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Version July 2020

Dir. of Program Services
Dir. of Business Services
Dir. of Parks
Marketing Coordinator
Executive Director
Business Services Office

**SPECIAL PARK USE PERMIT/
 MAJOR EVENT ACTIVITY APPLICATION**

Application MUST be submitted 30 days before your event.

Date of Event: _____ Park: _____ Name of Event: _____

SECTION 1- Application must be completed in its entirety and approved by the Park District before your event is confirmed. Do not publicize your event before receiving approval from the Park District. Return completed application to address listed above.

Name, Sponsoring Group/Organization: _____

Group/Organization Status (Check all that apply): Private Commercial
 Not-for-Profit (501c3) Not-for-Profit For-Profit Organization Incorporated

Group/Organization Address: _____ City: _____ State: _____ Zip: _____

Responsible Party/Contact Person: _____

Telephone Number(s): (H): _____ (W): _____ (Cell): _____

E-mail Address: _____

Park/Area Requested: _____

Dates/Time Requested (Include set-up and take down): _____

Purpose/Description of Event/Activity: _____

Projected Event/Activity Attendance: _____

Annual Event? Yes No If so, date of next year's event: _____

Event/Activity Fees and Charges? Yes No

If "Yes" mark appropriate fees:

Admission Fee(s) \$ _____ Food/Beverage Concessions Sale of Alcoholic Beverages

Other Fee(s), explain: _____

Where will profits be distributed? _____

Required Additional Park District Services - \$20.00 Plus:

Picnic Tables _____ (\$10/\$15 ea.) Trash Receptacles _____ (\$5 ea.)

Bleachers _____ (\$25 ea.) Other _____

FEES WILL BE CHARGED FOR EXTRA SERVICES

--Office Use Only--	
Deposit Amount	\$ _____
Billable Amount	\$ _____
Net Refund Amount	\$ _____
Authorization _____	Date _____

SECTION 2 - PARK DISTRICT EVENT/ACTIVITY REQUIREMENTS:

I, _____, being the authorized representative of, _____ ,
(Responsible party) (Group/organization)

have read and fully understand that the sponsoring group/organization will be fully financially responsible for all damages to the event/activity grounds and facilities directly related to the conduct of the event/activity. Additionally, I understand that the sponsoring group/organization will be fully responsible for event/activity litter control, including disposal by private contract or through additional service agreement with the Park District. It is understood that the group/organization I represent will provide liability insurance and fully comply with all State, Federal, and Park District statutes, policies, rules and regulations governing the use of public parks and properties.

NOTE: The Quincy Park District reserves the right to revoke this permit at any time.

Signed: _____ Date: _____
(Responsible party)

Official Use by the Quincy Park District

Check List:

- Hold Harmless Agreement (Form Attached)
- COVID Waiver (Form Attached)
- Adams County Health Dept - Review of plan for following IDPH Guidelines (Provide Copy of Plan)
- Recycling/Collection Plan (Form Attached)
- Event Impact Assessment (Form Attached)
- Entertainment/Vendor and Concessionaires list (Form Attached)
- ATV/Golf Cart Usage (Form Attached)
- Driving on the grass (Form Attached)
- Site Plan (Form Attached)
- Liability Insurance (Tort Immunity) naming the Quincy Park District as an additional insured. Insured blanket liability minimum coverage limit of \$1,000,000/occurrence and \$3,000,000 aggregate

If Alcohol will be sold

- Alcohol Sales Plan (Form Attached)
- Security Plan (Form Attached)
- Dram Shop Insurance
- Alcoholic Beverage Sale License

Event/Service Fees/Charges:

Event Fee: \$ _____
 Damage Deposit: \$ _____
 Shelter Fees: _____ Shelter(s) X \$ _____ per shelter: \$ _____
 Impact Fee: \$ _____
 Vendor Electrical Fee: \$ _____
 Additional Services: \$ _____

Total Due: \$ _____ Date Paid: _____

FINAL **CONDITIONAL** **APPROVAL BY QUINCY PARK DISTRICT:**

Signed: _____ Date: _____
(Executive Director)

If Conditional Approval the following must be provided to obtain final approval:

HOLD HARMLESS AGREEMENT

I, _____, shall implement appropriate safeguards to prevent
(Responsible Party)
accidents or injuries to persons or properties. To the fullest extent that is permitted by law,
_____, agrees to indemnify, defend and hold harmless
(Group/Organization)
the Quincy Park District, its Board of Commissioners, officials, agents, employees and volunteers
and all others connected with the Quincy Park District, from any and all actions, claims, demands,
suits, liabilities (statutory and workmen's compensation law), losses, damages or expenses
including attorney's fees, as well as all costs from death of, injuries to, theft of or damage to
properties or persons, including third parties; growing out of, directly or indirectly caused by any
service, operation or associated incidents from the actions or omissions undertaken by
_____ or any of its agents, volunteers, employees or
(Group/Organization)
subcontractors.

Description of event:

Print name of authorized Group/Organization Representative

Signature of authorized Group/Organization Representative

Date: _____

WAIVER, RELEASE, ASSUMPTION OF RISK,
AND AGREEMENT FOR FACILITY USE BY OTHERS

I, _____, [individually or on behalf of _____ group], am applying for use of Quincy Park District property for the purpose of _____ [name of event, activity]. If I have already entered into a facility use agreement and this waiver, release, and assumption of risk is an agreed upon addendum to that agreement.

I certify that my use of the aforementioned area/property is permitted under the Illinois Governor's Executive Order at the time this document is signed and that I will comply with the Illinois Department of Commerce & Economic Opportunity published guidelines for conducting the specific event/activity.

I further agree to obtain signed Parental/Legal Guardian Consent, Waiver, Release and Assumption of Risk documents for all Minor's in attendance at the event/activity and signed Waiver, Release, and Assumption of Risk documents for all adults in attendance at the event/activity and provide these documents to the Quincy Park District prior to the start of the event/activity. These documents have been provided by the Quincy Park District for my use. I understand and agree that failure to provide these documents and/or noncompliance with the Illinois Department of Commerce & Economic Opportunity published guidelines for the activity/event and/or noncompliance with any Quincy Park District rules and regulations by myself, individuals acting on behalf of the organization/club and participants may result in cancellation of the activity/event and forfeiture of all rental fees paid.

I understand and acknowledge that the use of the area/property and those participating in the same is wholly voluntary and that there are physical risks and hazards connected with the event/activity and participation in the same, including, but not limited to the risk of communicable disease such as COVID-19. I understand, acknowledge, and agree that the Quincy Park District is not responsible for and does not assume the costs of any medical testing, care, or treatment associated with the event/activity or anyone's participation in the same, including, but not limited to, any medical testing, care, and treatment of anyone participating in the event/activity, or anyone with whom participants in the event/activity may have contact with during or after participation in the event/activity.

With regards to the risks posed by COVID-19 I acknowledge, understand, agree, and will communicate the following to all participants:

- a. That the novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization and, as a result, the activity/event is being conducted during a time of a national public health crisis;
- b. That COVID-19 is extremely contagious and there are risks, known and unknown, associated with participation in the activity/event;
- c. That other participants, volunteers, coaches, organizers, and group leaders may be infected before and/or during the activity/event and could transmit COVID-19 without displaying any symptoms;
- d. It is the responsibility of the participants in the activity/event to manage the risks to themselves and others they may come into contact with which are associated with COVID-19;

- e. That participants may pose a risk to those that are most impacted or at greatest risk of infection from COVID-19;
- f. That the Quincy Park District cannot guarantee that participants or others with whom they come into contact with during and after participation in the activity/event will not become infected with COVID-19;

I understand and agree that if any organizer, employee, volunteer, participant or anyone they have had direct recent contact with exhibits symptoms of COVID-19, as set out by the U.S. Centers for Disease Control on the day of or within 14 days prior to the activity/event, they will not be allowed to participate in the activity/event. I understand and agree that if any organizer, employee, volunteer, participant exhibits symptoms of COVID-19, as set out by the U.S. Centers for Disease Control during the activity/event they will be required to leave the activity/event immediately and notification must be given to the Quincy Park District. If any organizer, employee, volunteer, participant or anyone they have had direct recent contact with exhibits symptoms of COVID-19, as set out by the U.S. Centers for Disease Control within 14 days after the activity/event, I will immediately provide notice of the same to the Quincy Park District.

The undersigned shall obtain and maintain liability insurance, including, but not limited to coverage for communicable diseases such as COVID-19, in the amount of \$1,000,000 per occurrence and \$3,000,000 annual aggregate, and shall name the Quincy Park District as an additional insured on the policy at the above amounts prior to the date of the activity/event and written confirmation from the Insurance Broker, Insurance Agent, or Insurance Company stating that it provides coverage for communicable diseases such as COVID-19. The liability policy obtained by undersigned must indicate that that this coverage will be primary to cover any and all injuries, illness, or death to any person as a result of participation in the activity/event for which the Quincy Park District property is being used.

The undersigned, individually and/or on behalf of _____ [name of organization/club] hereby agrees to indemnify, hold harmless, and defend the Quincy Park District from and against any and all claims, suits, judgments, including reasonable attorney's fees and litigation expenses based upon or arising out of any personal injury, disability, death, illness, damages, loss, or damage to personal property occurring during or as a result of the activity/event. This provision applies to the actual or alleged actions or omissions of the undersigned, its employees, members, or volunteers, Quincy Park District employees, officers, Board members, officials, agents, volunteers, or staff, and any participant in the event/activity. The undersigned further agrees to pay the Quincy Park District all costs of suit and all attorney's fees should litigation be required to the Quincy Park District to enforce any provision of this agreement or recover any amounts owed by the undersigned pursuant to the terms of this agreement.

I affirmatively state that I have been authorized to execute this document on behalf of _____ [name of organization, business, club] and bind them to the terms of this agreement. If such authority is found not to exist, I agree to be personally bound to the terms of this agreement.

I hereby acknowledge that I have read this Waiver, Release, and Assumption of the Risk and Agreement For Facility Use By Others, I understand the same, and I have voluntarily signed it below.

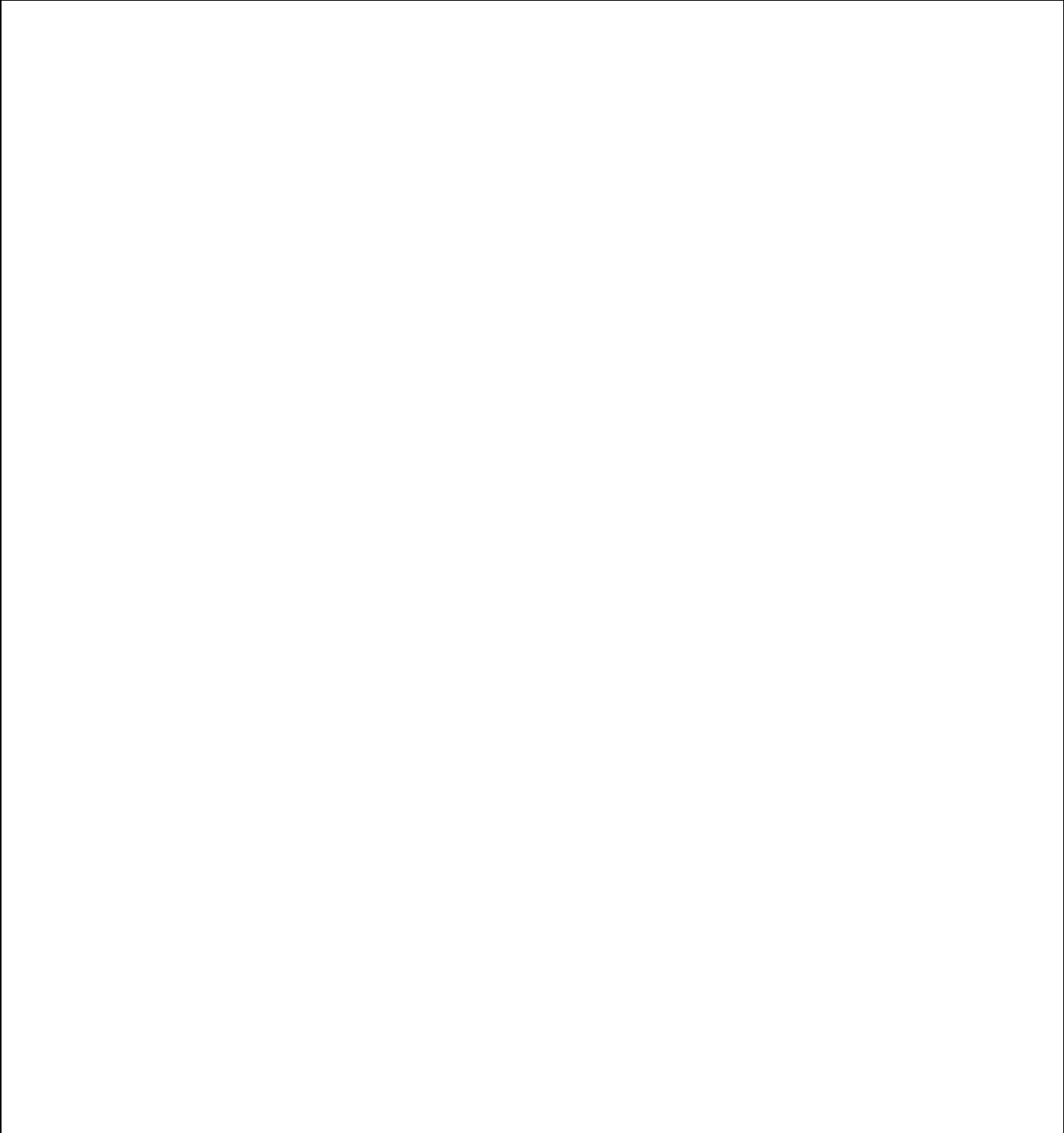
Signed this ____ day of _____, 202__.

Signature

Printed Name

IDPH Guideline Compliant Site Plan

In the space below, complete a sketch of site. (Or attach a diagram)



-Record: Tents, toilets, vendors, bandstands, alcohol service, fencing, gates, rides and any other significant feature of the site.

-Indicate north and at least one bordering street for orientation.

-Use the back of the form for comments, if necessary.

Note: You must have 1 toilet for every 200 attendees, 10% must be handicap accessible (min. 1)

**QUINCY PARK DISTRICT
SPECIAL EVENT RECYCLING / COLLECTION PLAN**

Beverages must be offered in aluminum, reusable plastic or recyclable plastic containers only. Due to the danger of broken glass in the parks, no food or beverages will be sold or otherwise provided to the public in glass containers unless permitted by the Executive Director based on demonstrated need.

As an Event Organizer you must properly manage waste generated by your event. Setting an example by reducing, reusing, and recycling, can have a highly beneficial impact on your event and the community. All events with 100 or more projected attendees must complete this recycling/collection plan form. Events with less than 100 projected attendees are encouraged to recycle. **If your event attendance is under 100, or no recyclables will be generated, check the box below and initial. No further planning is required; however you may complete the plan if you will be recycling at your event.**

Event size is under 100 or no recyclables will be generated. _____ Initial

Waste Stream Analysis/Collection Planning:

Event organizers should consider waste stream reduction methods and recycling when planning the event. Planning should consider eliminating waste, reducing waste and selecting the most recyclable items. Examples include using drinking fountains instead of bottled water or selecting aluminum containers instead of a non-recyclable container.

You should offer a clearly marked recycling container at each trash container location and designate staff to monitor recyclable waste. Recyclable containers contaminated with regular trash should be quickly removed and replaced. Mixing non-recyclables with recyclables may result in rejection of the recyclable load and your waste contractor may charge a fee to transport and dispose of the load in the landfill.

Acceptance standards for recyclables are set by the recycling center. Event organizers should coordinate with the recycling center to make certain recyclables are collected in an acceptable manner.

Recyclable Item: Clean paper, cardboard, plastic, aluminum, others	Container Location:	Number of Containers:
1.		
2.		
3.		
4.		
5.		

(Use a separate sheet if needed)

Recycling Plan: You should note recycling container locations on your special event site plan.

Disposal Plan (Select One):

- Recyclables will be collected and transported to the recycling center by event staff.
- Recyclables will be deposited in a designated dumpster/container and transported to the recycling center by a commercial hauler.
- Other – Explain: _____

By: _____ Date: _____
(Signature)

Event Impact Assessment

Name of Event: _____ Date of Event: _____

The impact your event has on the residences and businesses in the area is an important consideration in planning your event and will be considered in the approval process.

The event organizer must consider the impact of the crowd, parking, and traffic on the area near the event when planning the event.

When appropriate, event organizers should inform and coordinate with local businesses that may be adversely impacted by the event. For very large events, bus transportation from an appropriate and approved parking facility may be appropriate.

Event organizers should take steps to prevent event attendees from utilizing private parking unless the use has been approved by the owners.

Steps include:

- Show the approved parking area in the event advertising.
- Using event staff to guide cars away from private parking that may be likely to be used by event attendees.
- Coordinating with the private lot owner's to utilize the private lot.

Impact Assessment:

Based on the expected event traffic we expect: (Check One Box)

1. Nearly all traffic will be accommodated by the parking available in the park.
2. A large number of event attendees will be parking on off park site, but sufficient public parking is available.
3. Traffic will far exceed the capacity of the park and nearby public parking. Additional planning is required.

List the steps your event will take to reduce the impact on nearby businesses and residences.

Note: A significant adverse impact on park neighbors may result in disapproval of the event at that site in future years.

ENTERTAINMENT/VENDOR CONCESSIONAIRE LIST

Name of Event: _____ Date of Event: _____

List all entertainment that will be performing at your event:

Group Name	Type Entertainment	Address	Phone

List all vendors and concessionaires that will be attending your event:

Vendor Name	Type of Service	Electricity Yes/No	Address	Phone

Notes: A fee will be assessed based on vendors using electricity. The fee will be charged to the event organizer as part of the overall event fees. If there is a change in the number of vendors using electric, the event organizer must notify the Quincy Park District.

Electrical Service Changes - any additions or changes to the District's electrical service must be approved by the District and will be at the event organizer's expense.

ATV/Golf Cart

Will you be using a golf cart or ATV at your event? YES NO.

If yes; please read all of the guidelines and sign below.

Guidelines for ATV/golf cart use within the Quincy Park District

- 1) Only licensed drivers 16 years of age and older and listed in the special events package will be permitted to operate/drive ATV's/golf carts during any event held within and/or co-sponsored by the Quincy Park District. The event organizer will be responsible for the use of the equipment.
- 2) The speed of the golf cart/ ATV is to be limited to no more than 8 miles per hour while on Park District Property. Speed must be appropriate for the amount of pedestrian traffic in the area.
- 3) RECKLESS DRIVING AND/OR EXCESSIVE SPEED WILL NOT BE TOLERATED.
- 4) Operation of vehicle while under the influence of alcohol will not be tolerated. No open containers of alcohol are allowed.
- 5) Parking plan for golf carts/ATV's needs to be noted on event diagram.
- 6) Golf carts/ATV's are to be turned off and the keys immediately removed from the golf cart/ATV once it is parked with the breaks engaged to help prevent unauthorized movement/use.
- 7) Park on flat level ground and in such a manner that if the brake does become disengaged the cart/ATV WILL NOT ROLL on its own.
- 8) Refueling, if needed, is to be done on pavement only. Fuel is not to be stored on Park District grounds.
- 9) Number of riders is not to exceed the design limits of the ATV/golf cart.
- 10) If the event organizer wishes to use a vehicle other than a golf cart the vehicle must be approved by the Director of Parks.
- 11) Spot checks by park rangers and/or other park district personnel may be conducted during the event.
- 12) Failure to comply with these guidelines will result in the loss of the privilege of using golf carts/ ATV's at the event and any other future events held by your organization.

Responsible Party

Date

Driving on Grass Permit Request

If due to the nature of your event, you feel driving or parking on the grass is necessary for your event you must request a permit in writing below. This permit in no way limits the organizer's responsibility for damages of any kind, park terrain may be uneven with hazards.

ORDINANCE NO. 97-7

SECTION 29: PARKING LOTS AND ROADWAYS

No person shall drive any automobile, truck, motorcycle, or motorized vehicle within any of the parks of the District except upon the parking lots and roadways without permission of the Director.

Date of approved event: _____

Location of event: _____

Event organizer: _____

Organizer address/telephone number: _____

Responsible party signature: _____

Describe need/reason:

Questions or comments may be directed to Director of Parks.

Approved by:

OUTDOOR SEATED SPECTATOR EVENTS GUIDELINES



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 4 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE IV | ISSUED ON JUNE 22, 2020 | EARLIEST EFFECTIVE DATE JUNE 26, 2020

The Revitalization Phase of the Restore Illinois public health approach to reopening the Illinois economy includes larger gathering sizes, additional businesses reopening and increased capacities. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

This document is applicable to businesses that meet the following criteria:

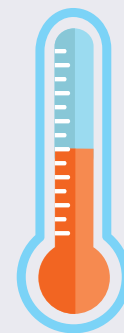
- Outdoor seated sports venues, arenas, stadiums, facilities, fields or courts engaged in showing live sports games
 - Examples of spectator sports include (non-exhaustive): auto race tracks, baseball fields, football fields
 - For golf tournaments, refer to [guidance on Golf](#)
 - For tennis matches, refer to [guidance on Tennis](#)
- These guidelines apply to outdoor spectator sports only; indoor spectator sports not permitted at this time
- These guidelines apply to ticketed events with seating available for all spectators; general admission shows and/or events without seating (e.g., standing room only) are not permitted at this time
- **Note:** organizations that operate across multiple workplace environments should refer to applicable Phase IV guidelines for guidance on those workplaces
- **Note:** As of release, outdoor spectator sports venues may operate at maximum of 20% of seating capacity for spectators. Capacity restrictions will be reassessed based on the latest science and public health metrics on an ongoing basis throughout Phase IV

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#)
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase IV guidelines
4. Employers should provide hand washing capability or sanitizer to employees and if applicable, spectators
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees and workers who perform work at the worksite (such as temporary or contract workers) should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the [DCEO Restore Illinois guidelines website](#)
2. Employees should follow [CDC travel guidance](#) to protect themselves and others during business travel
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations
4. Employers should clearly explain all paid leave policies and make workers aware that they may be eligible for benefits if they are sick or symptomatic
5. Employers should be aware that the Occupational Safety and Health Act of 1970 and provisions of state law prohibit employers from retaliating against workers for raising safety or health concerns



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the [DCEO Restore Illinois guidelines website](#)
 - a. Employers should conduct in-person screening of employees and athletes upon entry into workplace to verify no presence of COVID-19 symptoms
 - b. If employee shift is greater than 5 hours, employers should also conduct mid-shift screening of employees to verify no presence of COVID-19 symptoms (in person preferred, though virtually is permitted)
 - Mid-shift screening not applicable to athletes
3. If employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days after symptom onset AND until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If employee reports having any COVID-19 related symptoms, employers should encourage employee to contact their health care provider; if multiple employees report having any COVID-19 related symptoms, employers should notify their local health department within three days of being informed of the prevalence of COVID-19 symptoms; if multiple employees test positive for COVID-19, employers should notify their local health department within one day of positive test results
5. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed [according to CDC guidelines](#)
6. Where appropriate, notify employees who have been exposed. Employers should not identify an employee who tested positive by name
7. Any employee who has had close contact¹ with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to spectator sports:

PHYSICAL WORKSPACE**i. Minimum guidelines**

1. Venue operators should [display signage](#) at entry with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit in multiple languages as needed
2. On website and digital ticket purchasing sites, venue operators should clearly indicate face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed
3. Allow for 6-ft. spacing between occupied ticketing workstations OR if not practical, install an impermeable barrier between ticketing workstations
4. Venue operators should limit venue capacity to 20% for spectators and ensure at least 6-ft. between seats occupied by spectators that are not members of the same household or party. If seats cannot be moved, venue operators should limit number of open seats to ensure social distancing (e.g., zip tie unused seats, remove seat bottoms, cover unused seats)
 - a. If applicable, suites should have reduced capacity to allow for 6-ft. of distancing between occupied seats
5. All individuals (e.g., athletes, employees, coaches) should maintain 6-ft. of social distancing unless job duty cannot be performed without proximity (e.g., athlete during game play) and should wear face coverings if practical
 - a. If social distancing cannot be maintained during game play, athletes should still maintain 6-ft. of distancing while on the sidelines/ not directly involved in game play
6. Non-competitive activities (e.g., practices, warm-ups) should be set up to allow for 6-ft. of distancing between participants whenever possible
7. If a sporting facility has stations for individual activities (e.g., track and field), venue operator should ensure at least 6-ft. between stations. If stations cannot be moved, operator should limit number of open stations to ensure social distancing
8. If first row of spectator seating is within 6-ft. of field or athletes near the field, then any seating within 6-ft. of field or athletes should be closed OR impermeable barrier should be installed
 - a. If athletes are utilizing spectator seating while not in gameplay, any seating within 6-ft. of players and spectators should also be closed
9. Concessions should follow [Restaurant and Bar guidelines](#) for all food and beverage operations and should be one of the following:
 - a. Delivered by a server who takes orders from guests while seated with distancing requirements laid out in [Restaurant and Bar guidelines](#); OR
 - b. At outdoor kiosk, purchased pre-packaged via "grab and go" with queuing areas clearly marked to observe social distancing OR
 - c. At indoor quick service areas over 500 square feet, purchased pre-packaged via "grab and go" (no queuing permitted)
 - d. At indoor quick service areas 500 square feet and under, purchased pre-packaged via "grab and go" with queuing areas clearly marked to observe social distancing



10. Tailgating is not permitted
11. For any gift shops or retail locations, venue operators should refer to [Retail guidelines](#)
12. Locker rooms and showers should be configured with signage, tape, and other markings to ensure athletes can maintain 6-ft. of social distance
13. Medical tents/ training rooms should be configured with signage, tape, and other markings to ensure athletes can maintain 6-ft. of social distance
 - a. Social distancing is not necessary while medical professional examines injured athlete
14. Athletes should refrain from using communal sources of hydration (e.g. team water or sports drink jug) and sharing of water bottles



ii. Encouraged best practices

1. Display visual markers 6-ft. apart at spectator queue points
2. If practical, designate doors as entry-only and exit-only to reduce likelihood of close contact and congestion points
3. Prepare a venue-specific emergency evacuation plan that allows for spectators to maintain 6-ft social distancing
4. If practical, designate one-way direction of movement around venue and display visual markers to regulate traffic flow and limit congregation of individuals
5. For events that have security, utilize walk-through magnetometers to allow security workers to maintain social distance and avoid patting down any spectators
 - a. If not practical, security workers performing pat-down searches wear appropriate face coverings and gloves and have access to a hand washing and/or sanitizing station
6. If practical, designate staging area for taxis and rideshare vehicles to drop-off and pick-up spectators
7. Where possible, eliminate common touchpoints (e.g. remove shared items in common areas, use touchless door pulls)
8. If practical, install impermeable barrier between employee and spectators at ticketing station, security, and any other checkout pointss
9. If practical, implement touchless transactions
10. If practical, utilize any additional available space (e.g., grassy areas) within venue to space out spectators while maintaining 20% capacity limit on existing seating
11. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical
12. Athletes should use their own equipment (e.g., helmet, bat, gloves) as much as practical
13. Athletes should place personal belongings at least 6-ft. away from others' personal belongings

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC protocols](#) on a weekly basis
2. Clean and disinfect common areas (e.g., restrooms, locker rooms) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 30 minutes recommended for high-traffic areas
3. Clean and disinfect occupied tables and seats between use by different groups or parties, and again at closing time
4. Minimize sharing of high-touch equipment. If equipment is to be shared, equipment should be sanitized before and after use (see [EPA approved list of disinfectants](#)) and athletes are encouraged to wash or sanitize hands frequently
 - a. If applicable, game balls should be alternated and disinfected during game play and fully disinfected between games
5. If applicable, valet staff should perform cleaning of vehicle in compliance with [GSA protocols](#)
6. Sanitization of locker rooms and showers should be completed at the beginning and end of practice/ games at minimum
7. Sanitization of medical tents/ training rooms should be completed in line with [IDPH Health Care Provider guidelines](#)
8. Athletes should wash hands with soap and water or use hand sanitizer before game play
9. All required disinfecting, cleaning, or sanitizing activities to be conducted by employees should be within their normal workday or during otherwise compensated time



STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Venues should operate at 20% of seating capacity for spectators. There must be at least 6-ft. spacing between spectators that are not members of the same household or party
2. Venue operators should design a plan to allow for social distancing within the venue and if needed, designate employee(s) to monitor capacity limits and social distancing
3. Venue operators should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft. or greater by removing/ decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements
4. Venue operators should have a plan to limit congregation during entry/ exit and throughout duration of the event
 - a. If practical, schedule staggered spectator arrival times, with email or mobile notification
 - b. If practical, allow spectators to select their entry time and location
 - c. If practical, limit number of unscheduled entries
 - d. If practical, designate specific point of entry for spectator based on seating location
 - e. If practical, release spectators by row, beginning with those closest to exits (use videoboard/ PA announcer to facilitate release)
 - f. If applicable, create plan to limit congregation in venue-owned parking lots and assign parking spaces to spectators during the digital sales process
5. Venue operators should develop a method to inform customers of available facility capacity before customers arrive at the venue (e.g. reservation system, overview of days/ times when venue is typically most crowded)
6. No handshakes at the beginning or end of games between athletes
7. No signatures, fan pictures, or close contact between spectators or athletes permitted
8. Post-game team meals should be individually packaged; no buffet style meals permitted



ii. Encouraged best practices

1. Limit capacity in medical tents/ training rooms as much as possible to limit interactions between injured athletes
 - a. Athletes exhibiting COVID-19 symptoms are kept isolated and away from those with physical injury
2. If applicable, stagger shift start and end times to minimize congregation of employees during changeovers

EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or non-spectator visitor to enter, or while requiring them to wait in a designated area, venue operators should ask whether external supplier or non-spectator visitor is currently exhibiting COVID-19 symptoms
 - a. If possible, venue operators should take external supplier or non-spectator visitor temperature using thermometer (infrared/ thermal cameras preferred, touchless thermometers permitted)
2. Venue operators should keep log of all external suppliers who enter premises
3. Suppliers and non-spectator visitors should wear face coverings over their nose and mouth except while seated within a venue and 6-ft. apart from others (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)



ii. Encouraged best practices

1. Limit contact between spectators/ external suppliers/ non-spectator visitors and employees

CUSTOMER BEHAVIORS

i. Minimum guidelines

1. Spectators should wear face coverings over their nose and mouth, except while seated within a venue and 6-ft. apart from others outside of household or party (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
2. Spectators should check for available capacity before going to the facility

ii. Encouraged best practices

1. Before allowing entrance, venue operators should ask whether spectator is currently exhibiting COVID-19 symptoms
2. If practical, implement touchless transactions/ registration for spectators upon arrival to the event (e.g. mobile ticketing/ check-in)
3. Spectators should be encouraged to purchase online tickets in advance of the show or performance



If you have questions or need additional support:
Please call our hotline at 1-800-252-2923
or e-mail us at ceo.support@illinois.gov
or return to illinois.gov/businessguidelines

Additional Resources:

- [CDC Interim Guidance for Businesses and Employers](#)
- [CDC Workplace Decision Tool](#)
- [IDPH Releasing COVID-19 Cases and Contacts from Isolation and Quarantine](#)
- [IDPH Testing Guidance](#)
- [IDPH FAQs](#)
- [Symptoms of Coronavirus](#)
- [IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- [CDC Guidelines on Cleaning and Disinfecting Your Facility](#)
- [CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Disinfectants for Use Against SARS-CoV-2](#)