



## ARTIGRAS FINE ARTS FESTIVAL: COVID-19 EVENT PLAN Palm Beach North Chamber of Commerce (PBNCC)

Document Date: August 23, 2020

### Volunteers, Staff, Vendors and Guest Protocols Phase II & III

These strategies will be implemented to encourage behaviors that reduce the spread of COVID-19 among staff, volunteers and attendees regarding Phase II & III. The information was gathered from the CDC "Considerations for Events and Gatherings". This document may change over the course of the next 6 months as discoveries are researched and executed.

#### Sanitize Areas Phase II & III

- Areas will be sanitized prior to, and during the event.
- Hand sanitizer and handwashing stations will be positioned throughout the venue.
- Additional signage will be displayed reminding everyone to use them.
- Portable restrooms will be spaced out to allow social distancing. Each restroom will have a hand sanitizer inside each unit. Increased staff to wipe down handles and frequently touched areas at each unit and facility.
- Enhanced protocols for cleaning high density areas continuously throughout the event with dedicated staff and volunteers to monitor each area.
- Announcements will also serve as a reminder to wash hands.

#### Face Coverings

- Phase II: Everyone will be required to wear face coverings.
- Phase III: Face coverings will be recommended but not required.

#### Adequate Supplies Phase II & III

- PBNCC will ensure adequate supplies to support healthy hygiene behaviors. Supplies include hand sanitizer containing at least 60 % alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch trash and recycling cans.

#### We will promote Social Distancing Phase II & III

- To promote physical distancing and mitigate person-to-person contact, we will have ample signage placed in key areas of the venue promoting physical distancing (Markings on the ground and signage) around the event venue and to encourage people to spread out. Announcements will also serve as a reminder.
- Safety requirements and notices will be posted on the website, social media channels, emails and greatly enhanced signage throughout the venue.
- Potentially creating a maximum capacity

#### Health Screening

- Phase II: All participants and volunteers will be required to fill out an electronic questionnaire/wavier regarding their overall health in the last 14 days and asked to

stay at home if they have any symptoms (including fever, cough, sore throat, etc.). All attendees (staff, volunteers, vendors, guest) will be screened upon entrance to the venue. As per the CDC guidelines, if anyone has a temperature of 100 degrees or above, they will be asked to leave and seek medical attention.

- **Phase III:** PBNCC will post at the entrance that guest may be screened by thermometer. Electronic waiver will still be required by Staff, Vendors, Artist and Volunteers.
- **First Aid Station:** We will have ONE CERT cart with a total of TWO paramedics during the festival hours to support any minor incidents or medical emergencies.

## **Food & Beverage**

- Food will be cooked to order at all possibilities or food items will be covered with aluminum or certified coverings to eliminate open air food on display.
- Food items that do not require cooking on site must be prepacked and stored to maintain the proper temperatures according to the Health Department Regulations.
- All food vendors will be required to have two 8ft tables in front of the booth to maintain the 6ft required distances from Vendor to Patron. Food Vendors will place food on the table rather than handing directly to patron.
- Condiments will be served in a disposable single use packages or containers upon the patron's request.
- Sanitizers will be provided by Vendor for each staff member working the booth and for guest visiting booth.
- A Food Tent Pavilion will be provided with social distancing requirements concerning tables and chair placement.
- Event Beverages will be served in disposable containers. Bar tenders will not open product instead guest will be responsible for opening containers. Garnishes will be provided with tongs, ID's will be checked with Patron holding their own ID card and if the Bartender must hold the ID card – they would need to sanitize and replace gloves.
- **Phase III:** Vendors will wear gloves and mask will not be required but recommended.

## **Artist**

- **Phase II:** All booths are situated at the very least 6ft away from each other.
- If required to have 6ft. distance between each booth, the overall layout will change.
- The Entertainment and Stage would be eliminated to make up the cost concerning corner booths
- Artist may only show items from booth minimizing contact between guests.
- Each Artist will be required to have hand sanitizer on the front table for guest and will wipe down these surfaces frequently.
- No trying on merchandise. Only workers may touch items for sale.
- Point of sale systems that use Apple Pay or similar apps will be encouraged.
- No returns or exchanges – all sales are final and will be implemented through signage at each booth.
- Plexiglas or a Plastic shield would be highly recommended but not required.
- Mask will be required.
- **Phase III:** Vendors will eliminate guest into booth space.
- Face Mask will not be required but recommended.

## **Entertainment**

- **Phase II:** The Stage and Entertainment would be canceled.
- **Phase III:** The Stage and Entertainment would be scheduled as in the past.
- Tables and Chairs would be limited and High tops would be included in the overall layout.

### **Info Booth**

- **Phase II:** The Info Booth will only have displays of PBNCC upcoming projects and initiatives.
- A duplicate large cube sign would be created to showcase Artist and Sponsors including Ads by Sponsors.
- A QR codes will be provided to replace the brochure. This of course would depend on budget.
- **Phase III:** Brochures will be developed and available at the booth and gates.

### **Gates**

- **Phase II:** No cash.
- Plexiglas or a plastic shield would be provided at each Ticket Seller Booth.
- Guest will be required to pay for all tickets electronically via Credit or Debit card.
- Cash payments would not be accepted.
- Surveys will be conducted with one of the Volunteers asking and imputing the information into the IPad.
- No ticket sellers. All ticketing will be done online. QR codes will be posted for guests to access the QR codes. Signage will be provided to show step by step process of how to purchase ticket. Gate Committee will have volunteers at each gate to help walk quests through process.
- **Phase III:** Operations would resume as in the past years of the festival. Sanitation kiosks would be available at each gate.

### **VIP**

- **Phase II:** Lunch would be prepackaged and handed to guest.
- Seating would be limited to allow for social distancing.
- Attendance would be reduced to 500 guests instead of 1,200.
- **Phase III:** Operations would resume as in the past years of the festival. Sanitation kiosks would be available around area.

### **ArtiKids**

- **Phase II:** Participating Organizations would be required to provide a "Take & Make" Project at Home.
- The Sand would be eliminated.
- Youth Art Tent will be monitored to only allow 10 guests for 10 minutes.
- The Youth Art Ceremony would be canceled, and winners would be displayed on social media.

#### **OR**

- ArtiKids zone will be replaced by a kids stage. Acts will include but not be limited to: martial arts, zoo, Zumba, magician, science museum, bak performance. Area in front of kids stage will be sectioned off with circles to identify social distancing

- Youth art would all be submitted online, no physical art pieces will be submitted, to allow students who will be schooling from home the chance to participate. Art will be displayed via slideshow on tv in youth art tent.
- **Phase III:** Operations would resume as in the past years of the festival.

**WORDING FOR ALL CONTRACTS AND WAIVER FORMS FOR STAFF, VOLUNTEERS, VENDORS, SPONSORS, ENTERTAINMENT AND AT FESTIVAL ENTRANCES**

In person attendance at events carries with it the inherent risk of contracting the Covid-19 virus. The BBCRA encourages the implementation of CDC guidelines but cannot ensure that infections will not occur. By attending the event you agree to assume all risks with regard the potential for contracting the Covid-19 virus, whether CDC guidelines are in effect at the event or not.