

# EVENT ORGANIZER RETURN TO EVENTS PLANNING GUIDE

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## JUST LIKE MOST OF YOU, WE ARE PLANNERS.

We are guessing that you share the same desire as we do for direction on what adjustments will need to be made for events in the future and what our role will be.

Our #1 guiding service standard is safety, so we know that despite our desire to move a plan into action, we must accept that at this time, details are limited and fluid and we need to remain patient until formal direction is given from the State of Minnesota.

Just like you, we are awaiting decisions and direction to help us develop our re-opening plans.

- What will we be required to do?
- What supplies will be needed?
- How long will it take to procure required equipment?
- What decisions do I need to make for my business?
- How will I communicate to my audiences?
- What additional staffing will be needed?

These answers will not come from Saint Paul RiverCentre staff. The direction for future steps will come under the direction from Governor Walz and the Minnesota Department of Health (MDH).

Despite not having the exact details, the Saint Paul RiverCentre “Return to Events” task force continues to work diligently to develop plans for a safe reopening of our venue based on what we currently know. We are putting together ideas around themes such as education and training, health screening, face coverings, physical distancing, cleaning and sanitizing, hygiene expectations, and response plans. We are also working collaboratively with other venues like us and seeking advice from experts in the field. None of it is finalized and as you can imagine, it changes daily.

## MANY OF YOU HAVE ASKED US WHAT YOU SHOULD BE DOING WHILE WE WAIT.

Just as we are developing plans for our venue, event organizers know their events best and should begin to develop contingency plans specific to their event. Below is a guide to help you begin to think through how you intend to host your event while following current CDC requirements of physical distancing, sanitized environments, and personal hygiene.

While this guide is not intended to be used as an official plan for submission, it is created to assist you in considering various modifications that you may need to make once events can resume in our facility. You may find yourself stuck on some questions without specified requirements. We are in the same position. We encourage you to list out options based on what you know today and start thinking through what decisions you would make in each scenario.

## EVENT MODIFICATIONS TO CONSIDER

### COMMUNICATION & STAFFING

- What expectations will you communicate to your guests, staff, volunteers, presenters, exhibitors, and vendors?
- How will you communicate in advance?
- How will you communicate on site?
- What requirements will you implement for your event’s staff and volunteers?
- How will you adjust your security plan and where will you need to add additional security staffing?

## HEALTH SCREENING

- How do you plan to implement a health screening process for your attendees and staff?
  - Will you implement an onsite health screen or an at home self check?
  - Will your plan involve temperature screenings, health questions, or both?
  - Where will you conduct your health screenings?
  - Will you restrict travel for those attending your event in any way?

## FACE COVERINGS

- What is your plan regarding facial coverings?
  - Who will provide them?
  - How will you handle distribution?
  - How will you handle enforcement?

## PHYSICAL DISTANCING

- How will you manage capacities of people to ensure social distancing?
- Will you need to increase the number of rooms needed for your event?
- How will you handle spacing of exhibits?
- Will you incorporate timed entry for your guests?
- How will you maintain physical distancing?
  - Arrival into the venue
  - Registration / Ticketing / Check In
  - Entrance into and exit out of the main event space(s)
  - Inside the main event space(s)
  - Travel to and from rooms during event
  - Exiting for restrooms, breaks, smoking, etc.
- Will you offer any virtual technology into your event? (Virtual general sessions, virtual exhibits, etc)

## CLEANING & SANITIZING

- We will take care of venue cleaning and disinfecting, but what disinfection procedures are you planning to implement specific to your event?
- Will you require anything special of your vendors or exhibitors?
- How will you procure the necessary equipment?
- What is your plan in regards to hand washing procedures and education?

## FOOD & BEVERAGE ADJUSTMENTS

- What expectations do you have in regard to food and beverage service?

## RESPONSE PLAN

- How will you handle guests that are exhibiting symptoms of COVID-19?
- What event adjustments would you consider making concerning medical response?

## EVENT SPECIFIC ADJUSTMENTS

- What is unique about your event that may present extra challenges to follow current CDC requirements?

We acknowledge that no two events are the same and there are definitely more topics to consider than what is referenced in this document. We hope this guide helps give you a start in thinking through the changes needed in your event. Our team is happy to help process your ideas with you and work together to bring your ideas to life.