

BE SAFE ★
CHICAGO ★



Be Safe. Event Venues

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What's in this guide?



Gradually Resume
(Phase IV)

Cautiously reopening Chicago requires:

Healthy interactions

Social distancing



Limitations on physical distance to other individuals

Gathering size



Limitations on gatherings of individuals

Protective gear



Use of protective gear by individuals

Hygiene requirements



Ensuring hygienic interactions (e.g., hand washing)

Safe spaces and conditions

Entry access



Entry/exit condition for access to space

Cleaning standards



Actions taken to disinfect space

Visual guidance



Hygiene resources and guidance posted in space

Workplace conditions



Evaluation of foot traffic, ventilation, etc.

Operational resilience and monitoring

Flexible models



Flexibility with sick leave, remote work (when possible)

Operational resiliency



Support for operational flexibility (e.g., multiple shifts)

Travel guidelines



Restriction of movement of people between locations

Testing / tracking



Facilitation of testing and tracking



Ensure >6 ft. between individuals and close choke points

- Arrange tables so that seated patrons are a minimum of 6 ft apart, decommission tables, and/or add physical barriers (e.g., Plexiglass) between tables if they can't be moved
- Use impermeable barriers where 6 ft social distancing is not possible (e.g., event check-in counters, registers)
- Clearly mark any area where guests queue (e.g., check-stands and terminals, bars and buffets, restrooms, etc.) with appropriate physical distancing guidance
- Ensure stage or other designated area for performers (e.g., dancers, singers, bands) is at least 10 ft. distance from the audience



Limit number of guests

- [CLICK HERE to view updated Event Venues Phase IV capacity restrictions](#)
- Limit number of guests per table according to latest capacity restrictions
- Multiple groups / events are allowed in the same venue if groups are meeting in separate rooms and not interacting (e.g., convention centers with multiple venue spaces)
- It is recommended that guests remain primarily seated and stationary throughout the event (e.g., sitting at tables)
- Indoor and outdoor dining / alcohol consumption permitted following Food Service & Bars regulations
- Close areas where individuals congregate in close proximity (e.g., dance floors)
- Limit interactions between performers (e.g., dancers, singers, bands) and guests, where possible
- Effective April 29, 2021, fully vaccinated guests at private social events such as weddings do not count towards COVID-19 capacity limits. In order to be eligible for this exemption the following criteria must be met:
 1. Guests must be at least 14 days removed from their final vaccine dose
 2. Guests must RSVP prior to the event
 3. Events cannot be open to the public
 4. Events must take place at a licensed business
 5. Events must take place at designated event venues (i.e., a restaurant cannot rent out their regular restaurant space for an event)
- Event organizers are responsible for ensuring that exempted guests are vaccinated and must keep records that include first name, last name, date of final vaccination dose and an attestation that the individual is fully vaccinated
- Requirements for the vaccine exemption are subject to change.

- Recommended guidance -



Ensure protective gear worn by employee or vendors and guests

- In any outdoor and indoor common spaces, face coverings must be worn over nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
- Face coverings can be removed while guests are seated and actively eating/drinking
- Provide proper PPE training (how to wear, properly remove, etc.) to venue employees
- Ensure third party contractors, vendors, or performers wear proper PPE at all time while working at the event space (exception for live music or performances following the Performance Venue guidelines, and ensuring at least 10 ft distancing between the performers and guests)



Ensure regular sanitization of hands and high-touch areas, trainings on proper techniques

- Ensure hand sanitizer or hand washing facilities are readily available for guest, employee and vendor use
- Provide hand washing training to all employee, with signage posted at stations (where applicable)
- Provide health and safety training related to COVID-19 upon employee or vendor's initial return to work, such as [ServSafe](#), [Delivery and Takeout Training](#), [Food Handler Training](#), [Free NRA Reopening Trainings](#)



Establish employee or vendor screening policy and protocol

- Prior to leaving home, all individuals encouraged to self-identify symptoms and stay at home if symptomatic
- Prior to entry to establishment, employee or vendors self-screen to ensure no symptoms of COVID-19 (e.g., questionnaire – see appendix)
- Employees or vendors should not report to, or be allowed to remain at, venue if exhibiting symptoms or reporting they feel ill

Establish policy for guest/third-party access to establishments

- Post pledge upon entrance or conduct screening verifying guest, vendor, or external supplier / non-guest is not currently exhibiting COVID-19 symptoms (e.g., questionnaire, verbal agreement, non-verbal agreement)
- Ensure guests, suppliers and non-guest visitors wear face coverings over their nose and mouth when entering the premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face-covering)
- Prohibit entry to anyone (including guests, staff, or vendors) with displayed or self-identified symptoms
- If practical, provide guests with pre-arrival notification on arrival experience, social distancing protocols, and PPE requirement
- If applicable, offer guest arrival through doors opened automatically or manually held open as allowed by fire code



Cleaning standards

Establish daily cleaning standards for spaces and high-touch items

- Thoroughly clean and sanitize entire facility prior to each event and throughout the event, where appropriate
- Monitor, clean and sanitize restrooms regularly
- Provide training on cleaning procedures to ensure safe and correct application of disinfectants

Implement frequent sanitization requirements of all high touch surfaces / handled items

- Ensure vendors / performers sanitize all equipment (e.g., microphones, instruments, photobooths) before and after each use
- Provide disposable items and equipment where possible (e.g., menus, containers, condiments, linens)
- Clean and sanitize non-disposable items / equipment (e.g., containers, pitchers, tables, chairs, linens) after each use; note that the item has been sanitized for the next user
- If practical, use fixed menu boards or digital menus



Visual guidance

Provide visual guidance on hygiene standards and entry requirements

- Maintain visual guidance on hygiene standards for employees, vendors, and guests throughout the space (e.g., enforced social distancing with floor markers)
- Post non-verbal agreement, guidelines and/or criteria for guests to enter outside the venue



Modify workplace conditions to minimize interactions

- All guests must be **seated while eating or drinking**
- Counter / bar seating allowed if 6ft distancing can be maintained between guests (consider use of Plexiglas between guests and bartenders)
- Require organized line if ordering from counter / bar, but wait service preferred
- If practical, consider venue modifications to promote social distancing (e.g., moving furniture, floor marking, and/or reorienting workstations to allow workers to face away from each other)
- Allow cafeterias, buffets, or other self-serve food stations to reopen if an employee or vendor is serving the food and wearing proper PPE
- If practical, limit the use of beverage stations by guests
- If practical, establish directional hallways, doors, or passageways for foot traffic
- If practical, provide separate restroom facilities for workers and guests / third parties
- Complete and meet standards set forth in the [FDA reopening checklist](#)
- Ensure music volume remains low so employee or vendors and guests can practice social distancing while talking (e.g., taking orders)

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Safe spaces and working conditions



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Optimize ventilation and air flow

- Follow FDA requirements on ventilation: ventilation systems, including air ducts and vents, are clean, free of mold, and operating properly
- If practical, increase airflow of indoor spaces according to [CDC guidelines](#) and food preparation standards

- Recommended guidance -



Limit in-person work where possible

- Minimize in person interactions (e.g., consider utilizing online trainings / virtual staff meetings)
- Ensure employee that can work from home should continue to do so
- If practical, limit shift overlap of employee or vendors

Encourage behavior to limit interaction

- If practical, encourage cashless/contactless ordering and payment (e.g., for "cash" bars)
- Encourage RSVPs to allow for table set-up following social distancing requirements, pre-assigned seating for attendees, and pre-arrival guidance including requirements for entering (where applicable and feasible)



Limit travel for business

- If practical, limit business travel with industry safety precautions
- If practical, limit staff travel across multiple venue locations

Follow CDPH and CDC guidance for testing and tracing protocols

- If employee or vendor does contract COVID-19, they must follow all [CDC guidelines](#) before returning to work
- If an employee or vendor is identified as being COVID-19 positive by testing, cleaning and disinfecting must be performed [according to CDC guidelines](#)
- Any employee who has had close contact with co-worker, vendor, guest, or any other person who is diagnosed with COVID-19 should self quarantine according to [CDC guidelines](#)
- If an event venue becomes aware of 2 or more cases possibly associated with an establishment over a 14 day period, employers are required to report cases to CDPH
- Follow all other CDPH guidance set forth and comply with CDPH recommendations in response to a workplace outbreak
- Event host should keep a log of each guests' name and contact information for at least 60 days following the event



Glossary

Gathering: A group of individuals outside a single household who are part of a spontaneous or planned event convening for more than ten minutes

Handwashing: The act of thoroughly cleaning one's hands with soap and water for at least 20 seconds or using a disinfectant capable of eliminating the virus that causes COVID-19

Social distancing: The physical spacing of at least six feet between individuals, or groups of individuals.

PPE: Personal protective equipment (e.g., face coverings, goggles, face shields); requirements vary based on industry and specific circumstances

Self-screening sample questionnaire

Self-screening: A protocol by which an employee or vendor answers questions at the start of a shift. Subject to the guidance of the Commissioner of Health, the questions may include:

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?



General workplace guidance

Event Venue guidance

Disclaimer

National resources for further guidance

CDC – *Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again:*
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>

CDC – *Guidance for Businesses and Workplaces*
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

OSHA *Guidance on Preparing Workplaces for COVID-19:*
<https://www.osha.gov/Publications/OSHA3990.pdf>

CDC – *Considerations for events and gatherings:*
<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

OSHA – *Guidance for venues & Beverage Vendors Offering Takeout or Curbside Pickup:* <https://www.osha.gov/Publications/OSHA4017.pdf>

FDA – *Food Safety and the Coronavirus:*
<https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19>

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