



**ROUTT COUNTY
VARIANCE REQUEST**

Phased Gathering Size Increases for Public and
Commercial Spaces

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Important Considerations and Statistics

Routt County has demonstrated a stable, low COVID-19 case count. There have been a total of 63 cases in Routt County since the beginning of the pandemic and previous to the asymptomatic case identified June 11th there was a case identified 5/30/20 through asymptomatic surveillance at the local long term care facility. Additionally, Routt County Public Health operates a drive through testing center, UC Health has a testing site and clinics within the community have the ability to test symptomatic and asymptomatic residents of the community.

Routt County monitors disease prevalence on our COVID-19 dashboard

<https://www.arcgis.com/apps/opsdashboard/index.html#/8e593e486516413db3e8b0f4af2bc429> and we have a Recovery Team which continues strategic discussions about moving forward utilizing data management, virus suppression strategies and mitigation protocols. Public Health has deployed a full team of 14 volunteer Contact Tracers who are led by two Contact Tracing Strike Team Leads, former employees of the CDC with extensive public health backgrounds. UC Health has indicated that its hospital capacity is sufficient for a surge and the testing strategy included with the variance request outlines Public Health's testing strategy focusing on vulnerable populations and frontline service sectors through symptomatic and asymptomatic screening.

Taking into consideration the return of tourism to the community and the lifting of restrictions, this phased approach in gathering sizes for public and commercial spaces follows the guidelines suggested by CDPHE starting very conservatively with the potential of the highest status of viral spread and moving through the lowest status of virus spread which is our current disease burden. Additionally, there are guidelines for these increased gatherings in public and commercial spaces which must be adhered to through a self-certification process provided to Routt County via a dropbox submission at:

<https://www.dropbox.com/home/Routt%20County%20Self%20Certifications>

Additionally, hosts of gatherings will be required to create a list of attendees for contact tracing purposes should a positive test be identified associated with the gathering.

The health of the public is of the utmost importance and balancing public health with economic, mental health and social recovery is a delicate balance. It is believed that this deliberate phase-based approach will take into account these considerations.

	<p style="text-align: center;">Phase 1: Self-Certification through Dropbox required AND Attendee list available to Public Health for Contact Tracing</p>	<p style="text-align: center;">Phase 2: Self-Certification through Dropbox Required AND Attendee list available to Public Health for Contact Tracing</p>	<p style="text-align: center;">Phase 3: Self-Certification through Dropbox Required AND Attendee list available to Public Health for Contact Tracing</p>
Timeline	June 20th -July 11th	July 12th- August 1st	August 2nd- August 23rd
Gathering Size (Guests & Staff)	<p>Indoors: Up to 50% of the posted occupancy code with people spaced 6 ft. apart, ensuring a minimum of 28 sq. ft per person, and not to exceed more than 50 people gathered in a confined indoor space at a given time adhering to the gathering guidelines.</p> <p>Outdoors: Plans ensuring a minimum of 28 sq ft per person with rigorous mitigation measures in place adhering to gathering guidelines, up to 125 people.</p>	<p>Indoors: Up to 50% of the posted occupancy code with people spaced 6ft apart, ensuring a minimum of 28 sq ft per person, and not to exceed more than 100 people gathered in a confined indoor space at any given time adhering to the gathering guidelines.</p> <p>Outdoors: Plans ensuring a minimum of 28 sq ft per person with rigorous mitigation measures in place, up to 175 people maximum.</p>	<p>Indoors: Up to 50% of the posted occupancy code with people spaced 6 ft apart, ensuring a minimum of 28 sq ft per person and not to exceed more than 175 people gathered in a confined indoor space at any given time adhering to the gathering guidelines.</p> <p>Outdoors: Plans ensuring a minimum of 28 sq ft per person, with rigorous mitigation measures in place up to 250 people.</p>
Gathering Guidelines	<ul style="list-style-type: none"> ● Submission of Self Certification Form to Routt County Dropbox online 15 days prior to gathering ● Physical distancing guidelines for all guests, employees and vendors. ● Employee masks, hand washing, symptom monitoring per Routt County guidance. ● Sanitization of space prior and post gathering ● Post and communicate 5 Commitments to Containment 	<ul style="list-style-type: none"> ● Submission of Self-Certification form 15 days prior to gathering to Routt County Dropbox online ● Physical distancing guidelines for all guests, employees and vendors. ● Employee masks, hand washing, symptom monitoring per Routt County guidance. ● Sanitization of space prior and post gathering. ● Post and communicate 5 Commitments to Containment 	<ul style="list-style-type: none"> ● Submission of Self-Certification form 15 days prior to gathering to Routt County Dropbox online ● Physical distancing guidelines for all guests, employees and vendors ● Employee masks, hand washing, symptom monitoring per Routt County guidance. ● Sanitization of space prior and post gathering

	<ul style="list-style-type: none"> ● <u>County Mitigation Plan Adherence</u> – as long as in effect 	<ul style="list-style-type: none"> ● <u>County Mitigation Plan Adherence</u> – as long as in effect 	<ul style="list-style-type: none"> ● Post and communication of the 5 Commitments to Containment ● County Mitigation Plan Adherence as long as in effect
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Self-Certification for gatherings in public and commercial spaces will include:

- Submittal of online form 15 days prior to the gathering:
 - Date of gathering
 - Location
 - # of attendees (to include guests and vendors)
 - Floor plans for gathering
 - Signature by the venue owner/manager and gathering host certifying understanding and compliance with all guidelines in place at the time of the gathering.

Thresholds for Phases:

- If granted the variances, Routt County agrees that if we cross the threshold from low to medium or medium to higher, we will have two weeks to implement a mitigation plan to try and restore virus transmission levels to baseline under which the variance was approved. If after two weeks, the levels do not restore, then it is assumed the capacity limits are automatically adjusted to the maximum of the new level.

Phase I: Mitigation Protocols & Self-Certification Required for Groups of 10-50 indoors and 10-125 people outdoors

- Self –Certification Form submitted to Dropbox online to Routt County 15 days prior to gathering.
- A maximum of 50 people indoors and 125 people outdoors including participants, employees and vendors.
- Compliance with local and state regulations for social distancing and PPE.
- Adherence to mitigation protocols detailed ahead.

- The risk is lower in an outdoor environment when the activity is low contact and where ongoing, sustained contact by individuals outside can be avoided and social distancing can always be maintained. This outdoor environment, while not risk-free, coupled with the protections described below may allow for allowance of larger gathering sizes. (see [Ventilation](#) below.)
- Provision of gathering attendee list, if necessary in the gathering of a positive case identification for the Public Health Department

Phase 2: Mitigation Protocols & Self-Certification Required for Groups of 10-100 indoors and 10-175 outdoors

- Self –Certification Form submitted to Dropbox online to Routt County 15 days prior to gathering.
- A maximum of 100 people indoors and 175 people outdoors including participants, employees and vendors.
- Compliance with local and state regulations for social distancing and PPE.
- Adherence to mitigation protocols detailed ahead.
- The risk is lower in an outdoor environment when the activity is low contact and where ongoing, sustained contact by individuals outside can be avoided and social distancing can always be maintained. This outdoor environment, while not risk-free, coupled with the protections described below may allow for allowance of larger gathering sizes. (see [Ventilation](#) below.)
- Provision of gathering attendee list if necessary, in the gathering of a positive case identification for the Public Health Department

Phase 3: Mitigation Protocols & Self-Certification Required for Groups of 175 indoors and 250 people outdoors

- Self –Certification Form submitted to Dropbox online to Routt County 15 days prior to gathering.
- A maximum of 175 people indoors and 250 people outdoors including participants, employees and vendors.
- Compliance with local and state regulations for social distancing and PPE.
- Adherence to mitigation protocols detailed ahead.
- The risk is lower in an outdoor environment when the activity is low contact and where ongoing, sustained contact by individuals outside can be avoided and social distancing can always be maintained. This outdoor environment, while not risk-free, coupled with the protections described below may allow for allowance of larger gathering sizes. (see [Ventilation](#) below.)
- Provision of gathering attendee list, if necessary in the gathering of a positive case identification for the Public Health Department

Gatherings at Public and Commercial Spaces

The term “Gatherings at public and commercial spaces” is intended to encompass any type of gathering held in a public or commercial and not gatherings in a personal residence. In Routt County these include historical landmarks, county- and city-owned properties, hotels, resort areas, parks, ranches, private facilities and open spaces. Pavilions and open-sided tents with fresh air flow are considered to be outdoor venues.

Physical Distancing Suggested Practices

- Employees to maintain six feet of separation with all guests, other employees and vendors.
- Room diagrams approved prior to the gathering in alignment with restaurant seating protocol.
- Restroom attendant or signage will direct guests for appropriate physical spacing/capacity limits.
- Maintain at least six feet between guests and any food/beverage preparation area.
- Venue manager with a uniform element (nametag, branded attire) circulating as an ambassador of the venue, reminding guests physical distancing guidelines.
- Gathering / venue is required to follow outlined guidelines and Routt County Public Health Order specifications.
- Unless members of the same household, participants are encouraged to practice social distancing on dance floors.
 - Outdoor dancing to be encouraged.
 - If indoor space is double the capacity of the group at 28 sq. ft. per person, inside dance floors may be designed to either be larger to accommodate groups or may provide multiple small dance floors spaced appropriately.
- Use of outdoor venue space should be encouraged whenever possible.
 - Outdoor common areas will be regulated by the 6’ rule outside of individual parties.
- Operate with current recommended state physical distancing practices, which may limit capacity further than stated above.

Ventilation of Space¹

- All spaces should be well ventilated, using outside air wherever possible.
- Doors and windows open whenever possible.
- Outdoor venue spaces to be encouraged and utilized whenever possible.
- HVAC filters changed frequently where applicable.

Signage

- Signage throughout all spaces to explain and keep physical distancing.

¹ Ventilation guidelines supplied by the Colorado Gathering Alliance best practices.

- Upon entry, employees / staff point guests to signage that includes information on COVID symptoms.
 - Signage must be posted at all public entrances to include the following information to staff and guests on current regulatory requirements and COVID wellness best practices.
 - Post [5 Commitments to Containment](#) from Routt County.
- Signage will be posted in restrooms.
 - Showing how often they are being cleaned
 - Reminding everyone to wash their hands
 - Requesting that customers use any provided supplies to wash the sink basin, sink handles, toilet flush handle, as applicable

Employee PPE, Health and Hygiene

- Gatherings will follow specifications provided by the County and State for required closures if a staff member tests positive for COVID-19. Gathering will comply with the Employee Symptom Evaluation per Routt County Public Health Order.
- Employee Health Screenings: staff with symptoms of COVID-19 or other general illness, must not be allowed to work; health screenings of all staff upon arrival for work each shift which are logged and documented; if staff indicates any sign of illness, they are sent home.
 - Employees will be required to stay home when showing any symptoms or signs of sickness.
- Designate service staff to limit interactions at tables.
- Provide appropriate personal protective gear like food-grade gloves and masks that meet a reasonable standard of protection (see [CDPHE guidelines on masks](#)).
- Employees to wear masks whenever in the presence of other people, except while eating or drinking.
 - Masks will be provided each employee/day or a reusable one that can be washed/sterilized daily.
- Staff occupancy will be limited as much as possible but based on customer occupancy.
 - Staff occupancy that is concurrent on premise with guests counts towards the maximum.
- Frequent, proper and scheduled hand washing required by all staff; establish strict guidelines for employees to wash hands, including when and how as required by the Colorado Retail Food Regulations and COVID-19 precautions; use a hand sanitizer that contains at least 60% alcohol where soap and water are not readily available.
- Shifts and breaks will be phased to reduce density.
 - In the case of multiple gatherings per day, efforts will be made to schedule two separate crews working opposite schedules when possible to avoid exposure to entire staff.

- Effective staff trainings in gatherings / venues must include appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette; procedures shall be coordinated, and staff will be held accountable to follow them.

Sanitization

- All gathering and venue spaces sanitized prior to any vendors or guests arriving on site.
- Sanitize high-touch areas (door handles, light switches, restrooms, etc.) at frequent intervals throughout gatherings.
- Gathering commit to pausing operations if cleaning, sanitizing and PPE supplies are out of stock.
- Deep cleanings completed following each gathering.
- Staging areas to have separate handwashing station(s).
- Implement touchless options (i.e. payment systems, doors and sinks) where feasible.
- Entry and exit doors propped open.
- Where applicable, elevators reserved for individuals who need the service and operated by venue employee wearing appropriate PPE.
- Venue access times expanded to minimize the overlap for multiple vendor load-in and strike requirements.
- Sanitize all speakers, microphones and other equipment at the end of every shift.
- Minimize the number of items that guests can touch while present at gathering / venue, e.g. serving utensils, programs, etc.
- Cleaning products limited to those that are approved by the CDC or related health and safety agencies.
- Food items and food supplies will be obtained from a licensed source.
- Gathering / venue will adhere to CDC cleaning and Public Health guidance if an employee or gathering attendee is identified with COVID-19.

Restrooms

- Facilities will be cleaned and disinfected frequently.
- Recommended to temporarily prohibit the use of electronic driers (provide single-use paper towels instead).

Communications

- Provide communication to attendees on what to expect during gathering in advance.
 - Consider asking attendees to arrive before gathering start time in order to allow for socially distanced entry.
 - Children must be accompanied by a guardian and comply with all physical distancing and health and safety regulations in place.
 - Communication from venue or hosts prior to gathering should instruct guests to screen themselves using CDPHE Symptom Tracker.
 - Ask people to stay home if they are experiencing symptoms.

- Discourage vulnerable individuals who are still under the Stay at Home order from traveling to and/or entering the facility.
- Ensure gathering host has accurate attendee list with contact information.
 - Require attendees to RSVP in advance or adjust guest list as needed to aid in contact tracing.
- Hosts to communicate to guests all expected compliance with protocols and guidelines in place at the time of the gathering.

Guests

- Face mask protocol for guests to agree with state or local guidelines in place at the time of gathering.
- Additional time will be allotted to encourage handwashing throughout the gathering, especially prior to food service.

Operations

- When possible, gathering / venue will implement physical barriers for high-contact settings (e.g. buffets).
 - Multiple locations for gathering serving stations are encouraged.
 - Where possible, mark floors to encourage distancing while guests wait in lines.
 - Signage directing guests to remain 6' apart to be posted. (see [Signage](#))
 - All serve ware to be considered single use.
 - Where possible, designate a one-way entry/exit at doors and aisles.
- Utilize a pre-assigned seating process for family pods.
- Provide seating in compliance with social distancing best practices.
- Tables will be arranged to follow restaurant guidelines for distancing.
 - Max 8 people per table
- Tended buffet, food truck, or plated meals only.
- Designate a self-busing area for service ware to minimize contact between servers and guests.

Prohibited

- Self-service food, drink, utensils, or condiment stations.
 - All food and beverages must be prepared and served by staff.
- Community gaming (cornhole, horseshoes, washers, Jenga, etc.).

On-Site Vendors for Gatherings

- Require all vendors entering the facility to wear non-medical coverings and gloves whenever applicable and based on CDC/ health department recommendations of most sanitary practices.
- Venue / planner to schedule staggered times for vendors to drop off flowers, catering, etc.

- Vendors that are only coming prior to and after an gathering will be allowed early entry to decrease the number of individuals inside the venue space.
- Where available, vendors will adopt “next day clean-up” options to further stagger vendor interactions.

Caterers

- Food service vendors must comply with all applicable food service guidelines per the [Routt County COVID-19 Mitigation Protocol Restaurants](#) .
 - Food Handling: Catering companies will meet or exceed county and State health department and current CDC guidelines.
- Designated catering staff to sanitize passing trays, clearing trays and serving trays with food safe/health department approved sanitizer between each use.
- Food trucks must follow distancing guidelines for queues and guests may not self-serve.

Music

- AV/DJ will disinfect microphones between use or have additional microphones on hand (pop screens, wind guards or foam covers can be used on microphones and switched out after each use).
- Utilize DJ (if applicable) to communicate safety guidelines and encourage social distancing.
 - Use marked areas or small, separate dance floors around facility for family pods.
- DJs may suggest that guests text song requests in lieu of approaching entertainment.
- DJs will play an integral part in communicating health guidelines and encourage safe guest flow during the gathering.
- Music should be kept low enough that people don't have to violate distancing requirements to hear each other.
- Musicians must be appropriately distanced to minimize water droplet transmission to the group.

Florists

- Floral teams will have their own supplies/tools and will not share among team members.
- Floral teams will adopt a “clean as you go” practice, sanitizing everything they touch during set up and clean up.
- Florists will limit interactions with clients/guests, allowing guests to pin on own corsages and boutonnieres.
- Florists will limit change of floral happening during gatherings.
- Florists to create workflow so there is minimal interaction between florists while setting up or cleaning up an gathering.

Photographers

- Discourage group photos within different family groups.
- Photographer may choose to offer composite photos or other solutions.

- Photographers who need to touch items in possession of the client (such as dress, shoes, or rings) will do so before client puts them on and will wear masks and gloves, use sanitizer, and ask that these items be set out to reduce interactions.

Planners

- Planners will adjust timelines to reflect additional time needed for social distancing, sanitizing, handwashing, and other safety measures.
- Planners will adjust space diagrams to facilitate physical distancing practices.
- Planners will assist with sanitization of items that are in use during the duration of the gathering.

Rentals

- Rental employees who are in contact with ready-to-rent inventory will wear appropriate PPE (masks and disposable gloves).
- Rental companies' deliveries that do not require or include installation or setup will be made to the front door/curbside.
- Rental companies that require installation will maintain a 6-foot distance during installation and strike.

Transportation

- If used, transportation to/from an gathering shall follow current [CDOT Guidelines](#).

For Gatherings / Venues that are Re-Opening – Follow as Applicable

- Go through all perishable food items and discard any that were prepared prior to closing, that are out of date (expiration or opened more than 7 days), or out of temperature (above 41°F).
- Flush water (5 minutes) and soda lines.
- Drain and clean any ice machines, and dump first load of new ice.
- Deep clean and sanitize facility.
- Check for pests and signs of pests; make arrangements with professional pest services if necessary.
- Clean and sanitize all food contact surfaces.
- Check all refrigeration equipment is holding food at or below 41°F.
- Contact food distributor to see items available, including hand sanitizers and other cleaning and disinfection supplies.
- Verify that your ware-washing machines are operating at the required wash and rinse temperatures and with the appropriate detergents and sanitizers.