



## PRIVATE EVENT INDUSTRY COVID-19 REOPENING GUIDELINES - DRAFT

As San Diego continues reopening, it is imperative that the events industry adapt interim guidelines and restrictions to ensure the safety of privately hosted social event attendees and staff.

Therefore, the event industry recommends the following proposed interim guidelines and restrictions placed upon privately hosted social events during the “reopening period” be based on sound data and methodologies-including a phased approach with monitoring levels and opportunities to ease restrictions once public health conditions improve in San Diego County. All privately hosted social events will follow the previously released State of California and County of San Diego guidelines for hotels, restaurants and bars where applicable. The following guidelines should be utilized as an addition to the above industry guidelines for areas that are specific to private events.

### **Defining Privately Hosted Social Events**

- The term, “privately hosted social event” refers to receptions, banquets, charitable fundraisers, and other private social events with a guest list managed by a private event host.
- A private event host is typically the person or entity who is hosting the event, signs the contract with a venue, and/or is most closely responsible for creating the event and managing the event guest list.
- It is strongly recommended that a private event host retain the services of a professional event planner who will be on-site to assist with managing the guidelines within this document.
- The term ceremony refers to religious and cultural ceremonies, which have previously been approved for reopening.
- This guidance is not intended for festivals, sporting events, street fairs, parades, concerts, performances, or entertainment venues.
- Privately hosted social event hosts shall be responsible for providing a guest list to the venue and/or the event planner and only attendees who are listed on the guest list are permitted to attend.

### **Protocol for All Attendees and Vendors**

#### **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.



## PRIVATE EVENT INDUSTRY COVID-19 REOPENING GUIDELINES - DRAFT

- 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](#)

### Guest Safety and Management

#### Protection of Guests from COVID-19

- 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.
- Immunocompromised individuals and those with underlying health conditions should exercise extra caution in determining whether to attend a privately hosted social event.
- Any guests or event staff who show any symptoms related to COVID-19 or have a fever over 100 degrees should not attend privately hosted social events.
- Anyone who is known to have been in contact with anyone diagnosed with COVID-19 within the past 14 days should not attend the privately hosted social event.
- If a guest shows symptoms of COVID-19 during an event they should leave the event immediately.
- Private event hosts shall be responsible for educating attendees that [cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have [symptoms](#). [Cloth face coverings](#) are not surgical masks or respirators. They are not personal protective equipment. Cloth face coverings are required when within 6 ft of a non-household member by the County of San Diego.

#### Health Screening

- It is recommended that event hosts implement screening procedures for all event guests before they enter the facility per the below:
  - Conduct visual wellness checks of all guests upon arrival
  - Take guests' temperatures at the beginning of the event with a no touch thermometer.
  - Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had [COVID-19 symptoms](#) or a positive test.
- The venue and/or event host has the right to ask symptomatic guests to leave the event.



## PRIVATE EVENT INDUSTRY COVID-19 REOPENING GUIDELINES - DRAFT

### Contact Tracing

- Privately hosted social events are unique in that guest lists are maintained and trackable and private event hosts are able to request that attendees be tested prior to the event to minimize exposure. They are also able to educate guests on ways to limit the risk to exposure and proper guidelines.
- A list of contact details for all attendees must be maintained by the event host for at least 90 days following a privately hosted social event.
- If an attendee tests positive for COVID-19 within 14 days of attending a privately hosted social event it is the responsibility of the event host to provide a list of the attendees to County Public Health for tracing and notify the guests that they were potentially exposed to COVID-19 and encourage them to self-isolate and get tested for the virus.

### Social Distancing

- All social interactions must follow physical and social distancing requirements issued by the state of California and local Health Officer when reasonably possible by guests and staff.
- In areas where lines may form, such as at bars, presented food service stations, restrooms and photobooths, attendees must maintain a distance of 6 ft from individuals outside of their immediate household. Vendors are responsible for managing lines respective to their specific areas (e.g. photo booth company staff will manage the photo booth line, catering staff will manage the food line, bar staff will manage the bar line, etc.)

### Facial Coverings

- Guests must wear facial coverings when not eating or drinking and within 6 ft of non-household members per the County of San Diego mandates.
- Babies and children under age two should not wear face coverings, in accordance with [CDC guidelines](#).

### Guest Seating (Ceremony)

- Ceremonies must adhere to current state and local guidelines regarding religious services and cultural ceremonies. Current state guidelines are reflected in the [California Department of Public Health COVID-19 Industry Guidance: Places of Worship and Providers of Religious Services and Cultural Ceremonies](#) document.

### Guest Seating (Receptions)

- Receptions are defined as an event or a portion of an event where guests are seated, similar to the dining area of a restaurant, for which reopening has previously been approved.
- Receptions shall follow the same guidelines as restaurants from the [California](#)



## PRIVATE EVENT INDUSTRY COVID-19 REOPENING GUIDELINES - DRAFT

[Department of Public Health COVID-19 Guidance: Restaurants, Bars and Wineries](#)

- Seating assignments are mandatory and must be followed by attendees.
- Venue must adjust the maximum occupancy rules inside the venue based on its size to limit the number of people inside and/or use impermeable barriers between service tables to protect guests from each other and employees.
- For outdoor seating, maintain physical distancing standards per the [California Department of Public Health COVID-19 Guidance: Restaurants, Bars and Wineries](#).
- Limit the number of guests at a single table to a household unit or guests who have asked to be seated together. People seated at the same table do not have to be six feet apart.
- Venues are encouraged to utilize outdoor seating for dining wherever possible.

### Venue and Vendor Guidelines

#### ALL VENDORS

##### Safe Reopening Plan

- All event vendors must complete the [County of San Diego Safe Reopening Plan](#) prior to reopening.
- All food and beverage providers and venues must also complete the [COVID-19 San Diego Food Facility, Restaurant, Bar, Winery, Brewery Operating Protocol](#)
- If the vendor does not have a brick and mortar location, this plan must be made accessible via email or posted on location at the event site.

##### Employee and Vendor Safety and Training

###### Employee Daily Health Screening

- Each vendor must conduct daily health screenings of each team member reporting to work. This process will check for symptoms of COVID-19 and include a temperature check.
- Any team member presenting symptoms or having a fever greater than 100 degrees, will not be permitted to work. The team member will be instructed to contact their doctor or a COVID-19 testing center for further evaluation.
- The team member will need to provide the results of this follow-up evaluation and that he/she is not COVID-19 positive before returning to work.



## PRIVATE EVENT INDUSTRY COVID-19 REOPENING GUIDELINES - DRAFT

### Hand Hygiene and Respiratory Etiquette

- Frequent [hand washing](#) with soap is vital to help combat the spread of any virus. Workers who handle food and beverage should wash their hands for twenty seconds at least every 60 minutes, and dry thoroughly with a disposable towel or dryer.
- If soap and water are not readily available, employees who do not handle food and beverage 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.

### Cloth Facial Coverings

- [Cloth face coverings](#) are required for all employees and all employees should minimize the amount of time spent within six feet of guests. Cloth face coverings are most essential in times when physical distancing is difficult (e.g., when moving within a crowd).
- Provide all staff with information on [proper use, removal, and washing of cloth face coverings](#).
- Advise staff that [cloth face coverings](#) 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 cloth face covering without assistance

### Protective Supplies

- Gloves are required for anyone preparing or serving food or beverages to attendees
- It is the responsibility of each company to provide adequate personal cleansers for employees including but not limited to hand soap, sanitizers and disinfectant.
- Employee safety and communication protocol may include but is not limited to:
  - Adopt cleaning/ sanitization/ disinfecting checklist:
    - Enhance disinfecting procedures
    - Protective measures, per CDC and thoroughly washing hands with soap and water for at least 20 seconds
  - Establish employee health monitoring report

### Employee Training



## PRIVATE EVENT INDUSTRY COVID-19 REOPENING GUIDELINES - DRAFT

- Information on [COVID-19](#), how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per [CDC guidelines](#)).
- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).
- Proper use of face coverings, including:
  - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
    - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
    - Employees should wash or sanitize hands before and after using or adjusting face coverings.
    - Avoid touching the eyes, nose, and mouth.
    - Face coverings should be washed after each shift.
- Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for [COVID-19](#), including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and the [Governor's Executive Order N-51-20](#), and employee's rights to workers' compensation benefits and presumption of the work relatedness of COVID-19 pursuant to the [Governor's Executive order N-62- 20](#).
- All employees who prepare, handle or serve food and beverage for social events must be trained on the County of San Diego Department of Environmental Health [Safe Onsite Food and Beverage Plan](#)
- It is suggested that employers create their own COVID-19 training guidelines pursuant and/or more robust than the county health guidelines and resources and communicate them on a regular basis with all employees.

### Employee Safety and Education

- Companies should have weekly safety briefings with all their staff regarding current CDC



## PRIVATE EVENT INDUSTRY COVID-19 REOPENING GUIDELINES - DRAFT

requirements. Strict adherence to all mandated requirements is essential to maintain a safe work environment.

- All employees that will be setting up for the event should be symptom free.

### Responding to Confirmed or or Suspected Cases Of COVID-19 (as recommended by [CDC Guidelines](#)):

- It will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.
- If suspected or confirmed case of COVID-19 is detected
  - In most cases, you do not need to shut down your facility. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:
  - Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
  - During this waiting period, open outside doors and windows to increase air circulation in these areas.
  - If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- Cleaning and Disinfecting
  - Follow the CDC [cleaning and disinfection recommendations](#):
  - Clean dirty surfaces with soap and water before disinfecting them.
  - To disinfect surfaces, use [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and are appropriate for the surface.
  - Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
  - You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.
- Determine which employees may have been exposed to the virus and may need to take additional precautions:
  - Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#)
  - Most workplaces should follow the [Public Health Recommendations for Community-Related Exposure](#) and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for [symptoms](#).



## PRIVATE EVENT INDUSTRY COVID-19 REOPENING GUIDELINES - DRAFT

- [Critical infrastructure](#) workplaces should follow the guidance on [Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#). Employers in critical infrastructure also have an obligation to manage potentially exposed workers' return to work in ways that best protect the health of those workers, their co-workers, and the general public.

### Production Equipment and Supplies

- It is the responsibility of each service provider to ensure all materials are deep-cleaned and sanitized pre- and post- event and sanitize these materials as necessary throughout the event.
- Each vendor should bring all supplies necessary to complete their job. For instance, florists should bring pitchers, rental companies should bring transport dollies, etc. to limit the need to borrow supplies from the venue and risk surface contamination. If it is necessary to use venue's supplies it is at the discretion of the venue and all borrowed supplies should be sanitized by the vendor who is borrowing the supplies before and after each use.
- Production equipment should be disinfected when loaded at the originating facility and unloaded at the venue. In addition to face coverings, workers should wear gloves when handling equipment and materials to prevent surface contamination.

### Contact Information for On-Site Staff

- Maintain a list of all event staff that are on-site for at least 90 days post-event for tracing purposes.

### Set-Up and Break-Down Timing

- Each vendor should work with venue and/or event planner to stagger arrival time and clean-up/pickup times
- Each vendor must have designated load in and load out times

### Elevator Usage

- All large freight elevators will have a maximum of three staff from the same company
- All medium and small elevators will have a maximum of two staff member at all times

### VENUES per [CDC Considerations for Events and Gatherings](#)

#### Modified Layouts

- Limit attendance capacity to allow for [social distancing](#), or host smaller events in larger rooms.
- Use multiple entrances and exits and discourage crowded waiting areas.





## PRIVATE EVENT INDUSTRY COVID-19 REOPENING GUIDELINES - DRAFT

- 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.

### 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 in areas where maintaining physical distance of 6 feet is difficult.
- Change seating layout or availability of seating so that people can remain at least 6 feet apart.

### 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, cloth face coverings (as feasible), and no-touch trash cans.
- Hand sanitizing stations are strongly recommended in a highly visible and accessible locations throughout the event space and at entrance and exit points.

### Cleaning of Common Touch Points

- Frequent cleaning of high-touch items including door handles, bar surfaces, restrooms, microphones, and other hard surfaces will be a top priority.

### 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 cloth face covering](#).
- 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.

### Cleaning and Disinfection

- [Clean and disinfect](#) frequently touched surfaces within the venue at least daily or



## PRIVATE EVENT INDUSTRY COVID-19 REOPENING GUIDELINES - DRAFT

between uses as much as possible—for example, door handles, sink handles, hand railings, etc.

- Clean and disinfect shared objects between uses—for example countertops, bars, etc.
- Consider closing areas 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.
- 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.



## PRIVATE EVENT INDUSTRY COVID-19 REOPENING GUIDELINES - DRAFT

### 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, decorative fountains) are safe to use after a prolonged facility shutdown.

### EVENT PLANNERS

- It is strongly encouraged for the event host to retain the services of a professional event planner to manage the event. If the event host does not retain a professional event planner, it will be the event host's responsibility to manage the vendors.
- Event planners should consider implementing strategies to encourage behaviors that reduce the spread of COVID-19 among staff and attendees and communicate these strategies to all vendors prior to the event day.
- The event planner should be responsible for vendor management including scheduling and enforcing staggered vendor arrival times.
- It is the event planner's responsibility to make sure that guidelines are distributed to all vendors; however it is the responsibility of each vendor to adhere to all guidelines and mandates.
- It is the responsibility of the event host, not the planner, to make sure that guests adhere to all attendee guidelines.

### FOOD AND BEVERAGE SERVICE (Catering or In-House)

#### General Guidance Regarding Food and Beverage 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.
- All food and beverage suppliers should refer to CDC's COVID-19 considerations for [restaurants and bars](#) and the [County of San Diego Guidelines for Restaurants, Food and Beverage Providers](#) which include all County orders along with resources.



**PRIVATE EVENT INDUSTRY COVID-19 REOPENING GUIDELINES - DRAFT**

- Clean and disinfect frequently touched surfaces such as counters and hard surfaces between use.
- 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 at buffet lines or bars.
- 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.

**Service Style Modifications**

PRE-COVID SERVICE STYLE	NEW SERVICE STYLE
<p><b>Self-Service Buffet (no longer allowed)</b></p>	<p><b>Presented Food Station</b></p> <ul style="list-style-type: none"> <li>● Food stations must be set with a protective barrier between the service staff and the guests. Acceptable barriers include plexiglass or tables and/or barriers that provide at least 6 ft of distance between service staff/food and guests</li> <li>● Guests are called up to the presented food station table by table. Each group, which has a maximum number of 10 people, at a seating area is released one by one. These groups are to be released one at a time and the next group is not released until all guests at the previous group are seated.</li> <li>● All guests will get the same plated meal unless directed to adjust their meal by the service staff.</li> <li>● The “pick up” area and the “portioning area” are on two tables and are set up with a 6’ gap between them</li> <li>● Once the food is portioned out the finished plate is placed on the pickup table for guests to pick up in line standing 6’ feet apart from each other with markers on the floor. All food must be put on one plate per guest.</li> <li>● Attendees must wear facial covering at all times when not seated at table.</li> </ul>
<p><b>Tray-Passed Food &amp; Drink</b></p>	<ul style="list-style-type: none"> <li>● Observe the same protocol for presented food stations (above) or in lieu of traditional tray passed service, appetizers may be placed on individual plates for each guest which will be placed directly</li> </ul>



**PRIVATE EVENT INDUSTRY COVID-19 REOPENING GUIDELINES - DRAFT**

	<p>on their table or distributed per the above presented buffet guidelines.</p> <ul style="list-style-type: none"> <li>• Drinks can be tray-passed as long as they are covered with lid, cap cover, paper, or plastic glass covers and the server is wearing a mask.</li> </ul>
<b>Boxed Meals</b>	<ul style="list-style-type: none"> <li>• Remain the same. Pre-prepared boxed lunches / meals to be individually packaged per guest.</li> </ul>
<b>Bar Service</b>	<ul style="list-style-type: none"> <li>• Bar staff must wear face coverings and gloves.</li> <li>• Bars must be set with a protective barrier between the service staff and the guests. Acceptable barriers include plexiglass or tables and/or barriers that provide at least 6 ft of distance between service staff with beverages and guests</li> <li>• To be served, guests may either order from their table or line-up, socially distanced and wearing a face covering, then order their drink 6 ft from the bar and pick up drinks at the end of the bar continuing the 6 ft distance recommendation or pass through a plexiglass barrier.</li> <li>• No garnish, ice or open ingredients on bar tops unless a physical barrier exists between guests and bartender</li> <li>• Suggested for bars to have hand sanitizer on or near them</li> <li>• No communal beverage service (ie use bottled water instead of self-service water stations or self-service pitchers or self-service ice, etc)</li> </ul>

**PHOTOGRAPHERS AND VIDEOGRAPHERS**

- Social distancing between the photographer and guests should be maintained when possible. Using lenses that allow for social distancing are encouraged.
- All equipment should be sanitized between events
- All equipment should be handled only by the photographer / videographer.
- Microphones should be placed by the wearer in order to maintain social distancing between the videographer, guests and other vendors.
- All group photos involving non-household members should be minimized and limited to sessions under 15 minutes when possible.
- Photographers and videographers are encouraged to touch as few items as possible. When handling items that will be shared between vendors and guests such as bouquets, wedding rings, etc. these items should be cleaned and sanitized when possible.



## PRIVATE EVENT INDUSTRY COVID-19 REOPENING GUIDELINES - DRAFT

### RENTAL AND DESIGN COMPANIES

- Ensure all team members have proper cleaning supplies & PPE for making deliveries. This includes facial coverings, gloves, eye protection, sanitizing solution, towels, and trash bags.
- Rental companies should work with the event planner and venue to schedule appropriate timelines for set-up and breakdown. While some venues typically have short windows for set-up and breakdown, it is encouraged that venues relax those rules to allow vendors
- Disinfectant common touch point items before handling/striking such as stage step rails and guard rails and hand trucks or dollies.
- Dirty linens such as tablecloths and napkins should be removed after event use and transported from the event venue in sealed bags. Employees should wear gloves when handling dirty linens.
- All items must be properly cleaned and sanitized between each use with EPA-approved products

### FLORISTS

- Ensure that all items are assembled in a safe environment and that all materials are properly cleaned and sanitized between uses.
- When placing any floral items with hard goods (vases/containers) or décor:
  - Employees will wear gloves while handling items
  - All items will be sanitized, such as wiped with a disinfecting wipe, once placed. This is especially important for placement of items where guests will be dining.
- When delivering personal floral items (bouquets, boutonnieres):
  - Bouquets should be delivered with minimal contact (keep bouquets in vases, vases in a box, deliver box to bridal setup area). Hand-delivering bridal bouquet to the bride should be discouraged due to additional contact.
  - Personal flowers should be placed by guests or wedding party members to minimize close contact between florist or planner and guests. Alternatively, magnetic boutonniere can be provided.

### AUDIO VISUAL AND ENTERTAINMENT

- Audio visual presentations and live entertainment are permitted at both ceremonies and seated receptions so long as there is always at least 6 ft distance between the performer(s) and attendees and/or a physical barrier such as plexiglass.
- State and local guidelines including all guidelines outlined in the [California Department of Public Health COVID-19 Guidance: Restaurants, Bars and Wineries](#) must be followed. Current guidance mandates that dance floors must be closed.



## PRIVATE EVENT INDUSTRY COVID-19 REOPENING GUIDELINES - DRAFT

- When providing outside equipment, it must be cleaned and sanitized prior to the event.
- Microphones should not be shared between entertainer and event guests so if guests will be using a microphone for formalities such as speeches, a separate microphone should be provided for guest use.
- It is recommended that entertainment companies purchase microphone covers to help assist with the sharing of microphones during the event.
- Microphones must be cleaned or replaced after each presenter and either an overhead mic or mic stand to be used so that guests do not have to touch the microphone. If the Mic is to be shared around, it must be disinfected between each interaction involving a new person.
- All high-touch equipment microphones, mic stands, presentation remotes, and audio/video cable should be disinfected frequently, and equipment should be dedicated to individual users where possible or disinfected after each use.

### DESSERT VENDORS

- Cakes may be displayed but must be at least 6 ft away from other tables and items. Barriers such as stanchions, plexiglass or placing the cake on an elevated surface such as a stage is encouraged to keep guests away from cakes.
- Caterer must cut the cake in the food preparation location.
- Cake should be served to each guest's place setting and not be displayed on a table for guests to pick-up.
- If the event host wishes to serve mini desserts, these desserts must be served on individual plates or in individual disposable packaging delivered to each guest seat by the caterer or plated by table.

### TRANSPORTATION

- If transport vehicles like buses are used, drivers should practice all safety actions and protocols as indicated for other staff—for example, washing hands often and wearing cloth face coverings 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.

### OFFICIANTS

- Officiant will stand 6' away from the couple during the wedding ceremony when possible.
- All microphones should be sanitized before and after use.
- Handheld microphones should be placed on microphone stands whenever possible to discourage speaker from needing to touch the microphone.
- Lavalier microphones should be put on only by the person using it versus the provider, for instance the disc jockey or videographer.



## PRIVATE EVENT INDUSTRY COVID-19 REOPENING GUIDELINES - DRAFT

### PHOTO BOOTHS

- Photo booths should only be used by members of the same household per use.
- Signage indicating only group photos with members of the same household only must be displayed.
- If props are used, they must be single use only and no communal props are allowed.
- Open air photo booths are strongly encouraged.
- After each use, all communal touched surfaces, like touch screens, must be thoroughly disinfected.

### BEAUTY STYLISTS (On-Site Hair and Makeup Artists)

- All stylists should adhere to guidelines outlined in the [California Department of Health COVID-19 Industry Guidance: Expanded Personal Care Services](#) where applicable.
- Protective equipment such as face shields, goggles, disposable gloves, applicators and capes are recommended for each stylist.
- Stylist must wear face coverings at all times. Stylists should wear a face shield for eye protection (with a face covering) when they are providing services that do not enable the client to wear a face covering.
- Client must wear face coverings at all times while in the prep location, except when the face covering must be removed for the performance of services involving that part of the face.
- Beauty services should be performed in a well-ventilated space.
- Social distancing must be maintained in prep location by stylists and guests aside from when services are being performed. Guests who are in the prep location who are not having services performed at that time should maintain a distance of at least 6 ft away from stylist's work area. If that is not possible then the guest should remove themselves from the service area when services are not being performed.
- Stylist must wash hands for 20-30 seconds with soap and water between clients.
- Stylists are required to clean and sanitize tools with [EPA approved products](#) or use a new set of tools between each client. Use of single use disposable products and tools is encouraged when available.
- For non-porous implements, such as tweezers or scissors, clean the item with hot, soapy water to remove any physical debris. Rinse and dry the instrument completely. Follow by immersing the implement in an EPA-registered disinfectant for the full contact time as stated by the manufacturer's directions. Items should be removed at the end of contact time, rinsed, and dried with a clean paper towel.
- Use hospital grade, Environmental Protection Agency (EPA)-approved products to clean and disinfect anything the client came in contact with, including chairs, face cradles, stools, bolsters, side tables, etc.
- Since porous surfaces such as chair seats cannot be easily disinfected, consider covering with a plastic or disposable liner and cleaning or disposing of the liner after each client.





## PRIVATE EVENT INDUSTRY COVID-19 REOPENING GUIDELINES - DRAFT

- Consider removing items (e.g., throw pillows, fabric-lined chairs, seat cushions) with surfaces that cannot be cleaned properly from the prep location. Have a hard surfaced, non-porous service chair when possible.

### Additional Resources

- [County of San Diego COVID-19 Resource Page](#) - Central resource for guidance and safe reopening plans for San Diego County businesses.
- [Center for Disease Control and Prevention](#) - U.S. Department of Health & Human Services (“DHHS”). This web site contains many useful subpages that discuss the epidemiology of COVID-19 and means of mitigating its risks, as well as an extensive glossary of terms related to infection control.
- [World Health Organization](#) - like the CDC web site, provides a great deal of information about the science of COVID-19, its global impact, the effects of containment programs, and strategies and plans one might adopt to curtail its spread.
- [Coronavirus Resource Center](#), Johns Hopkins University & Medicine, features a COVID-19 global case tracker which is updated daily, news and information from experts, and many other infection control resources.
- [State of California COVID Resource Guide](#)
- [“COVID-19 Reopening Guidance,”](#) National Restaurant Association, April 22, 2020.
- [“Industry Guidance: Restaurants, Bars, and Wineries,”](#) California Department of Public Health / CAL OSHA, June 5, 2020
- [San Diego Tourism Authority COVID-19 Member Toolkit](#)
- [Order of the Health Officer and Emergency Regulations](#), Health and Human Services Agency, County of San Diego, June 9, 2020
- [San Diego Safe Onsite Food and Beverage Plan](#)

EVENT INDUSTRY COVID-19 REOPENING GUIDELINES for Privately Hosted Social Events written by:

Amy Ulkutekin - [First Comes Love Weddings and Events](#) & [Catalyst Creative](#)  
Zapher Dajani - [The Abbey Catering Co](#), [Cuvier Club](#) & [The Downtown Abbey Club](#)  
Michael Esposito - [Snake Oil Cocktail Company](#) & [JULEP venue](#)  
Amanda McPhail - [Creative Affairs](#) & [The Ultimate Skybox](#)