All special events taking place on public property in the City of Knoxville must follow COVID-19 Safety guidelines. These guidelines are based on, Centers for Disease Control (CDC), guidance. Each event organizer must submit a COVID plan to address how they will comply with each standard below. If the City event team feels that a requirement is not addressed to the standard of safety that is expected, the application for an event will not be approved until the event organizer has submitted a plan that meets the standards. The final COVID plan will be submitted to the City’s COVID coordinator for approval before a contract can be executed or an event application approved. DUE TO THE CONTINUOUS CHANGES WITH COVID-19 GUIDANCE, THE CITY OF KNOXVILLE MAY REQUIRE ADDITIONAL SAFETY REGULATIONS AND MAY CANCEL YOUR EVENT AT ANY TIME FOR SAFETY REASONS.

GENERAL GUIDELINES:

- Events will not be permitted on Market Square until further notice
- Per City of Knoxville Emergency Executive Order No.66, anyone NOT vaccinated for COVID-19 shall wear a face mask inside City buildings. Appropriate signage must be posted.
- Per CDC update on May 16, 2021, most people who are vaccinated against COVID-19 do not need to wear a mask indoors or outdoors. Unvaccinated people should continue wearing a mask at indoor and outdoor events.
- Gatherings will have a maximum capacity limit based on 36 square feet per person (including staff, volunteers and patrons). Events like concerts, performances, and sporting events where guests typically remain static in seating areas can offer group or pod seating of two to six guests allowing for more capacity. Groups/pods must be spaced 6 feet apart with a maximum capacity of no more than 50% allowed by fire safety codes. Organizers will be required to monitor and manage capacity limits.
- Signage must be posted on site for the 5 Core Actions. Signage is available on the Knox County Health Department website
- Consider using a digital system if tickets are sold to reduce contact between guests and staff
- Cashless systems are preferred for purchases from vendor
- Only open-air, single-player play structures are allowed outdoors. No group-based play structures allowed.
- Any shared items should be sanitized between uses by guests.
- Isolation space is required to be available in the event that someone (staff, volunteer, or guest) becomes ill

EVENT ORGANIZERS SHOULD (per CDC large gathering readiness tool)

- Identify a point person to be the event COVID coordinator and provide their contact information to the venue and staff/volunteers should issues arise
- Ensure all staff and volunteers are informed of the COVID-19 Event Plan
- Monitor and encourage staff/volunteers to properly wear a mask per CDC guidance and wash/sanitize hands regularly.
- Conduct daily health checks of staff/volunteers
- As available, broadcast regular announcements regarding COVID-19 safety protocols
• Monitor and encourage guests to maintain social distance in queue lines and seating areas.

STAFF/VOLUNTEERS
• Staff and volunteers should be checked for COVID-19 symptoms before each shift with a self-screening questionnaire recommended by CDC. Temperature checks at events on City Property are not required by the City but can be required by the event organizer at their expense.
• When practical, add Plexiglas protective barriers to public-facing positions

CLEANING/SANITIZING
• Regularly clean/sanitize surfaces
• Events should have entrance and exit options that discourage crowding in queue lines.
• Sanitizing stations are required at organizer’s expense and placed appropriately throughout the venue if they are not provided by the venue.
• Cleaning protocol is required for public restrooms if not provided by venue

FOOD SERVICE/VENDORS
• Food and condiments must be pre-packaged and served to the patron. Self-service food, beverage, utensils, and condiments are not allowed. No refills are allowed. Food samples are allowed only if they are pre-packaged and handed to the guest. Samples cannot be left on the table as a “grab and go” item.
• Single use plates and utensils are required. Utensils should be wrapped.
• Vendors should have at least 6 feet between booths. Staff inside booths should be limited according to tent size. (Ex. A 10x10 tent can accommodate up to 2 staff). Tent walls at indoor events should be discouraged to allow for better air circulation
• Distancing floor markers should be used at vendor booths/food trucks or anywhere a line may form to encourage physical distancing of at least 6ft
• Cashless systems are preferred for purchases from vendor
• Food vendors should have a designated “food court” area for guest dining. The area must be cordoned-off with one way in and one way out. Food should not be taken outside the Food Court.
• Organizers must manage flow of people in the Food court to allow for proper social distancing. Food Court seating areas must have tables staged at least 6 feet apart.
• For seated meals, such as catered events, tables should be six feet apart with no more than six guests at a table. Maximum capacity will be based on 50% allowed by fire safety codes.

PERFORMANCES
• Physical distancing for performers must be at least 15ft from audience. Singers and musicians should be separated based on professional industry standards
• Shared objects/equipment must be properly sanitized between users

**ADULT RUNNING EVENTS**

• CDC recommends participants of large gatherings wear a face covering outdoors even when vaccinated.
• All runners should wear a mask until their start time and must put on a mask once they complete the race
• All staff and volunteers should wear a mask at all times
• Spectators should be encouraged to wear a mask and maintain social distance
• Staff and volunteers should be checked for COVID-19 symptoms before each shift with a self-screening questionnaire recommended by CDC. Temperature checks at events on City Property are not required by the City but can be required by the event organizer at their expense.
• Competitive races can occur if the race is staged to prevent crowding at the start line and along the course
• Food and beverages must be prepacked and handed to the runners/attendees. No self-service food or beverage allowed. Runners should plan to provide their own food and beverage
• Award ceremonies should be brief and considerations made to promote a COVID safe environment. Pedestals should be placed 6 feet apart. Runners and spectators should wear masks and maintain appropriate social distance

*My signature below indicates I have read and understand the guidelines put in place by the City of Knoxville, and that I understand that I must submit a COVID plan for approval by the City of Knoxville in order to have my event on city property.

__________________________________________________
Applicant