

## HOST SAFE OUTDOOR COMMUNITY MEETINGS

## in Our Parks & Public Spaces

Consider hosting your community meeting outdoors as a safer alternative to an indoor space. Outdoor meetings benefit from open spaces, fresh air, and the effects of sunshine on the virus. In fact, recent research suggests that the odds of catching coronavirus inside are 20 times higher than outside. Even still, these are some safety precautions you can take when hosting outdoor meetings:

- Follow and share guidance from the CDC on practices such as hand washing, physical distancing, and limiting contact with staff, volunteers, and attendees. Organizers also should review and follow CDC's guidelines for Visiting Parks and Recreational Facilities.
- Keep the attendee list small (less than 250 is mandated by the State, but outdoor shelter limits are currently set at half of normal capacity).
- It can be harder to gauge 6 feet of physical distance outside, so masks are required, especially in close conversation which should be limited.
  - Take care to set seating up to enable 6 feet of physical distance.
- Monitor the noise level to reduce shouting. (Loud speaking puts more droplets into the air than a quiet voice.)
- Avoid or limit shared food, serving utensils, pens, clipboards, etc.
- Cancel meeting(s) and notify attendees if either the staff or organizers develop symptoms or become ill.

Remind attendees that if they have symptoms, or have been around someone who has symptoms, they should not attend the meeting. Encourage people with underlying health conditions, to please stay home. Here is how we are sharing community health information at parks and public spaces.





Clearly communicate the relative risk of attending the meeting. Here is how the City is communicating risk related to parks and public spaces.



- Share how the City is approaching cleaning and disinfecting with attendees.
  - For example: "The City of Detroit is cleaning its public restrooms three times daily. It's important to remember to sanitize your hands after touching any surfaces, including benches, playgrounds, picnic shelters, etc. and to bring your own disinfecting wipes, if possible."
  - Also, include specific steps you will take to address safety, for example: "Per CDC recommendations, we will clean and disinfect frequently-touched surfaces."
- Communicate with attendees what facilities will be available on site, e.g., public restrooms. Please note that port-a-johns will not be approved for use.

- Communicate policies, procedures, and expectations for attendees. For example, sign in upon arrival at the meeting, PPE requirements, what to expect during the meeting, at the end of the meeting.
- Make sure you know local guidance and processes, such as who to contact if you have a scenario involving quarantine or possible infection among attendees. For meetings hosted in City of Detroit Parks, these are:
  - Detroit Health Department at 313-876-4000
  - Detroit Parks & Recreation Department at dprdreservations@detroitmi.gov or 313-720-5432
- Be prepared to designate and share the onsite contact information.
- Capture meeting registration, if possible, but onsite attendance at a minimum. This helps staff manage and plan for attendance and also provides a mechanism to support contact tracing should it be necessary. In that event, the Health Department may require access to your attendance.
- The Detroit Health Department will sign off of on all permitting plans. You may be asked to provide further detail or schedule a 15-minute consultation to troubleshoot an issue, per Health Department discretion.

## **COVID-PREPAREDNESS PLAN ELEMENTS**

## When applying for an Event and Programming permit, be prepared to submit the following COVID-preparedness plan elements:

- Please provide details on how you will collect actual meeting attendance (names, contact information for all attendees).
  This information will be stored and shared with the Health Department should contact tracing be necessary. In that event, the Health Department may contact your attendees.
- Please provide a site plan that you will use to ensure attendees maintain proper physical distance.
  Please include how you will supply attendees with PPE, if necessary.

- Please supply the COVID safety plan for this meeting.
- If your meeting will include food/beverages, please supply the food/beverage set up plan that indicates how you will support physical distancing and queuing/safe foot traffic flow.
- If your meeting involves any "shared" items (e.g., pens, clipboards, etc.), please provide your item sterilization plans.
- If there will be tickets sold or on on-site registration fee charged, please provide your plan for safe ticketing and money exchange.
- If you will selling souvenirs, trophies, and/or gifts, please provide your plan for safe money and item exchange.
- Please supply the clean up plan for this meeting. Please include how you will safely dispose of discarded PPE like gloves, masks, etc.

To submit an Event and Programming permit, please call Detroit Parks & Recreation Department at 313-720-5432.