can be adapted to incorporate social distancing into their traditional structure. Utilizing a start similar to that shown for a time trial, riders at the start can be spaced apart. Institute all of the relevant suggestions for time trials, and incorporate the following to address additional challenges in gravity events.

- If you use a lift for riders to access the start area, limit the number of riders per chair based on chair size and 6 foot distance between riders.
- If lift operators interact with riders, speak with the resort about face covering requirements and social distancing.
- If more than one rider per chair is allowed, require riders to wear face coverings or masks.
- If you use a vehicle to shuttle riders to the start area, limit the number of riders per vehicle based on vehicle size and 6 foot spacing between riders.
- The number of shuttle vehicles may need to increase.
- Sanitize vehicles using CDC guidelines.
- Create specific load times for riders or by race time to control the number of riders needing loading at one time, this will require an adjustment of start times as waves of riders will arrive to the start area.
- Require shuttle drivers to wear face coverings or masks and provide proper instructions for use.
- Require riders to load and unload their own bikes, one rider at a time.
- Create 6 foot zones in which riders will queue prior to loading and unloading.
- Loading and unloading should be a one-way process, one entrance and exit for loading and unloading.
- Provide hand sanitizer in all shuttle vehicles.
- Require riders to wear face coverings or mask when possible.
- Start your fastest fields first and your slowest fields last.
- Start your fastest rider per field first and your slowest rider per field last.
- Create breaks between start waves to give riders adequate time to arrive to the start and to prevent crowding at the start area.
- Increase the time between starts to prevent crowding at the start gate and on track.
- You may need to increase from :30 second starts to 1:00 minute starts, dependent on your track.
- Have a goal to prevent passing.
- Eliminate physical start gates/ramp/house and require all riders to start with a foot on the ground to prevent riders from a high touch area.
- If your track dictates the use of a start gate/ramp/house, the start gate/ramp/house must be cleaned with approved cleaner between riders.



EVENT CONSIDERATIONS - TRACK

Track Racing is made of many types of racing, some of which contain more risk due to the difficulty of social distancing. Velodromes themselves are generally relatively easy to control access to - make sure someone is in charge of limiting access and that guidelines on who is allowed in when are followed.

As on the road and MTB, time trial events carry the lowest risk of disease spread, and should be the primary form of racing until COVID-19 is under control.

- Restrict the number of people allowed in the infield at one time.
- Restrict access by race time.
- Create a reservation system for training blocks, no walk ups allowed.
- Create a paperless check-in system to prevent riders from utilizing the same writing utensil.
- Provide a hand sanitizing station upon entrance and exit to the infield.
- Provide hand sanitizing stations throughout the infield.
- Require all riders to wear a face covering or mask while not training, racing, or warming up.
- Require all staff to wear face coverings or masks and instruct them in proper use.
- Require all officials to wear face coverings or masks.
- Require all riders to bring all food and fluids they will need for their session.
- Do not provide refill stations.
- Follow all local regulation and guidance on concessions.
- Restrict spectators or limit by assigning seating to provide social distance around each.
- Require all spectators to wear a face covering or mask.
- Provide hand sanitizing stations at the entrance and exit to spectator areas.
- Create one-way travel to the spectating areas to prevent congestion.
- Close changing/locker rooms, unless you have the ability to deep clean every day as well as sanitize regularly per CDC guidelines.
- Create a strict cleaning schedule of any restrooms or high touch areas.
- Clean the rail after each race.
- Consider eliminating rail starts and allow riders a specific number of laps to bunch for a start.
- Additional on track rider restrictions should follow local regulation and guidance.
- Consider eliminating mass start races.
- Consider eliminating team sprint and team pursuit races.
- Consider time trial events only.
- Modify sprint tournaments to timed sprints only while using non-head-to-head bracket style competition.
- Seek alternatives to holders.
- Ensure that loaner bikes are cleaned after use.
- Consider eliminating use of loaner helmets and other equipment.

EVENT CONSIDERATIONS - CYCLOCROSS



Cyclocross racing is in many ways a hybrid between the mass starts of road racing and the more solo racing of mountain bike. If mass start racing is still a risk in your location at the time of your event, consider alternatives. Below are some risk mitigation strategies to look at applying specifically to 'cross.

- Eliminate mass starts and switch to a time trial format to ensure space between riders on course (see associated diagram).
- Start your fastest fields first and your slowest fields last.
- Start your fastest rider per field first and your slowest rider per field last.
- Create heat racing to reduce the number of athletes on the start line and on course.
- Qualifying races should be a shortened distance.
- Create a final heat of a limited number of athletes from the top finishers of each heat.
This may need to be conducted across two days to provide time for all racers to qualify and rest between qualifying and finals.
- Create 6 foot zones in which riders will queue prior to their start.
- Create specific start area arrival times to eliminate crowding.
- Provide posted start list sheets in very large font so no rider needs to touch the paper to confirm their start time and post that they are not to touch it.
- Eliminate any team relay events.
- Use a longer lap to allow more time before lapping.

If required to meet local guidelines, consider alternatives to traditional mass start events that still provide challenge and excitement for participants.



EVENT CONSIDERATIONS - MTB XC

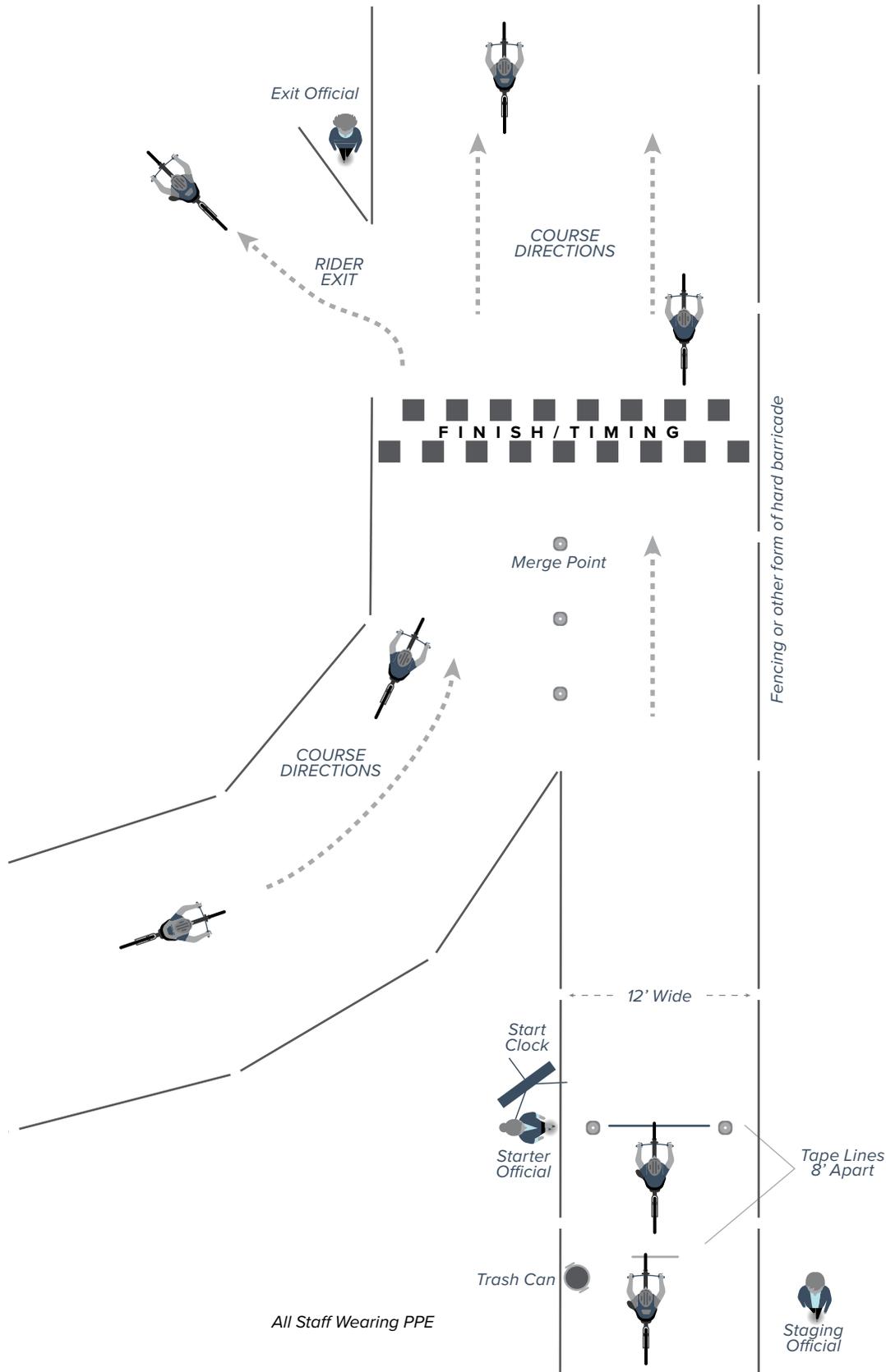
Mountain Bike Cross Country generally has more risk in the staging area and initial portions than later in the race when riders spread out. Utilizing course design and staging format can help to alleviate risk while still providing a great experience for you participants.

- If a mass start is allowed and low risk in your area at the time of the event, choose a course that has the widest trails to avoid bunching.
- A point-to-point race will eliminate crowding at the largest congestion points, the start and the finish, as riders depart and arrive at different times.
- Create heat racing to reduce the number of athletes on the start line and on course.
- Qualifying races should be a shortened distance.
- Create a final heat of a limited number of athletes from the top finishers of each heat.
 - This may need to be conducted across two days to provide time for all races to qualify and rest between qualifying and finals.
- Eliminate any team relay events.
- Eliminate mass starts and switch to a time trial format to ensure space between riders on course.
- Start your fastest fields first and your slowest fields last.
- Start your fastest rider per field first and your slowest rider per field last.
- Create start times that will allow riders to keep apart on course, a mountain bike race course often prevents adequate room for passing and should be factored into the gap between starts.
- Create 6 foot zones in which riders will queue in prior to their start.
- If possible send text reminders with rider start times including the race clock time at the time the text is sent, eliminating any start list postings.
- Create bracket racing after a qualifying time trial.
- Brackets will be created pitting the time of the fastest rider against the time of the slowest rider.
- Riders will race on a shortened course in a time trial format.
- The fastest rider of the bracket will advance in the bracket.

EVENT CONSIDERATIONS - CX and MTB XC ALTERNATIVES



Converting your Cyclocross or Mountain Bike XC event to a hybrid mass start/time trial event can reduce the risk of spreading illness while still providing excitement. The diagram below shows a possible setup for a multi-lap race.





AID STATIONS, REST STOPS AND FEED ZONES

If an event plans to have an aid station or feed zone, consider how to make this area safer and in compliance with any with local social distancing guidelines. This may take more room than usual for these portions of the course. Feeding should be discussed with your chief referee, if the race is of a shorter distance consider not providing a feed zone and requiring athletes to carry their own supplies. Weather and distance will dictate whether aid stations and feed zones are needed.

Aid Stations/Rest Stops

- Provide bike parking that is adequately spaced out, if possible every 6 feet.
- If bike rack quantity excludes this option, create 6 foot zones with temporary markings on the ground.
- Provide hand sanitizer and instructions for use for all riders at every aid station.
- Riders are required to hand sanitize prior to picking anything up and before they depart the aid station. Post signs asking riders to remove cycling gloves while in aid station.
- Provide hand sanitizer along with instructions for use to staff/volunteers working aid stations.
- Staff/volunteers should hand sanitize prior to, throughout and after their shift.
- For shorter events, only individual servings of water should be provided.
- For longer events, food provided should be individually packed.
- Food management should follow the hygiene provisions set by the local health authorities.
- The ground should be marked with temporary markings every 6 feet to delineate adequate spacing between riders as they line up for refueling.
- If self-serve, a rider should not be in position to touch anything other than what they have selected.
- If you decide to use volunteers, separate teams of volunteers should be assigned to serve and for collecting used bottles and other disposable items.
- Provide ways to provide water without using large jugs – for example a running faucet with a volunteer controlling flow from a distance.
- Volunteers should have the ability to serve without touching a rider.
- Garbage bags of refuse should be tied or knotted before disposal.
- All volunteers should wear face masks and gloves with proper training.
- Volunteers should be asked to drive separately to aid stations or only with people they feel sure are not sick.
- You may want to limit volunteers in this area to people outside of the CDC high risk groups.

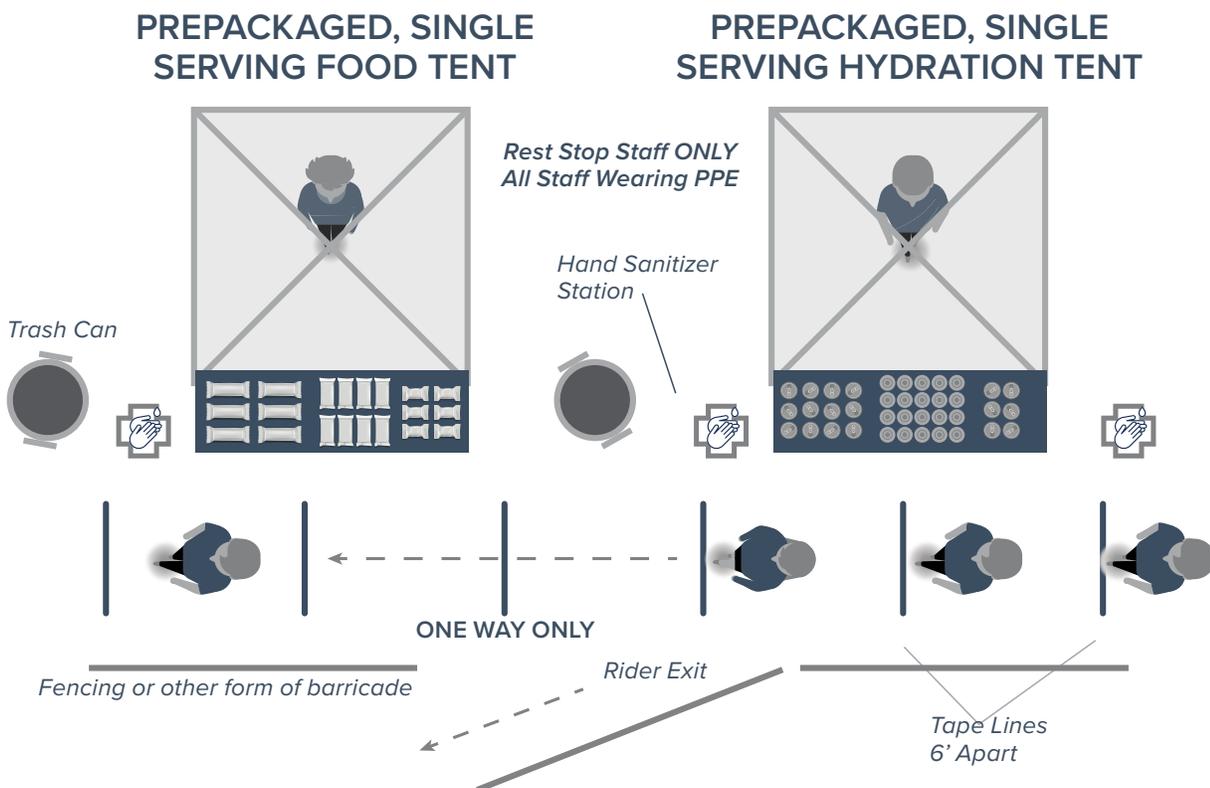
AID STATIONS, REST STOPS AND FEED ZONES



Feed Zones

- Provide hand sanitizer and instructions for use for all feeders.
- Feeders are required to hand sanitize prior to entering and exiting the feedzone.
- Limit the feedzone to one feeder per rider in the current field.
- Provide times for when feeders can be in the feedzone with credentials for timed access.
- Feeders must wear a face covering or mask.
- Place temporary markings on the ground, creating boxes providing 6 foot gap between feeders.
- Provide a one-way travel lane for feeders to get to a feeding box.
- Position a staff member in the feedzone to ensure adherence to the feedzone policy.
- Require athletes to dispose of bottles or wrappers after the feedzone to prevent feeders from leaving their spaces and to prevent spray from discarded bottles.
- Station one person in the discard zone with the appropriate safety equipment to clean up.
- All used bottles should be disposed of by the event organizer.
- No neutral water should be offered, unless deemed a safety issue due to weather.
- If neutral water is offered please see aid station section above.

Sample Aid Station Layout





EVENT MEDICAL

It is now more important than ever to include your event medical team in the planning process before the event. During this process, contact the local public health departments in all areas where the event is operating for a copy of their outbreak response and mitigation plan. Contact the local hospital and EMS to alert them of the event, and ensure they have the capability to handle trauma patients during a pandemic. Their inability to handle non-COVID-19 patients from your event could have a major impact on the safe management of the event and eliminate the ability to hold an event. Discuss the following with the medical team.

- Identify a member of the medical team who will be designated to handle any suspected COVID-19 cases. This is especially important for multi-day events.
- Identify a medical tent/room and determine size. Use historic incident data, weather considerations and participant numbers to see if a size increase is necessary from any past events.
- Discuss and whether an open-air space is possible given the sensitivity of medical treatment.
- Determine cleaning procedures for high touch points in the medical tent/room.
- Determine the protocol medical staff will take if they receive a patient.
- Determine the additional steps the medical team will take to protect themselves and the participants.
- Work with you medical team to determine PPE needs and policies.
- Identify which additional equipment will be needed, including hand sanitizer, oxygen, etc.
- Follow up as the event nears as protocols may change.
- Communicate medical protocols with staff and volunteers, preferably in a briefing letter.
- Inform participants with any special medical protocols, before the event.
- Clearly identify your medical station on site.

For large events and multi-day events consider designating an isolation area for anyone at the event who develops COVID-19 symptoms. The isolation area should be staffed with trained medical professionals. If available, provide any individual that is sick or displaying symptoms with a clean face mask or cloth face covering to prevent them from possibly spreading the virus and follow all medical protocols that have been put in place at the event. Work with the medical team to determine the next course of action, which may be determined by the local health department. Ensure there is a clearly marked exit for anyone that is sick and shows symptoms to exit the venue by escort.

Some events may decide to screen staff, participants and volunteers. This may also be required by local regulations. Examples of guidance provided by health departments include the following.

[South Dakota Department of Health Employee Screening Questions and Guidelines](#)

[Washington State Department of Health Screening of Staff and Visitors](#)

- Screening policies must be communicated to all participants prior to the event.
- If patient is screened, consider an isolation area for those showing signs or symptoms.
- Discuss communication and reporting protocol if someone shows signs or symptoms.
- Follow all regulations regarding medical records.



Arriving and moving around a venue can be confusing for a rider no matter how clear an event organizer has been in pre-event communication. Not every rider reads emails, checks the event website, or looks at maps. It is critical to communicate the importance of venue movement protocol to your participants during the COVID-19 pandemic.

- Ensure you have enough parking space to keep riders apart by 6 feet.
- Appoint staff to work the parking area.
- If it's possible block off every other parking spot.
- If you have multiple starts in a day, consider assigning arrival and departure times for each start.
- Ensure you provide plenty of time for riders to get ready.
- Consider requiring/asking riders to warm up on trainers respecting social distancing.
- Create pedestrian/bike one-way entrance and exits to the parking areas to prevent congestion.
- Use temporary markings on the ground to indicate direction of travel.
- Use visible signage to indicate entrance and exit.
- Provide very clear directions to move riders to:
 - Registration/packet pickup.
 - The start area.
 - Away from the finish area.
- Consider creating very specific signage from one place to another and have enough to provide a line of sight signage trail.
- Eliminate the vendor/expo area per local guidelines.

If an event is proceeding with a vendor/expo area, either have limited booths if space is restrictive or a larger footprint to alleviate congestion. Remember that the amount of people in this area may be included in a total number of people onsite, reducing the number of participants you can have. Check with your local government agencies for requirements and recommendations, such as the following.

Tennessee Guide for Retail Business during COVID-19

- Create temporary markings on the ground to outline space requirements for each vendor.
- Create a one-way pedestrian lane of travel through the vendor/expo area to prevent crowding.
- Require vendor/expo booth to limit the number of public at their booth depending on footprint of booth.
- Require booths to be open air without tent walls.
- Require all vendor/expo staff to wear face coverings or masks.
- Require all vendor/expo booths to have hand sanitizer available for booth staff and the public.
- No fitting rooms should be allowed.
- The public should be prohibited from trying on clothing.
- Allow only touchless electronic payments if possible.
- Create a call-in payment area where a limited number of people can call a vendor/expo member to provide payment.
- If physical payment is required ensure that hand sanitizer is available to both the purchaser and vendor/expo staff for before and after the transaction.



VENUE CONSIDERATIONS

- Provide only electronic receipts.
- Require shipment of any goods purchased rather than onsite exchange.
- If sampling is allowed, adhere to local regulations and guidance.
- Provide the vendor/expo staff a separate restroom to reduce the usage.
- Regularly disinfect high touch areas.

If your event requires rider transportation to a start or from a finish line, limit the number of riders per vehicle based on vehicle size and 6 foot spacing between riders. This may mean increasing the number of shuttle vehicles or increasing the number of trips per shuttle. Other suggestions include the following.

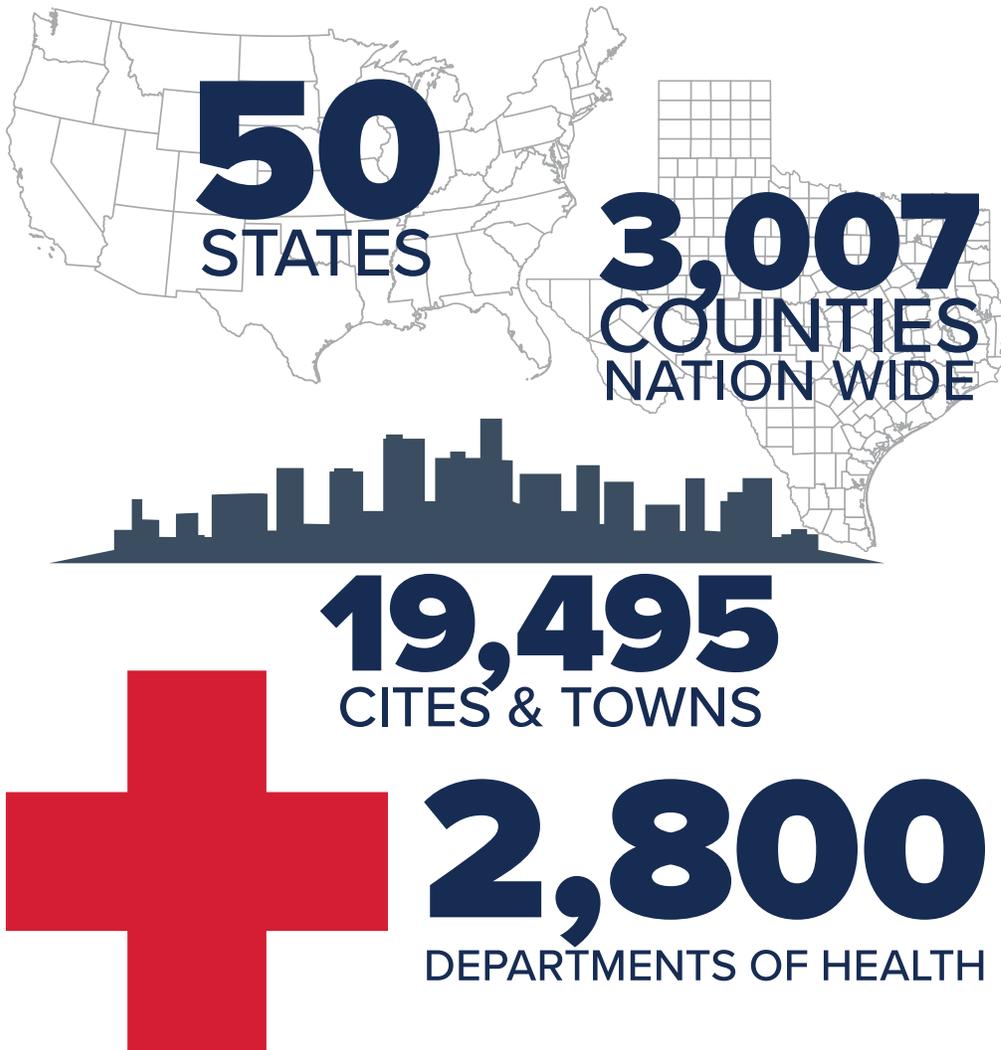
[CDC Guidance for Bus Transit Operators](#)

[CDC Guidance for Cleaning Non- Emergency Vehicles](#)

- Create specific load times for riders or by race time to control the number of riders needing loading at one time, this will require an adjustment of start times as waves of riders will arrive to the start area.
- Require shuttle drivers to wear face coverings or masks and provide proper instructions for use.
- Require riders to load and unload their own bikes, one rider at a time.
- Create 6 foot zones in which riders will queue prior to loading and unloading.
- This should be a one-way process, one entrance and exit for loading and unloading.
- Provide hand sanitizer in all shuttle vehicles.
- Require riders to wear face coverings or masks.
- If riders at your event utilize public transportation, research any restrictions and communicate these to your riders.



The United States has...



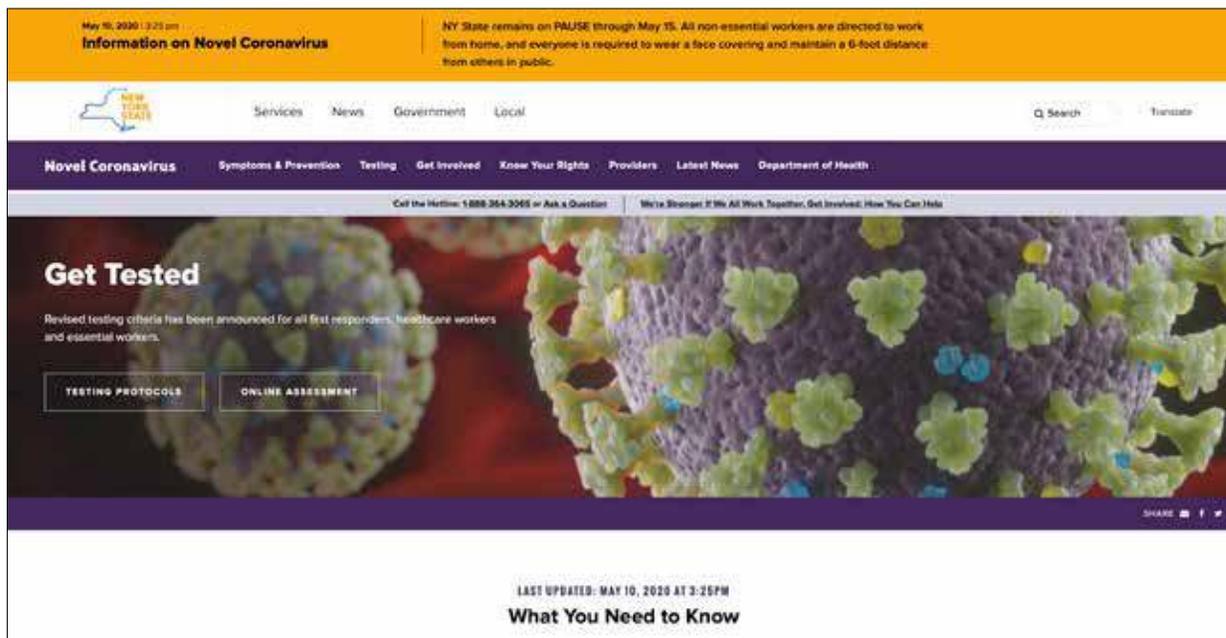
...and they all have different policies on COVID-19.



CASE STUDIES - STATE POLICIES

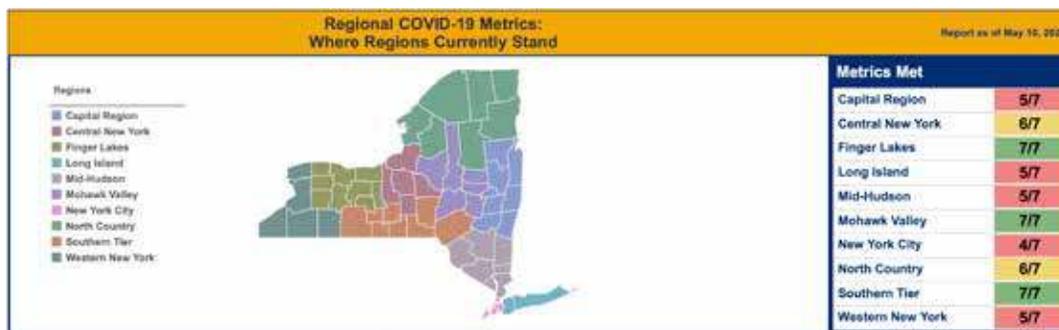
In addition to the previous resources, state, local and regional health agencies generally provide status updates and information on a much more local level. It is very important to monitor these local resources to examine the feasibility of your event, as well as any restrictions. The examples used here look at three different states and their status as of mid-May.

Case Study - New York State



NY State COVID-19 Updates Website

The “New York Forward” policy is the state’s policy for the safe re-opening of business and society. In the above example from the New York Department of Health it is clear that the guidelines in place require working from home, wearing of face coverings and maintaining a 6-foot distance. Although an event could not be held under these conditions, knowing how and when they could change would be important when organizing an event in the area.



NY State “New York Forward” Website

When further looking at New York as an example, it is important to note that the state is treating different regions separately for purposes of what sectors reopen when, and are basing this on a number of metrics. Within each of these regions, different sectors will be reopened in four phases. Due to the nature of events, and desire to control people from outside the region attending events, New York State has listed “Arts/Education/Recreation” in the fourth and final phase or reopening. With a minimum of two weeks between implementation of the four phases, an event organizer has a better timeline and criteria before an event will be allowed.



Case Study - California

California has taken a similar approach to New York with a four-phased “roadmap” to reopening that is based on a number of data driven indicators. The plan also allows certain areas to reopen sectors more rapidly based on local conditions. However, in the case of California, their plan differentiates between types of events, and whether there is a “live audience.” This roadmap opens up the possibility of adapting events to allow them to happen more quickly and more safely by modifying whether or not there are audiences in attendance.



Update on California's Pandemic Roadmap

Although very similar to New York State in number of phases, methodology and criteria, the California example may allow for the typical local cycling event to take place sooner on the overall landscape of re-opening, especially with modification and risk mitigation in place.

Case Study - Idaho

The “Idaho Rebounds” policy uses four stages, and while not specifically covering sporting events does offer guidance on “gatherings” as well as “large venues.” Under the state policy small gatherings of 10-15 people begin in Stage 3, with gatherings of more than 50 allowed in Stage 4. Both instances require “appropriate physical distancing and precautionary measures.”





CASE STUDIES - STATE POLICIES

Case Study - Wisconsin

Wisconsin had a series of statewide mandates in place until May 13, 2020 when the State Supreme Court struck down the Governor’s stay at home order. As of mid-May, this has resulted in a patchwork of openings, policies and restrictions that vary between counties and cities. Events operating in multiple jurisdictions will need to be aware of these differing requirements when planning the event.

Although this situation is so far unique to Wisconsin, it is important to note that a similar situation exists in other areas where some counties and cities are on different schedules to the prevalence of COVID-19. New York State and Utah are good examples of states where there is an overall policy, but that stagger the policy based on location.



WISN.COM 5/16/2020

Case Study - Utah

Utah has a series of “phased guidelines” in its Utah Leads Together plan. This plan uses a four color assessment of public health guidance. This plan then looks at three economic phases and applies these based on the health guidance at a state, regional, county and community level. As with other plans, this means that there might be different guidelines based on locations within the state.

Utah also addresses sporting events and the impacts the level of risk has on how they operate in its [Phased Guidelines for the General Public and Business](#) document.



Case Study - MTB Gravity Event with Vehicle Shuttles

A mountain bike park's standard operating procedure includes the use of trucks with bike racks to transport riders and bikes from the bottom of the track to the top of the track. These vehicles carry 30 riders. Typical downhill transportation and start areas are congregation points while riders wait to load their bikes and start their ride or race. If shuttle vehicles carry 30 people, the expectation can be that up to 30 people or more will be in the shuttle and start area.

The county the park operates in follows the state's orders in regard to COVID-19 re-opening.

The executive order that pertains to recreational activities mandates the following:

Entertainment, recreational, and other gathering venues may reopen if:

- All persons are in groups of less than ten people
- People and groups maintain at least six feet of separation from, and avoid physical contact with, other people or groups of less than ten people outside of their own group.

In order to operate while following the executive order, standard operating procedures must be changed. Without changing standard operating procedures, the park and any event operating in the park may open themselves to liability issues and possible forced closure.

The park considers the following actions:

- Increase number of shuttles to accommodate a reduced number of riders per shuttle.
- Reduce the number of riders per shuttle without an increase in vehicles.
- Create a release of liability waiver to allow riders to shuttle themselves in personal vehicles.

An increase in the number of shuttles will reduce the number of riders in close contact, will reduce the wait time per rider, will increase the number of staff needed, will increase the number of riders in the start area, will increase costs when fuel is taken into consideration.

A reduction in the number of riders per shuttle will reduce the number of riders in close contact, will increase the wait time per rider, will keep the number of staff the same, will reduce the number of riders in the start area, but may increase costs when fuel is taken into consideration.

Allowing riders to self-shuttle in personal vehicles, will reduce the number of riders per shuttle, will reduce wait time per rider, will keep the number of staff the same, will increase the number of riders in the start area, will not increase costs, but may create traffic issues at the start area, and will require shuttle transportation for riders to retrieve their vehicles.

There are pros and cons to each solution. In order to create a true reduction of riders on shuttles at congestion points, while limiting an increase in cost, the best solution would be to reduce the number of riders per shuttle and keep the number of shuttles the same. While riders may get upset about waiting longer, this is the best solution to operate under the requirements set forth by local requirements. It will be very important to communicate these changes before the event so that riders understand and come prepared.



CASE STUDIES - EVENTS

Case Study - Mass Start Ride

A bike ride's standard operating procedure is a mass start of several hundred riders in one large wave. The start can be expected to be shoulder-to-shoulder and several rows deep as the riders start together. Riders will stay together for some time after the start as they settle into their own pace. Some groups will start and ride the entire course together. Riders will often stop at aid stations throughout the course, these aid stations can be main congregation points outside of the start and finish areas.

The counties this event occurs in follow the state's re-opening phased plan. On the event date the current re-opening expectation is phase three that allows gatherings of up to 90 people and allows the resumption of recreational activities as long as mass gathering guidelines are followed.

In order to operate while following phase three guidelines, standard operating procedures must be changed. Without changing standard operating procedures, the event will not be able to run and void any permits for the event.

The following actions may be considered:

- Increase the number of start waves and reduce the number of riders per wave.
- Assign a specific start time per rider to reduce the number of riders at the start area.
- Allow riders to start at random to reduce the number of riders at the start area.

Any of these three changes may:

- Reduce the number of riders starting together.
- Reduce riders grouping together at the beginning of the course.
- Reduce numbers congregating at aid stations and the event finish.

However these solutions will may:

- Increase the amount of time the start and finish area will need to be secured/staffed.
- Increase the time riders will be on course.
- May increase the overall cost of the event.

There are pros and cons to each solution. Assignments to wave starts may mean that a participant can't start with a friend or family member. However a random "start at will" may mean that the event ends up with too many people at a location at once.

In order to create a true reduction of riders in one area to meet state guidelines, the event works with the local health department and presents a plan to allow participants to sign up for different start waves over the course of a time period that helps mitigate having too many people at the start at once. The organizer also removes normal finish line activities, and provides incentives for finishers leave by providing promotions with a number of restaurants and business in the area.



#RIDEWITHUS

USA Cycling created these guidelines using information provided by public health authorities, organizations within the Olympic Movement and the collective feedback of various stakeholders in the sport of cycling. These guidelines contain mitigation strategies that may be applied to events scheduled to occur only after any bans on mass-gatherings are lifted by all relevant jurisdictions. They are intended to spark thoughtful deliberation by event organizers to create their own unique event plan specific to their event. Users should seek advice from medical professionals and/or local public health officials if they have specific questions about their event. USA Cycling may update these guidelines periodically as knowledge and the circumstances around COVID-19 change. USA Cycling makes no representation and assumes no responsibility for the accuracy or completeness of this information. It is intended purely as guidance to be used at the user's own risk.

Considerations for Events and Gatherings Coronavirus Disease

MENU >

Updated July 7, 2020

As some communities in the United States begin to plan and hold events and gatherings, the CDC offers the following considerations for enhancing protection of individuals and communities and preventing spread of coronavirus disease 2019 (COVID-19). Event planners and officials can determine, in collaboration with [state and local health officials](#), whether and how to implement these considerations, making adjustments to meet the unique needs and circumstances of the local community. Because COVID-19 virus circulation varies in communities, these considerations are meant to supplement—**not replace**—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which gatherings must comply. Organizers should continue to assess, based on current conditions, whether to postpone, cancel, or significantly reduce the number of attendees for gatherings.

After reviewing the considerations listed on this page, event planners and administrators can use [CDC's Events and Gatherings Readiness and Planning Tool](#)  [9 pages] to protect staff, volunteers, and attendees.

Guiding Principles

- A gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering, concert, festival, conference, parade, wedding, or sporting event.
- The *more people* an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.
- The *higher the level of community transmission* in the area that the gathering is being held, the higher the risk of COVID-19 spreading during a gathering.
- The size of an event or gathering should be determined based on state, local, territorial or tribal safety laws and regulations.

The risk of COVID-19 spreading at events and gatherings increases as follows:

Lowest risk: Virtual-only activities, events, and gatherings.

More risk: Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear masks, do not share objects, and come from the same local area (e.g., community, town, city, or county).

Higher risk: Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.

Highest risk: Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.

Targeting COVID-19's spread

SARS-CoV-2, the virus that causes COVID-19, is thought to be mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may also spread to hands from a contaminated surface and then to the nose, mouth or eyes, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#), [maintaining 6 feet of distance](#), and [wearing a mask](#)) and environmental prevention practices (such as [cleaning and disinfection](#)) are important ways to prevent the virus's spread.

These prevention principles are covered in this document. They provide event planners and individuals with actions to help lower the risk of COVID-19 exposure and spread during gatherings and events.

Promoting Healthy Behaviors that Reduce Spread

Event planners should consider implementing strategies to encourage behaviors that reduce the spread of COVID-19 among staff and attendees.

- **Staying Home when Appropriate**

- Educate staff and attendees about when they should [stay home](#).
 - Advise [employees and attendees to stay home](#) if they have tested positive for COVID-19 or are showing COVID-19 [symptoms](#).
 - Advise employees and attendees to stay home and monitor their health if they have had a [close contact](#) with a person who has symptoms of COVID-19 within the past 14 days.
 - Develop policies that encourage sick employees to stay at home without fear of reprisal, and ensure employees are aware of these policies.
 - CDC's criteria can help inform when employees should return to work:
 - [If they have been sick with COVID-19](#)
 - [If they tested positive for COVID-19 but had no symptoms](#)
 - [If they have recently had a close contact with a person with COVID-19](#)
 - Consider developing flexible refund policies for attendees for events that involve a participation fee.

- **Hand Hygiene and Respiratory Etiquette**

- Require frequent employee [handwashing](#) (e.g., before, during, and after taking tickets; after touching garbage) with soap and water for at least 20 seconds and increase monitoring to ensure adherence.
- If soap and water are not readily available, employees can use hand sanitizer that contains at least 60% alcohol and rub their hands until dry.
- Encourage staff to [cover the mouth and nose with a tissue when coughing and sneezing](#). Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Encourage attendees to [wash hands often](#) and cover coughs and sneezes.
- Attendees often exchange handshakes, fist bumps, and high-fives at meetings and sporting events. Display [signs](#) (physical and/or electronic) that discourage these actions during the event.

- **Masks**

- Require the use of [masks](#) among staff. Masks are **most** essential in times when physical distancing is difficult (e.g., when moving within a crowd or audience).
- Provide all staff with information on [proper use, removal, and washing of masks](#).
- Advise staff that [masks](#) should **not** be placed on:
 - Babies or children younger than 2 years old
 - Anyone who has trouble breathing
 - Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance
- Encourage attendees ahead of the event to bring and use [masks](#) at the event.
- [Masks](#) are meant to protect other people in case the wearer is unknowingly infected but does not have [symptoms](#). [Masks](#) are not meant to be a substitute for personal protective equipment such as surgical masks, respirators, or other medical personal protective equipment.
- Masks are strongly encouraged in settings where individuals might raise their voice (e.g., shouting, chanting, singing).

- **Adequate Supplies**

- Ensure adequate supplies to support [healthy hygiene](#)  behaviors. Supplies include soap, water, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, masks (as feasible), and no-touch trash cans.

- **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](#)  .
- Broadcast regular [announcements](#) on reducing the spread of COVID-19 on public address systems.
- Include messages (for example, [videos](#)) about behaviors that prevent spread of COVID-19 when communicating with staff, vendors, and attendees (such as on the event website and through event [social media accounts](#)).
- Consider developing signs and messages in alternative formats (e.g., large print, braille, American Sign Language) for people who have limited vision or are blind or people who are deaf or hard of hearing.
- Find freely available CDC print and digital resources about COVID-19 on [CDC's communications resources](#) main page.

Maintaining Healthy Environments

Event planners should consider implementing several strategies to maintain healthy environments.

- **Cleaning and Disinfection**

- [Clean and disinfect](#) frequently touched surfaces within the venue at least daily or between uses as much as possible—for example, door handles, sink handles, drinking fountains, grab bars, hand railings, and cash registers.
- Clean and disinfect shared objects between uses—for example, payment terminals, tables, countertops, bars, and condiment holders.
- Consider closing areas such as drinking fountains that cannot be adequately cleaned and disinfected during an event.
- Develop a schedule for increased, routine cleaning and disinfection.

- Plan for and enact these cleaning routines when renting event space and ensure that other groups who may use your facilities follow these routines.
 - If transport vehicles like buses are used by the event staff, drivers should practice all safety actions and protocols as indicated for other staff—for example, washing hands often and wearing masks and maintaining social distance of bus riders. To clean and disinfect event buses, vans, or other vehicles see guidance for [bus transit operators](#) and [drivers for hire](#), and adapt as needed.
 - Ensure [safe and correct use](#) and storage of [cleaners and disinfectants](#) [↗](#) to avoid harm to employees and other individuals. Always read and follow label instructions for each product, and store products securely away from children.
 - Use [EPA-approved disinfectants against COVID-19](#) [↗](#) .
 - Cleaning products should not be used near children. Staff should ensure that there is adequate ventilation when using these products to prevent attendees or themselves from inhaling toxic vapors.
 - Use disposable gloves when removing garbage bags or handling and disposing of trash.
 - After using disposable gloves, throw them out in a lined trash can.
 - Do not disinfect or reuse the gloves.
 - [Wash hands](#) after removing gloves.
- **Restrooms**
 - Consider limiting the number of people who occupy the restroom at one time to allow for social distancing.
 - Do not allow lines or crowds to form near the restroom without maintaining a distance of at least 6 feet from other people. It may be helpful to post signs or markers to help attendees maintain the appropriate social distance of at least 6 feet.
 - Ensure that open restrooms are:
 - Operational with functional toilets.
 - [Cleaned and disinfected](#) regularly, particularly high-touch surfaces such as faucets, toilets, stall doors, doorknobs, countertops, diaper changing tables, and light switches.
 - Clean and disinfect restrooms daily or more often, if possible, with EPA-approved disinfectants against COVID-19.
 - Ensure safe and correct application of disinfectants and keep products away from children.
 - Adequately stocked with supplies for handwashing, including soap and water or hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.
 - If you are providing portable toilets, also provide portable handwashing stations and ensure that they remain stocked throughout the duration of the event. If possible, provide hand sanitizer stations that are touch-free.
- **Ventilation**
 - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk to staff or attendees (e.g., risk of falling or triggering asthma symptoms).
 - If portable ventilation equipment like fans are used, take steps to minimize air from them blowing from one person directly at another person to reduce the potential spread of any airborne or aerosolized viruses.
- **Water Systems**
 - To minimize the risk of [Legionnaires' disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use

after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and attendees to bring their own water, as feasible, to minimize touching and use of water fountains.

- **Modified Layouts**

- Limit attendance or seating capacity to allow for [social distancing](#), or host smaller events in larger rooms.
- Use multiple entrances and exits and discourage crowded waiting areas.
- Block off rows or sections of seating in order to space people at least 6 feet apart.
- 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.
- Prioritize outdoor activities where social distancing can be maintained as much as possible.
- Offer online attendance options in addition to in-person attendance to help reduce the number of attendees.

- **Physical Barriers and Guides**

- 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, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart. Barriers can be useful at cash registers and other areas where maintaining physical distance of 6 feet is difficult.
- Change seating layout or availability of seating so that people can remain least 6 feet apart.

- **Communal Spaces**

- Stagger use of shared indoor spaces such as dining halls, game rooms, and lounges as much as possible and [clean and disinfect](#) them between uses.
- Add physical barriers, such as plastic flexible screens, between bathroom sinks and beds, especially when they cannot be at least 6 feet apart.
- Clean and disinfect bathrooms regularly (e.g., in the morning and evening or after times of heavy use) using [EPA-registered disinfectants](#) [🔗](#) .
- For more information on communal spaces in event housing (e.g., laundry rooms, shared bathrooms, and recreation areas) follow [CDC's guidance for Shared or Congregate Housing](#).

- **Food Service**

- There is no evidence that COVID-19 is spread by food. However, people sharing utensils and congregating around food service areas can pose a risk.
- If the event includes food service, refer to CDC's COVID-19 considerations for [restaurants and bars](#).
- Use touchless payment options as much as possible, if available.
- Ask customers and employees to exchange cash or card payments by placing them on a receipt tray or on the counter rather than by hand to avoid direct hand-to-hand contact.
- [Clean and disinfect](#) frequently touched surfaces such as pens, counters, or hard surfaces between use and encourage patrons to use their own pens.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart when waiting in line to order or pick up.
- If a cafeteria or group dining room is used, serve individually plated meals or grab-and-go options, and hold activities in separate areas.
- Use disposable food service items including utensils and dishes. If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.

- Individuals should [wash their hands](#) after removing their gloves or after directly handling used food service items.
- Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations. Consider having pre-packaged boxes or bags for each attendee.
- **Shared Objects**
 - Discourage people from sharing items that are difficult to clean, sanitize, or disinfect.
 - Limit any sharing of food, tools, equipment, or supplies by staff members.
 - Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible; otherwise, limit use of supplies and equipment to one group of staff members or attendees at a time, and [clean and disinfect](#) them between use.

Maintaining Healthy Operations

Event organizers and staff may consider implementing several strategies to maintain healthy operations.

- **Regulatory Awareness**
 - Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.
- **Protections for Staff and Attendees who are at Higher Risk of Severe Illness from COVID-19**
 - Offer options for staff at [higher risk for severe illness](#) (including older adults and people of any age with underlying medical conditions) that limit their exposure risk. For example:
 - Offer telework and modified job responsibilities for staff, such as setting up for the event rather than working at the registration desk.
 - Replace in-person meetings with video- or tele-conference calls whenever possible.
 - As feasible, offer options for attendees at [higher risk for severe illness](#) that limit their exposure risk (e.g., virtual attendance).
 - Consider limiting event attendance to staff and guests who live in the local area (e.g., community, city, town, or county) to reduce risk of spreading the virus from areas with higher levels of COVID-19. If attendance is open to staff and guests from other communities, cities, town or counties, provide information to attendees so they can make an informed decision about participation.
 - Put policies in place to protect the privacy of people at [higher risk for severe illness](#) regarding their underlying medical conditions.
- **Limited, Staggered, or Rotated Shifts and Attendance Times**
 - Consider ways to significantly reduce the number of attendees.
 - Use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing of 6 feet between employees, volunteers, and others.
 - Rotate or stagger shifts and arrival times to limit the number of employees in a venue at the same time.
 - Stagger and limit attendance times to minimize the number of guests at the venue.
- **Travel & Transit**
 - Encourage employees to use transportation options that minimize close contact with others (e.g., walking or biking, driving or riding by car – alone or with household members only). Consider offering the following support:

- Ask employees to follow the CDC guidance on how to [Protect Yourself When Using Transportation](#), including public transit.
- Allow employees to shift their hours so they can commute during less busy times.
- Ask employees to [wash their hands](#) as soon as possible after their trip.
- Reconfigure parking lots to limit congregation points and ensure proper separation of employees (e.g., closing every other parking space).
- Encourage [rideshare](#) drivers to clean and disinfect frequently touched surfaces in the vehicle and avoid providing pooled rides or picking up multiple passengers who would not otherwise be riding together on the same route.
- **Designated COVID-19 Point of Contact**
 - Designate an administrator or office to be responsible for responding to COVID-19 concerns. All staff and attendees should know who this person or office is and how to contact them.
- **Communication Systems**
 - Put systems in place to:
 - Encourage staff and attendees to self-report to event officials or a COVID-19 point of contact if they have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days, in accordance with health information sharing regulations for COVID-19 (e.g., see “Notify Health Officials and Close Contacts” in the **Preparing for When Someone Gets Sick** section below), and other applicable privacy and confidentiality laws and regulations.
 - Advise attendees prior to the event or gathering that they should not attend if they have symptoms of, a positive test for, or were recently exposed (within 14 days) to COVID-19.
 - Notify staff, attendees, and the public of cancellations and restrictions in place to limit people’s exposure to COVID-19 (e.g., limited hours of operation).
 - Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants. Tailor information so that it is easily understood by various audiences and is available in alternative formats and languages.
 - Learn more about reaching people of diverse languages and cultures by visiting: [Know Your Audience](#). You also can learn more about communicating to staff in a crisis at: [Crisis Communications Plan](#). [↗](#)
- **Leave (Time Off) Policies**
 - Implement flexible sick leave policies and practices that are not punitive and enable employees to stay home when they are sick, have been exposed, are [caring for someone who is sick](#), or who must stay home with children if schools or child care centers are closed.
 - Examine and revise policies for leave, telework, and employee compensation as needed.
 - Ensure that any relevant policies are communicated to staff.
- **Back-Up Staffing Plan**
 - Monitor absenteeism of employees, cross-train staff, and create a roster of trained back-up staff.
 - Develop policies for return-to-work and event facilities after an employee has COVID-19. CDC’s [criteria to discontinue home isolation](#) and quarantine can inform these policies.
- **Staff Training**
 - Train staff on all safety protocols. Consider using CDC’s [Interim Guidance for Businesses and Employers](#) as a guide.
 - Conduct training virtually to ensure that [social distancing](#) is maintained during training.

- If training needs to be done in person, maintain social distancing. Virtual training is clearly better for infection control when feasible.
- **Recognize Signs and Symptoms**
 - If feasible, conduct daily health checks (e.g., temperature screening and/or [symptom checking](#)) of staff and attendees safely and respectfully, and in accordance with any applicable privacy laws and regulations.
 - Event administrators may consider using examples of screening methods in CDC's [General Business FAQs](#) as a guide.
- **Sharing Facilities**
 - Encourage any organizations that share or use the same venue to also follow these considerations and limit shared use, if possible.
- **Support Coping and Resilience**
 - Promote employees' ability to eat healthy foods, exercise, get enough sleep, and find time to unwind.
 - Encourage employees to talk with people they trust about their concerns and how they are feeling.
 - Consider posting signs for the national distress hotline: 1-800-985-5990, or text TalkWithUsto 66746; The National Domestic Violence Hotline: 1-800-799-7233 and TTY 1-800-787-3224; and The National Suicide Prevention Lifeline: 1-800-273-TALK (8255).
- **Lessons Learned After the Event**
 - Meet with the emergency operations coordinator or planning team for your venue to discuss and note lessons learned.
 - Determine ways to improve planning and implementation processes if the event will happen again.
 - Update your plans regularly according to the state and local situation and orders.

Preparing for When Someone Gets Sick

Event planners should consider several strategies to implement when someone gets sick.

- **Advise Sick Individuals of Home Isolation Criteria**
 - Communicate to sick staff members that they should not return to work until they have met CDC's [criteria to discontinue home isolation](#).
- **Isolate and Transport Those Who are Sick**
 - Make sure that staff and attendees know that they should not come to the event and that they should notify event planners (e.g., the designated COVID-19 point of contact) if they become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with symptoms or a suspected or confirmed case.
 - Immediately separate staff and attendees with COVID-19 [symptoms](#) (e.g., fever, cough, shortness of breath) at the event. Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow [CDC guidance for caring for themselves](#).
 - Individuals who have had [close contact](#) with a person who has [symptoms](#) should be separated, sent home, and advised to follow [CDC guidance for community-related exposure](#) (see "Notify Health Officials and Close Contacts" below). If symptoms develop, individuals should follow [CDC guidance for caring for themselves](#).
 - Planners may follow [CDC's Guidance for Shared or Congregate Housing](#) for any staff who live in event housing.
 - Work with venue administrators, local officials, and healthcare providers to identify an isolation area to separate anyone who has COVID-like symptoms or who has tested positive but does not have symptoms. Event

healthcare providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).

- Establish procedures for safely transporting anyone sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, call first to alert them that the person may have COVID-19.
- **Clean and Disinfect**
 - Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#) them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
 - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct use](#) and storage of [cleaning](#)  and disinfection products, including storing them securely away from children.
- **Notify Health Officials and Close Contacts**
 - In accordance with state and local laws and regulations, event planners should notify [local health officials](#), staff, and attendees of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)  and other applicable laws and regulations.
 - Advise those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home, [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.

After reviewing the considerations listed on this page, event planners and administrators can use [CDC's Events and Gatherings Readiness and Planning Tool](#)  [9 pages] to protect staff, volunteers, and attendees.

Other Resources

[Latest COVID-19 Information](#)

[Cleaning and Disinfection](#)

[Guidance for Businesses and Employers](#)

[Guidance for Schools and Childcare Centers](#)

[Guidance for Park Administrators](#)

[Shared and Congregate Housing](#)

[COVID-19 Prevention](#)

[Handwashing Information](#)

[Face Coverings](#)

[Social Distancing](#)

[COVID-19 Frequently Asked Questions:](#)

[Persons at Higher Risk](#)

[Managing Stress and Coping](#)

[HIPAA and COVID-19](#) 

[CDC communication resources](#)

[Community Mitigation](#)

[Transportation](#)

[Interim Guidance for Communities of Faith](#)

[Crisis Communications Plan.](#) 

[Restaurants and bars](#)

[Americans with Disabilities Act \(ADA\) and other applicable laws and regulations](#) 

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