

POTENTIAL IN-PERSON EVENT PROCEDURES

Considerations for running indoor marching arts events
in the wake of COVID-19

Created by WGI Sport of the Arts

Table of Contents

• Overview	3	• Front of House	23
• Before an Event	4	• Spectator Entrance/Exit (Building)	24
• Individual Responsibility	5	• Ticket Sales	25
• Group Responsibility	6	• Concessions	26
• Spectator Responsibility	7	• Restrooms	27
• Judge Responsibility	8	• Vendor Space	28
• Staff & Volunteer Responsibility	9	• Performance Area	29
• Back of House	10	• Performance Entrance/Exit	30
• Group Check In (Set Up)	11	• Performance Gym	31
• Group Check In (Process)	12	• Spectator Entrance/Exit (Perf. Gym)	32
• Group Holding Areas	13	• Spectator Seating	33
• Group Restrooms	14	• Backside Seating Entrance/Exit	34
• Group Changing Rooms	15	• Backside Seating	35
• Indoor Warm Up Areas	16	• Announcer/Sound Area	36
• Percussion/Winds Letter Lot Areas/ Color Guard Outdoor Warm Up Areas	17	• Judge Area/Seating	37
• Prop Storage	18	• Finale/Retreat	38
• Floor Refolding	19	• Parking Lot	39
• Judge Room	20	• Spectator Parking	40
• Tabulation	21	• Bus/Truck Parking	41
• Additional Back of House Space	22	• Scheduling Considerations	42
		• Resources	44
		• Appendix A/B	45

Overview

The purpose of this document is to provide resources and information Circuit Partners can use to help develop return-to-in-person event protocols in the wake of the COVID-19 pandemic. The information contained in this document is not meant to substitute for medical recommendations, diagnosis or treatment.

Information is for informational purposes only; where the items listed in **blue** are highly encouraged and the items in green are meant as guidelines.

These considerations are meant to help each Circuit Partner create their own set of risk mitigation protocols. The resource links provided at the end of the document should also be referred to as the information on COVID-19 continues to rapidly change.

Before an Event

- Check on and follow all county, city, state, and federal regulations and guidelines on mass gatherings, indoor sporting facility capacities, non-contact sporting tournaments etc.
 - Ex: (*Ohio State Mandate*) Prior to competitive tournaments for non-contact sports, tournament organizers must alert the local health department.
- Event Partners seeking to host events should be prepared to submit a “health and safety plan” to provide information on their cleaning/sanitizing/disinfecting regiment at the facility & during the event. They should verify all School District/School Board requirements and restrictions.

INDIVIDUAL RESPONSIBILITY

Group

Spectators

Judges

Staff & Volunteers

Group Responsibility

- Upon arrival everyone in the Group is required to do a temperature check.
- Everyone in the Group is required to wear masks while in the building. Performing members may remove masks while actively warming up or performing.
- Groups are required to comply with all posted signage and direction from Staff, Volunteers, & Boosters working the event.
- All individuals in groups are required to bring their own personal water bottles.
- Groups should disinfect all equipment/props prior to entering the building.
- Groups should limit the amount of personal belongings that they bring into the building.
- Groups should be encouraged to routinely wash their hands or use hand sanitizer while inside the building.

Spectator Responsibility

(Consider hosting events without an audience – but if an audience is allowed)

- Upon arrival spectators are required to do a temperature check prior to purchasing a ticket.
- Spectators are required to wear masks at all times.
- Spectators are required to socially distance themselves from others not in their party.
- Spectators are required to comply with all posted signage and direction from Staff, Volunteers, & Boosters working the event.
- Spectators should limit the amount of personal belongings they bring into the building.
- Spectators should be encouraged to routinely wash their hands or use hand sanitizer while inside the building.

Judge Responsibility

- Upon arrival Judges are required to do a temperature check.
- Judges are required to wear masks while inside the building. They may remove while judging if the wish.
- Judges are expected to comply with all posted signage and lead by example.
- Judges are responsible for all of their own electronics including, tablets, headsets.
- Judges should use proper social distancing when not judging, including transportation to/from the event.
- Judges should be encouraged to routinely wash their hands or use hand sanitizer while inside the building.

Staff & Volunteer Responsibility

- Upon arrival Staff, Volunteers are required to a temperature check.
- Staff/Volunteers are required to wear a mask at all times.
- Staff/Volunteers are expected to comply with all posted signage and lead by example.
- Staff/Volunteers should be encouraged to social distance when not interacting with groups. This includes in any transportation to/from the event.
- Staff/Volunteers should be scheduled to work individually but in cases where multiple people are needed, they should form a “work team” in which people would routinely work together but not interact with other work teams.

BACK OF HOUSE

Includes: Group Check In, Group Holding Areas, Group Restrooms/Changing Areas, Warm Up, Prop Storage, Floor Refolding, Judge Room, Tabulation

Group Check In (Set Up)

- Check in stations should be set up outside and at a distance of 6' apart.
- Wristbands should be pre-counted and then sealed in a plastic bag. The person counting the wristbands should wear a mask and gloves.
- Consider having check in outside if possible.
- If you have plastic protective barriers available, they should be utilized.
- Paperwork should be available electronically only (*this includes critique sign up*).
- Reference information that is normally printed and made available at check in (school maps, information packets) should be laminated for ease of disinfecting or only made available electronically.

Group Check In (Process)

- Everyone with your group must arrive at the same time to be assessed prior to entering the building.
- Those directors with badges must arrive with the group to be assessed and receive a wristband. The wristband for a badge wearer does not count against the group's 10 (15/17).
- Upon arrival to the event venue, only the director will check in the group. The director will be temperature screened using a touch free thermometer before entering the building. If temperature is > than 100.3 degrees Fahrenheit then the individual will not be allowed in the building and a different person will need to check the group in.
- Once the temperature screening is complete, the director will receive their wristband (even if they already have a badge) and they will be allowed in the building. From here they may check the group in.
- Once the group is checked in, then the director will go outside with an assessor who will temperature screen everyone with the group. As each individual passes the temperature screening, they will then receive a wristband from their director.

Group Holding Areas

- Group holding areas should be discontinued until further notice.
- Groups should limit the amount of personal items they bring into a competition.
- Groups should carry all of their belongings with them through rotation.

Group Restrooms

- Restrooms for group usage should be maxed at appx 50% usage, blocking stalls and sinks when possible to encourage social distancing.
- If not already marked, mark out 6 ft waiting spaces to encourage social distancing.
- Whenever possible a separate entrance and exit should be utilized in the restroom.
- Disinfect and sanitize high touch areas often.
- Discontinue use of water fountains.

Group Changing Rooms

- Group changing rooms are discontinued until further notice.
- Groups should arrive in competitive attire.
- Groups should limit the amount of personal items they bring into a competition.
- All personal belongings must stay on the person while in rotation.

Indoor Warm Up Areas

- Eliminate indoor warm ups - Consider allowing a minimal period of time in the performance space to warm up prior to the performance.
- If indoor warm up is offered –
 - Warm up monitors must wear masks and stay outside of the warm up area except when providing the time calls. If this is not possible then monitors should stand a minimum of 10' away from any performers.
 - When indoors, maximize air circulation however possible.
 - Whenever possible, groups should utilize a separate doors for entrance and exit for warm up.
 - Warm up monitors should disinfect any high touch surfaces often.
 - Guard - Use of shared sound system in warm up is discontinued. Groups must provide their own sound system if they wish to have music in warm up.

Percussion/Winds Letter Lot Areas/ Color Guard Outdoor Warm Up Areas

- Outdoor warm up is preferred.
- Groups should not intermingle while outside.
- During inclement weather, those groups utilizing outside warm up should seek shelter inside their transportation (bus/cars/vans). There will be no space to gather inside the building.
- Performers should maintain a 6' social distance as much as possible between each other as they are warming up outside.
- Warm up monitors must wear masks and must stay outside of the warm up area except when providing the time calls. If this is not possible then monitors should stand a minimum of 10' away from any performers.

Prop Storage

- Each group shall designate at least two of their personnel to stay with their props/floors while the group is in warm up.
- Boosters/Volunteers/ Show Staff will not touch group's props/floors.
- Prop/floor storage space should be maximized to ensure social distancing is possible.
- Cross traffic should be eliminated wherever possible.
- Props/floors should be disinfected prior to bringing them into the building.

Floor Refolding

- Discontinue indoor floor refolding.

Judge Room

- Pre-packaged/ individually wrapped meals/products only Including food, beverage, and cutlery - (no buffets, crock pots, or shared meals).
- Set up enough tables to ensure social distancing.
- Hand sanitizer should be available in the room.
- Clean and disinfect the hard surfaces every time the judges leave the room.

Tabulation Room

- Only the tabulator, contest administrator, and lead judge should be in the tabulation room throughout the day.
- Eliminate score strips.
- Set up enough tables to ensure social distancing.
- Sanitizer available in the room.
- Clean and disinfect the hard surfaces periodically throughout the day.

Additional Back of House Space

- Whenever possible hallways should be one way or should be marked to ensure safe social distancing.

FRONT OF HOUSE

Includes: Spectator Entrance/Exit, Ticket Sales, Concession Stands,
Restrooms, Vendor Space

Spectator Entrance/Exit (Building)

(Consider hosting events without an audience – but if an audience is allowed)

- Implement contactless temperature screening process before ticket purchase.
- Ensure that all spectators entering the building are wearing a mask.

Ticket Sales

- Set up 6 ft queuing markings on the floor for those waiting for service.
- If using more than one, ticket sales areas should be set up 6' apart. Consider plastic protective barriers surrounding them.
- Ticket sellers should wear gloves.
- Encourage cash free transactions by using cash apps/credit card only.
- Clean and disinfect high touch areas frequently.

Concessions

- Consider eliminating indoor food service.
- Pre-packaged products only (no buffets, crock pot or shared meals) including food, beverage, and cutlery.
- Event partners could invite food trucks to park outside and encourage groups/spectators to go outside to eat while encouraging social distancing and outdoor dining.
- Reduce indoor seating areas capacity per the CDC (or state mandated) guidelines.
- The person taking the money should not handle any food or drink items.
- Encourage cash free transactions/use cash apps/credit card only.
- Clean and disinfect high touch areas often.

Restrooms

- Restrooms for group usage should be maxed at appx 50% usage, blocking stalls and sinks when possible to encourage social distancing.
- If not already marked, mark out 6 ft waiting spaces to encourage social distancing
- Disinfect between rushes
- Clean/Disinfect high touch points constantly

Vendor Space

- Consider eliminating on-site vendor space sales – utilize online sales only
- Do not allow people to touch the merchandise
- Encourage cash free transactions/use cash apps/credit card only

PERFORMANCE AREA

Includes: Performance Entrance/Exit, Performance Gym, Spectator Entrance/Exit, Spectator Seating, Backside Entrance/Exit, Backside Group Seating, Announcer/Sound Area, Judge Area/Seating, Finale/Retreat

Performance Entrance/Exit

- Groups should maintain at least 6 ft social distancing as much as possible while congregating outside the performance entrance (no huddles/speeches/singing).
- Groups should exit directly outside after performing.
- Groups are not to congregate directly outside the performance exit.
- One group should completely clear the performance space before another group is allowed into the performance space.
- Performance entrance and exit should be separate doors.

Performance Gym

- The front & back boundaries of the performance floor should now be 10' from the first row of seating.
- The T&P judge should stand at least 10' from the group while they are performing.
- The performance space could be spray disinfected using electro static cleaning between groups (between rounds, during breaks, every 2-3 groups) (example: <https://evaclean.com/products/protexus-cordless-electrostatic-sprayers/>).

Spectator Entrance/Exit (Performance Gym)

- Spectators should not be allowed to congregate at the entrance to the performance gym so that they can practice social distancing. Marks on the floor can help.
- Spectators should utilize separate entrance and exits when entering/exiting the performance gym.
- Spectators leaving the space should be allowed to completely leave the performance gym before the next round of spectators should be allowed into the gym. (schedule more time between groups)
- Only those volunteers/boosters monitoring wristbands should be allowed to open the doors. Door handles should be disinfected periodically through the day.

Spectator Seating

- Consider the following options: 1. No spectators allowed. 2. Spectators will only be allowed in to watch the group they are with. 3. Spectators may only watch the round, class, or block.
- Spectators must sit 6 feet away from those not in their party.
- Spectators must wear a mask while in the stands.
- Spectators must follow all posted signage and walk, sit, or stand only in those designated areas.
- If at all possible the spectator stands should be set up so that one way traffic may be utilized within the space.
- Spectators should take all belongings with them when exiting the stands.
- Stands could be spray disinfected during extended breaks.

Backside Seating Entrance/Exit *(if offered)*

- Consider no “backside” seating. Consider performers will only be allowed into the building to perform their show and then that group must leave the competition.
- If offered, backside viewing groups should utilize separate entrance and exits when entering/exiting the performance gym when possible.
- Groups leaving the gym should be allowed to completely leave the performance gym before the next round of groups should be allowed into the gym.
- Groups should take all belongings with them when exiting the stands.

Backside Seating *(if offered)*

- Groups must wear a mask while in the stands.
- Groups must practice social distancing while in the stands.
- Groups must follow all posted signage and walk, sit, or stand only in those designated areas.
- If at all possible the stands should be set up so that one way traffic may be utilized in this space.
- Backside seating areas could be spray disinfected between groups.
- Groups must take all belongings with them when they depart.

Announcer/Sound Area

- The announcer/sound table must be at least 10' away from the performance floor.
- Announcer Book & Spiel Sheets should be provided electronically.
- Consider having plastic protective dividers around their tables.
- Color Guard - the group representative should stand at least 6' away from the table during the performance.
- Announcers should sanitize microphones before use.
- Audio equipment should be disinfected before they are brought into the building.
- Audio equipment should be disinfected before it is removed after the event.

Judge Area/Seating

- Judges should have a clear space of 10' minimum around them.
- Judge runners delivering drinks/snacks should be eliminated.
- Consider having plastic dividers surrounding the judge.
- Judges should have access to disinfecting wipes and hand sanitizer to wipe the hard surfaces around them and their electronics during extended breaks.
- If an issue arises and a tabulator needs to make adjustments, the tabulator should wear a mask and gloves while assisting the judge with their equipment. Tabulator should try not to touch any of the judge electronics.

Finale/Retreat

- Consider not having a finale/retreat.
- If offered – consider limiting to one person per group.
- Groups should line up in a socially acceptable distance in a hallway where there is limited to no cross traffic.
- Ensure there is enough space for social distancing on the gym floor.
- Once retreat is complete, groups should exit immediately and not gather together on the performance floor.

PARKING LOT

Includes: Spectator Parking, Bus/Truck Parking

Spectator Parking

- Signage could be displayed prominently to encourage social distancing even when parking vehicles.
- Social distancing controls should be utilized in pedestrian areas.
- Traffic cones can be utilized to strike every other space if necessary.

Bus/Truck Parking

- Signage could be displayed prominently to encourage social distancing even when parking vehicles.
- Those boosters/volunteers working the bus/truck lot should strive to keep groups separated as they are parking buses and trucks, especially in those areas where outdoor warm up is utilized.

SCHEDULING CONSIDERATIONS

Scheduling Considerations

- Considering the following options:
 - 1. No spectators allowed.
 - 2. Spectators will only be allowed in to watch the group they are with.
 - 3. Spectators may only watch the round, class, or block.
- If allowing spectators, consider the maximum seating capacity to remain socially distant. (*This is typically 20-30% of the standard maximum capacity of the space.*) Then determine how you could divide the schedule to ensure capacity remains under the new “social distance capacity”.
- Consider adding additional time between performances to allow for:
 - Groups to completely clear before next enters.
 - The air to settle a bit between performances.
 - Audience turn over.

Resources

- [Event Safety Alliance Reopening Guide](#)
- [Guide to Reopening Theatrical Venues](#)
- [CDC Reopening America](#)
- https://www.uiltexas.org/files/policy/Marching-Band-PR-Covid_20.pdf
- <https://www.uiltexas.org/music/marching-band/marching-band-summer-practices-rehearsals-2020>
- [Guidance for a Return to High School Marching Band](#)
- [Guidance for Opening Up High School Athletics and Activities](#)
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/events-as-they-happen>

Appendix A

Additional Supplies Needed

- Signage that should be visible throughout the building
 - Proper etiquette for:
 - Social Distancing
 - Mask Wearing
 - Hand washing
 - Coughing and/or sneezing
 - Don't touch your face
- Touchless hand sanitizing stations should be available in all high traffic areas
- Check In, Spectator Entrance, Prop Entrance areas should be equipped with additional hand sanitizer, disposable masks, gloves, other disinfectant products such as Antibacterial Wipes and/or a bottle of disinfectant and paper towels. Potential of plastic dividers needed for some areas.
- Infrared contactless thermometer(s)
- NFHS Self Monitoring/Risk assessment questionnaire (*see appendix B*)

Appendix B

NFHS Self Monitoring /Risk Assessment Questionnaire 7/13/20

- Name
- Temp
- Fever – Yes/No
- Cough – Yes/No
- Sore Throat – Yes/No
- Shortness of Breath – Yes/No
- Close contact or care for someone with COVID19 – Yes/No