

## Health Guidelines for Spring Events 2021

Updated March 10, 2021

Important in yellow | Updates in orange

These guidelines are designed to keep everyone as safe as possible during the pandemic and will go a long way to reassure all your vendors and guests. Working together to implement these guidelines will help maintain your event's vendor participation and public attendance; while continuing to build on LEC's reputation as a larger, safe place to hold events. These guidelines will be important so that each event can maintain its year-to-year revenue and reputation and the LEC fairgrounds can maintain its smiling, expert core staff to be here next year when your event returns. Thanks for working together with us!

*NOTE: These guidelines are consistent with CDC and Lincoln/Lancaster County Health Dept. (LLCHD) guidelines, recommendations and directives as of the moment and will be adjusted as these change.*

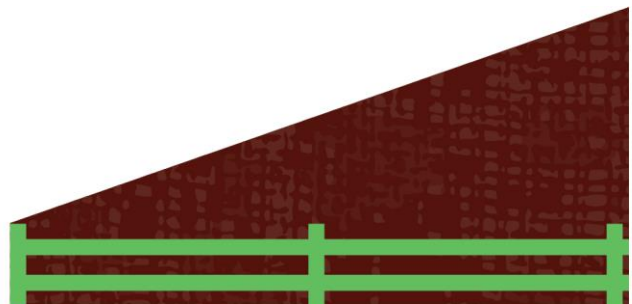
### Expectations of Lessee as the event organizer:

#### • EVENT APPROVAL

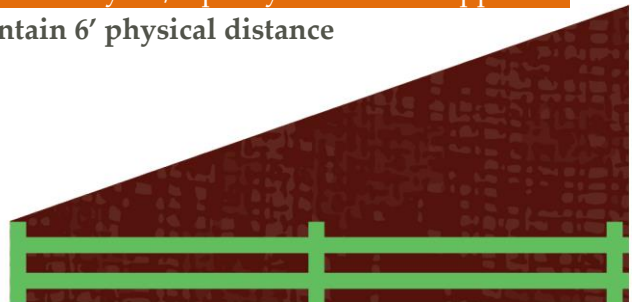
- All events at the LEC fairgrounds with attendance under 500/day have been pre-approved as long as the event promoter works with a LEC Event Planner & Operations Manager on the event's COVID health modifications to fit the guidelines approved by the LLCHD.
- For events with attendance greater than 500/day, the LEC fairgrounds will get approval for your event, after working on any modifications with you.
- **Do not contact the health department directly** without talking to LEC first (this is their request). We have received approval of our guidelines for most LEC event operations and will obtain any approval required for your event e.g. events over 500 people per day at the moment.

#### • CAPACITY LIMITS

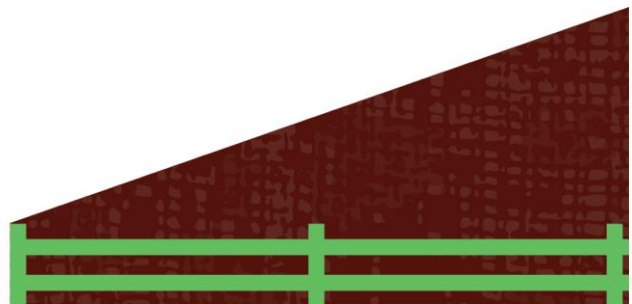
- Your **LEC fairgrounds Event Planner will ensure your event is within current capacity limits** based on current DHMs and available amount of free floor space provided for public/guest traffic.
- Due to the size of most buildings at the LEC (except for smaller meeting rooms), most events that have modified their event to maintain 6' physical distancing have not been surpassing the limits even at 50%.



- Understand that any “gathering limits” you hear in the news have to be tailored to the LEC’s large spaces and your unique event layout. So, contact us if you have questions how gathering limits apply to your event.
- **Epecially if there is a gathering limit change, don’t make assumptions and communicate how this applies to your event without speaking with us first.**
- **EVENT STAFF**
  - Just as LEC does with its staff, we ask event promoters to **get an LEC-provided health questionnaire form signed daily on arrival by core event staff** and give to LEC office after your event to keep on file.
  - Notify your staff of the health questions ahead of time to avoid anyone arriving and not passing the health questions.
- **EVENT LAYOUT MODIFIED TO MAINTAIN 6’ DISTANCE**
  - **It is very important to modify event layouts to ensure 6’ physical distancing for attendees—this is the #1 concern of the local health department to allow events to go forward.**
    - **Therefore, your final layout map must be approved by LEC fairgrounds no later than 30 days in advance.**
    - Sr. Operations Managers Nate Dowding and Chas Skillet will help communicate where to include added spaces that LEC needs mentioned below and how to modify each event—we’ve become experts at this and we know your event!
  - Aisles
    - Events must have at least 10’ aisles for the public/guests
    - Eliminate known congested areas--provide more space and/or have event staff redirect excess pedestrian traffic (e.g. event entrance/exit, end of booth rows, busy/main aisles and building to building transition points).
  - Booths/**Animal Stalls**
    - It is NOT necessary to leave space between/behind booths more than normal as long as aisles are at least 10’ wide for the public/guests
    - Increase booth sizes for more popular booths (to avoid groups larger than 8 forming)
    - **Visitors are asked to observe 6’ physical distancing unless from same household**
  - LEC-Managed Areas – will need more space
    - Provide more space to LEC in your layout to setup more tables and chairs for shoppers and vendors to eat and drink – **8 ft curtains/partitions may be required between dining areas and other event spaces**
    - LEC will provide staff and/or signage to monitor physical distancing at LEC service areas e.g. bathrooms, cafes, dining areas.
    - **Spectator seating – show organizer must contact an LEC fairgrounds Event Planner no later than 60 days prior to event to finalize layout/capacity for LLCHD approval.**
- **ENCLOSED SPACES: Make modifications to maintain 6’ physical distance**



- EVENT OFFICES
  - Eliminate need for people to come to event office—e.g. online vendor check-in
  - Plexiglass between event staff and public—LEC has limited tabletop plexiglass barriers that we can provide
  - Physical distance markers on floor with masking tape for anyone waiting
  - Face coverings required unless staff is able to maintain 6' physical distance
- LEC-MANAGED SPACES
  - e.g. bathrooms, cafe lines, meeting rooms, table eating areas
  - LEC will provide distance markers, signage about distance & max group sizes
  - Face coverings required unless seated and/or actively eating/drinking
- ENTRANCES: Public & Vendor event entrances
  - MORE SPACE
    - provide additional entrances and/or entrance space to help maintain 6' physical distance between people as enter/exit daily
    - e.g. Business Center lobby, try to add 3-4x this limited lobby space inside the adjacent event building entrance to increase the “lobby” size and plan for 6' physically distanced ticket lines at peak periods
    - talk with Senior Operations Manager Nate Dowding for ideas on how to do this as we have done with other events
    - we will be happy to provide any assistance at no charge such as added tables, wall dividers, line stanchions etc.
  - KEEP IT MOVING:
    - We have to maintain 6' distance between households at the entrances, so to avoid shoppers waiting in line inside/outside entrances, it's important to keep shoppers moving right through the entrances to the nearest event aisles with space for shoppers.
    - Consider separating out info booth questions from ticket/entry experience (e.g. handing out maps, “where is this booth?” at separate location farther inside the event entrance to keep the entrances clear).
- TICKETING
  - Event promoter should plan on doubling their ticket entry staff for peak entry hours to act as “social distancing ushers” to keep crowds distanced inside and out of each entrance.
    - LEC fairgrounds can support events that need to find additional ticket/usher staffing at cost, contact us for quote.
    - LEC fairgrounds will do our best to support you with existing LEC staff at key hours at entrances as well



- It will be at the discretion of the LEC Management (with guidance from the health department) and the event promoter if an event will be required to use online timed ticketing entry options.
- Factors in decision process are total attendance per day, general habits of event attendees, and general effect of implementation.
- See contract addendum for information on new ticketing services if you are interested in timed entry, reserved seating and/or general admission online sales to control capacity.
- REGISTRATION
  - Eliminate, reduce or go to contactless in-person vendor/shopper registration, check in as much as possible
  - e.g. capturing public emails/addresses can't cause gatherings,
  - vendor registration/check-in moved online or via packet waiting at vendor table
  - go as contactless as possible e.g. cards instead of cash, online sales/registration or deliver to vendor booth instead of in-person
- **LINE MANAGEMENT: Make modifications to maintain 6' physical distance**
  - PLAN FOR TICKET/ENTRANCE LINES INSIDE/OUTSIDE AT PEAK HOURS
    - Additional ticket line space will be required to maintain 6' between households especially during peak hours, that vary from event to event e.g. generally Saturday mornings for weekend-long events.
    - We have options to help reduce waiting lines indoors and outdoors for peak event hours—talk to LEC Sr. Ops. Manager Nate Dowding.
  - LEC-MANAGED LINES
    - LEC staff will modify food & beverage service to go to expanded grab & go service in more options; some main cafe windows may be closed to eliminate congestion
    - LEC staff will monitor restroom lines and encourage folks to return or use other often-overlooked restrooms when lines are at waiting space capacity
- **TOUCH SURFACES**
  - Eliminate shared touch surfaces as much as possible e.g. pens, prop open doors
  - Any event offices counters/tables, plan to disinfect regularly
  - Cash ticket sales are allowed but not encouraged
    - If at all possible minimize/eliminate any stopping of shoppers at entrances for any reason. Consider using card in-person sales and/or online services to sell your tickets or take surveys.
    - Ticket taker is at the highest risk, in cash ticket sale transaction. Training will be required to minimize touching of face, handling of masks, use of gloves and implementation of a sanitizing and hand washing protocol.
- **FACE COVERINGS**
  - required for all LEC indoor events until further notice – no medical exceptions



- **During event hours all event staff, vendors and shoppers will be required to wear face coverings and each event will be required to help in implementing this requirement.**
- This is an additional face covering requirement set specifically for indoor events at the Lancaster Event Center fairgrounds.
- Face coverings are not required to be worn by individuals:
  1. riding a horse when actively warming up or competing or actively competing in a sporting event that the LLCHD has approved the removal of face coverings for e.g. wrestling
  2. when outdoors unless 6' physical distance can't be maintained e.g. required if in line waiting to enter or buy something or any other outside gatherings not from same household
- **Maximize your event attendance--share the face covering requirement in pre-event communications in a positive manner** with vendors and shoppers to build compliance and confidence to come show, compete and shop. This is the #1 way to protect our freedom to enjoy events this year.
- Provide space to **provide face coverings and sanitizer at entrances** to promote safety
  - LEC will provide sanitizer at no charge as part of our COVID people space cleaning service
  - LEC will provide face coverings for events as needed
- Use of face coverings is required **for presenters and microphone users when 16-foot** physical distancing can't be consistently maintained.
- **Face covering break areas will be provided when possible** in these situations: 1. when can be seated and physically distanced from other households 2. when actively eating/drinking while seated. In no case can attendees be moving while eating/drinking without face coverings.
- **GROUP SIZES WITHIN EVENT: currently at 8 people**
  - **Modify any gatherings or groupings of people within your event schedule** to provide more time and space for guests to enjoy any gatherings e.g. cancel or modify gathering events like seminars and entertainment.
  - LEC will setup bleachers, tables/chairs to fit the latest group size limits
- **COMMUNICATION BY EVENT PROMOTERS—before and during your event**
  - **Event promoters will need to actively communicate and implement COVID health guidelines for their event to go forward successfully (use the 2-page PDF with the LEC Safety Pledge to share with your vendors & shoppers)**
  - We have found in running events over this past year that event promoters who do this have better event attendance while keeping all staff and public safer.
  - Event promoters will need to **modify event & communicate with event participants before and during event** to comply with health requirements and modifications that reflect current DHM guidelines



- **Deliver regular PA announcements** to remind all persons of key health guidelines; LEC will provide suggested messaging
- Provide **event staff to monitor each building and key congestion points** as needed to talk with vendors/shoppers as needed from hour one of your event to ensure adherence to these new guidelines throughout event. It is a shared responsibility and liability for both LEC and Lessee to conduct events in as safe a manner as possible and make ongoing events possible at LEC during this COVID pandemic.
- If health guidelines are not being followed **be prepared to pause your event operations and communicate individually and/or by PA announcement** and signs to remedy the issue before resuming the event.
- **KNOWN COVID CASE ON SITE**
  - **If an event promoter becomes aware of a potential COVID-positive person on site**, they should immediately isolate this person and contact an LEC Operations Manager for guidance and remediation.

*It's stressful to be an event promoter any year--we know this is an extra challenging time for you. We have worked hard this past year with events and the LLCHD to keep our doors open and events happening—you should feel very good that the LEC fairgrounds has been given the green light to go forward unless the health situation changes dramatically. We are here to support you in whatever way we can at no to lowest cost possible to support your health modifications to hold a safer event—let us know how can we help or questions we can answer as we've probably already had the same question!*

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