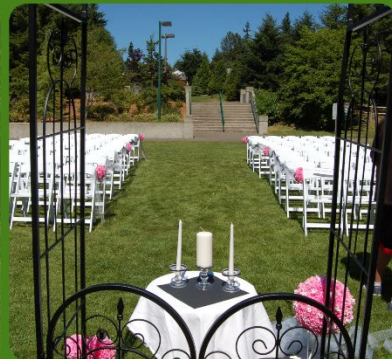




KITSAP COUNTY PARKS



EVENT RECOVERY PLAN

INTRODUCTION

The Kitsap County Parks Department mission is to provide quality life-enhancing opportunities through the management of natural areas and specialized facilities, fostering community stewardship, and offering an outstanding service-oriented environment. As the ongoing COVID pandemic continues to evolve rapidly, Kitsap County Parks Department staff have been regularly monitoring and evaluating guidelines and restrictions from the Center for Disease Control (CDC) and State of Washington to develop a plan to safely restart our special events and facility rental program so we can return to meeting our mission and the needs of Kitsap County.

The *Kitsap County Parks Department – Event Recovery Guide* is designed to allow the Parks Department to begin reopening facilities and venues based on the staged reopening plan outlined in the *Healthy Washington - Roadmap to Recovery* guidelines. The *Event Recovery Guide* is designed to assist organizations and community members to make reasonable decisions as it relates to the health and safety of all. Adherence to the *Healthy Washington - Roadmap to Recovery* guidelines and the *Kitsap County Parks Department – Event Recovery Guide* is critical to the Parks Department's ability to safely reopen and operate our facilities and parks.

As our top priority, Kitsap County Parks is taking precautions to ensure the health and safety of park guests, visitors, team members, and the community. Kitsap County Parks Department will continue to assess our *Event Recovery Guide* in consultation with the Kitsap County Risk Department and the Kitsap Public Health District on necessary safety requirements and changes to guidelines within the *Healthy Washington - Roadmap to Recovery* plan.

Thank you for your patience and cooperation; we look forward to welcoming you back to one of our venues or facilities very soon!

HOW DO WE ASSESS THE LEVEL OF RISK FOR EVENT FACILITIES?

GENERAL ASSESSMENT OF PARK AND RECREATION SPACES AND FACILITIES

CATEGORY	CONTACT INTENSITY	NUMBER OF CONTACTS	MODIFICATION POTENTIAL
Parks, walking paths, trails and dog parks	Low	Low	Low
Beaches and piers	Low	High	Medium
Playgrounds, skateparks and other outdoor recreation spaces	Medium	Medium	Medium
Athletic fields and other outdoor congregate settings	Medium	Medium	Low
Contact sports	High	Medium/High	Low
Noncontact sports	Low	Medium	High
Mass gatherings, community events, festivals, sports related tournaments and games	High	High	Medium
Outdoor large venues	High	High	Medium
Indoor large venues	High	High	Low
Community Centers	Medium	High	Medium
Theatres, museums and other indoor leisure spaces	Medium	High	Medium

The Johns Hopkins Bloomberg School of Public Health Center for Health Security recently released Public Health Principles for a Phased Reopening During COVID-19: Guidance for Governors. The document provides an assessment of the risk of transmission in a variety of organizations and settings, including outdoor spaces, organized sports, community gathering spaces and schools and childcare facilities. Assessments were made across three dimensions:

Contact Intensity: Rated as low, medium or high, considering close contact vs. distant contact and duration of contact.

Number of Contacts: Rated as low, medium or high, defined by the approximate number of people in the setting at the same time.

Modification Potential: the degree to which activities are modifiable through mitigation measures. In this case, high modification potential is better.

Source: [National Recreation and Park Association](#)

HOW DO WE APPLY THE NRPA RISK ASSESSMENT TO OUR EVENT FACILITIES?

KITSAP COUNTY PARKS GENERAL ASSESSMENT OF PARK FACILITIES

CATEGORY	CONTACT INTENSITY	NUMBER OF CONTACTS	MODIFICATION POTENTIAL	KITSAP COUNTY RECOVERY TIER
Athletic Fields Lobe Fields Gordon Fields All Park Fields	Medium	Medium	Low	Tier 1
Outdoor Congregate Settings Picnic Shelter Rentals Outdoor Recreational Events	Medium	Medium	Low	Tier 2
Community Buildings/Centers Eagles Nest Island Lake Long Lake Fairgrounds Barns	Medium	High	Medium	Tier 3
Outdoor Large Venues Outdoor Events Thunderbird Arena	High	High	Medium	Tier 3
Indoor Large Venues Kitsap Sun Pavilion Presidents Hall Van Zee	High	High	Low	Tier 4

KITSAP COUNTY PARKS EVENT RECOVERY PROJECTED TIMELINE



TIER 1

March 1

Athletic Fields



TIER 2

April 1

Picnic Shelters
Outdoor Recreational
Events



TIER 3

May 1 (Tentative)

Community Buildings
Small Buildings
Large Outdoor Venues



TIER 4

June 1 (Tentative)

Large Buildings

POLICIES

Kitsap County Parks will modify all policies to encompass new cleaning and safety protocols that are consistent with state and local health recommendations.

STAFFING

Kitsap County Parks will modify all staffing policies to encompass new cleaning and safety protocols that are consistent with state and local work laws.

TRAINING

Kitsap County Parks will provide staff with training on the updated operational policies including proper cleaning, disinfecting, and sanitizing.

FACILITY READINESS

Kitsap County Parks will conduct physical assessments of all buildings including HVAC, mechanical, safety, security, and cleaning inspections.

The Kitsap County Parks Department makes no guarantees or assurances for approval or confirmation of events based on the current phase or tier level; this document is subject to change in accordance with federal, state, and local guidelines.

KITSAP COUNTY PARKS EVENTS RECOVERY PLAN - TIER 1

ATHLETIC FIELDS – MARCH 1 OPENING

GUIDELINES FOR ATHLETIC FIELDS				
CATEGORY	KITSAP COUNTY RECOVERY TIER	HEALTHY WASHINGTON - ROADMAP TO RECOVERY PHASE 1 CAPACITY	HEALTHY WASHINGTON – ROADMAP TO RECOVERY PHASE 2 CAPACITY	HEALTHY WASHINGTON - ROADMAP TO RECOVERY PHASE 3 CAPACITY
Athletic Fields	Tier 1	<ul style="list-style-type: none"> - Outdoor meets, qualifiers, and tournaments allowed for low risk sports. - Outdoor team practices, training and intra-team competitions allowed for low and moderate risk sports. Scrimmage against other teams or training or practices with other teams is not allowed. - Outdoor team practices and/or training allowed for high risk sports if players are limited to groups of 6 in separate parts of the field/court, separated by a buffer zone. Brief close contact (ex: 3 on 3 drills) is permitted. It is preferable for the groups of five to be stable over time. - No spectators allowed 	<ul style="list-style-type: none"> - Outdoor training, practices and competitions allowed outdoors for low, moderate, and high-risk sports. - For facilities or complexes with more than one field or area of play a maximum of 75 people allowed per field or area of play, including spectators. All spectators of different households are to remain physically distant, 6 feet or more, as much as possible. 	<ul style="list-style-type: none"> - 400 people maximum to attend outdoor activities so long as 400 people does not exceed 50 percent capacity for the location, and physical distancing and masking protocols are enforced.

USER RESPONSIBILITIES FOR ATHLETIC FIELDS

ATHLETIC FIELDS – MARCH 1 OPENING

- All athletic field users must adopt and submit a formal written COVID-19 Control Plan and submit the plan to Kitsap County Parks a minimum of 30 days before the event. Athletic field users must also designate a site-specific COVID-19 Supervisor and additional Safety Monitors if needed. The COVID-19 Supervisor and Safety Monitors must be proficient in the most current Washington State guidelines.
- The COVID-19 Control Plan must include details to account for the following:
 - Ensure attendance is limited to comply with the guidelines established in the *HEALTHY WASHINGTON - ROADMAP TO RECOVERY*.
 - Screen all coaches, athletes, umpires/referees, any other paid or volunteer staff, and spectators for signs and symptoms of COVID-19 before a workout or game/match.
 - Ensure coaches, athletes, umpires/referees, any other paid or volunteer staff, and spectators stay home if they feel unwell, show any signs of COVID-19, or are/were in close contact with a confirmed case.
 - Facial coverings are required to be worn by coaches, athletes, umpires/referees, any other paid or volunteer staff, and spectators always.
 - Ensure staff, volunteers, and spectators always maintain appropriate physical distancing. Not applicable in case of emergency and medical personnel is required.
 - Ensure athletes maintain appropriate physical distancing between each other when not engaged in sporting activities.
 - Provide handwashing or hand sanitizing stations at each practice, training session, contest, match, or trip. Follow CDC guidelines on handwashing.
 - Require coaches, athletes, umpires/referees, any other paid or volunteer staff, and spectators to practice good hygiene, including washing their hands frequently and covering their sneezes and coughs at practice, training session, contest, match, or trip.
 - Clean high-touch surfaces and disinfect shared equipment before and after practice, training session, contest, match, or trip. Follow CDC guidelines on cleaning and disinfecting.

- Ensure the Sani-cans are cleaned and disinfected before and after practice, training session, contest, match, or trip. Follow CDC guidelines on cleaning and disinfecting.
- Ensure lines at restroom facilities are set-up to allow 6 feet of distance between all individuals waiting in line.
- Ensure coaches, athletes, umpires/referees, any other paid or volunteer staff, and spectators do not share water bottles, uniforms, towels, or snacks.
- Ensure that coaches, athletes, umpires/referees, any other paid or volunteer staff, and spectators are not spitting (saliva and sunflower).
- Follow the guidelines for non-essential travel as outlined in the [Transportation and Travel Guidelines](#).
- Keep a roster of coaches, athletes, umpires/referees, any other paid or volunteer staff, and spectators present at practice, training session, contest, match, or trip to assist with contact tracing in the event of possible exposure. The roster must be kept on file by the users for 28 days after the practice, contest, or trip.
- No food or concession stands are permitted.
- Pack out all garbage at the end of each practice, training session, contest, match, or trip.
- Develop contingency plans for event modification and a coach, athlete, umpires/referee, and any other paid or volunteer staff falling ill during a practice, training session, contest, match, or trip.
- Additional COVID-19 resources can be found at:

HEALTHY WASHINGTON – ROADMAP TO RECOVERY GUIDELINES

KITSAP COUNTY PARKS EVENTS RECOVERY PLAN - TIER 2

OUTDOOR RECREATIONAL EVENTS – APRIL 1 OPENING

GUIDELINES FOR OUTDOOR RECREATIONAL EVENTS

CATEGORY	KITSAP COUNTY RECOVERY TIER	HEALTHY WASHINGTON - ROADMAP TO RECOVERY PHASE 1 CAPACITY	HEALTHY WASHINGTON – ROADMAP TO RECOVERY PHASE 2 CAPACITY	HEALTHY WASHINGTON – ROADMAP TO RECOVERY PHASE 3 CAPACITY
Races, bicycle tours and rides, runs, cross country skiing races, biathlons, canoe and kayak races, marathons, cross country running competitions, triathlons, and multi-sport competitions with more than 12 participants.	Tier 2	Capacity requirements will comply with current guidelines detailed in the reopening guidance in the Healthy Washington- Roadmap to Recovery. Capacity limits will be calculated by Kitsap County Parks for each facility.	Capacity requirements will comply with current guidelines detailed in the reopening guidance in the Healthy Washington- Roadmap to Recovery. Capacity limits will be calculated by Kitsap County Parks for each facility.	Capacity requirements will comply with current guidelines detailed in the reopening guidance in the Healthy Washington- Roadmap to Recovery. Capacity limits will be calculated by Kitsap County Parks for each facility.

USER RESPONSIBILITIES FOR OUTDOOR RECREATIONAL EVENTS

OUTDOOR RECREATIONAL EVENTS – APRIL 1 OPENING

- All organizations must adopt and submit a formal written COVID-19 Control Plan and submit the plan to Kitsap County Parks a minimum of 30 days before the event. Organizations must also designate a site-specific COVID-19 Supervisor and additional Safety Monitors if needed. The COVID-19 Supervisor and Safety Monitors must be trained in the most current Washington State guidelines.
- The COVID-19 Control Plan must include details to account for the following:
 - Ensure attendance is limited to comply with the guidelines established in the *HEALTHY WASHINGTON - ROADMAP TO RECOVERY*.
 - Event registration must be completed online.
 - Same-day registration must be limited and participants in lines must maintain appropriate physical distancing.
 - All activity packets, including bib numbers, should be mailed to participants before the scheduled event.
 - Organizational staff and volunteers are not considered participants for the sake of calculating starting waves and are allowed as needed.
 - Screen all participants, staff, volunteers, and attendees for signs and symptoms of COVID-19 prior to the event.
 - Ensure participants, staff, volunteers, and attendees stay home if they feel unwell, show any signs of COVID-19, or were in close contact of a confirmed case.
 - Place signage at the event site to instruct participants, staff, volunteers, and attendees that they cannot participate if they have been diagnosed with COVID-19 (have not recovered or are still within the required 10-day isolation period), had symptoms of COVID-19 (within the last 24 hours), or was in contact with a person that has or is suspected to have COVID-19 (within the last 14 days).
 - Place signage at the event site to instruct participants, staff, volunteers, and attendees on requirements for facial masks, physical distancing, handwashing, and other COVID-19 Guidelines.
 - Staff and volunteers must always wear facial coverings and maintain physical distancing of 6 feet.
 - Participants must always wear facial coverings and maintain physical distancing.
 - Spectators must always wear facial coverings and maintain appropriate physical distancing.

- Participants must try to maintain physical distancing and remain 6 feet from other participants on the course as much as possible. If participants need to pass another participant, they need to pass in a manner that is safe and brief. Participants being passed also must allow for passing to ensure it is brief and completed at a safe distance.
- Ensure that adequate handwashing stations or hand sanitizing stations are provided. Follow CDC guidelines on handwashing.
- Require participants, staff, volunteers, and attendees to practice good hygiene, including washing their hands frequently and covering their sneezes and coughs.
- Ensure adequate restroom facilities are provided (Sani-cans). Ensure the Sani-cans are cleaned frequently throughout the event. CDC guidelines on cleaning and disinfecting.
- Ensure lines at restroom facilities are set-up to allow appropriate physical distancing between all individuals waiting in line.
- Ensure participants, staff, volunteers, and attendees do not share water bottles, uniforms, towels, or snacks.
- Ensure that coaches, athletes, umpires/referees, and any other paid or volunteer staff are not spitting (saliva and sunflower).
- Follow the guidelines for non-essential travel as outlined in the [Transportation and Travel Guidelines](#).
- Clean high-touch surfaces and disinfect shared equipment frequently throughout the event. Follow CDC guidelines on cleaning and disinfecting.
- Keep a roster of participants, staff, volunteers, and attendees present at the event to assist with contact tracing in the event of possible exposure. The roster must be kept on file by the users for 28 days after the practice, contest, or trip.
- No food or concession stands are permitted.
- Pack out all garbage at the end of the event.
- Develop contingency plans for event modification including a participant, staff, volunteer, or falling ill during the event.
- Additional COVID-19 resources can be found at:

HEALTHY WASHINGTON – ROADMAP TO RECOVERY GUIDELINES

KITSAP COUNTY PARKS EVENTS RECOVERY PLAN - TIER 2

PICNIC SHELTER RENTALS – APRIL 1 OPENING

GUIDELINES FOR PICNIC SHELTER RENTALS

CATEGORY	KITSAP COUNTY RECOVERY TIER	HEALTHY WASHINGTON - ROADMAP TO RECOVERY PHASE 1 CAPACITY	HEALTHY WASHINGTON – ROADMAP TO RECOVERY PHASE 2 CAPACITY	HEALTHY WASHINGTON – ROADMAP TO RECOVERY PHASE 3 CAPACITY
Picnic Shelters	Tier 2	Groups of 10, limit 2 households per group.	Seating is permitted at 25 percent capacity for the location as long as physical distancing can be maintained. Table size is limited to a maximum of six people and a maximum of two households.	Seating is permitted at 50 percent capacity for the location as long as physical distancing can be maintained. Table size is limited to a maximum of ten people with no household restrictions.

USER RESPONSIBILITIES FOR PICNIC SHELTER RENTALS

PICNIC SHELTER RENTALS – APRIL 1 OPENING

- The host(s) must ensure that the picnic shelter rental meets the following requirements:
 - Ensure attendance is limited to comply with the guidelines established in the *HEALTHY WASHINGTON - ROADMAP TO RECOVERY*.
 - Ensure facial coverings are always worn by attendees.
 - Ensure attendees stay home if they feel unwell, show any signs of COVID-19, or are/were in close contact with a confirmed case.
 - Screen attendees for signs and symptoms of COVID-19 prior to the rental.
 - Ensure appropriate physical distancing is always maintained between attendees.
 - Clean high-touch surfaces and disinfect shared equipment before and after each use. Follow CDC guidelines on cleaning and disinfecting.
 - Provide hand sanitizing stations for attendees.
 - Require attendees to practice good hygiene, including washing their hands frequently and covering their sneezes and coughs.
 - Ensure attendees do not share water bottles, towels, snacks, or other equipment.
 - Ensure that coaches, athletes, umpires/referees, and any other paid or volunteer staff are not spitting (saliva and sunflower).
 - Follow the guidelines for non-essential travel as outlined in the [Transportation and Travel Guidelines](#).
 - Keep a roster of every attendee to assist with contact tracing the event of possible exposure. This must be kept on file for 28 days after the event.
 - Pack out all garbage at the end of the event.
 - Develop contingency plans for rental modification including an attendee falling ill during the event.
 - Additional COVID-19 resources can be found at:
HEALTHY WASHINGTON – ROADMAP TO RECOVERY GUIDELINES

FOOD SERVICE GUIDELINES FOR PICNIC SHELTER RENTALS

PICNIC SHELTER RENTALS – APRIL 1 OPENING

- Table size is limited to comply with the guidelines established in the *HEALTHY WASHINGTON - ROADMAP TO RECOVERY*.
- Used tables must be a minimum of six feet away from adjacent tables, or there must be a physical barrier or wall separating booths or tables.
- Hand sanitizer will need to be located on each table for all attendees.
- Additional COVID-19 food service resources can be found at:
[Eating and Drinking Establishments](#)

KITSAP COUNTY PARKS EVENTS RECOVERY PLAN - TIER 3

COMMUNITY BUILDINGS AND OUTDOOR EVENTS – JUNE 1 OPENING (TENTATIVE)

GUIDELINES FOR COMMUNITY BUILDINGS AND OUTDOOR EVENTS				
CATEGORY	KITSAP COUNTY RECOVERY TIER	HEALTHY WASHINGTON - ROADMAP TO RECOVERY PHASE 1 CAPACITY	HEALTHY WASHINGTON – ROADMAP TO RECOVERY PHASE 2 CAPACITY	HEALTHY WASHINGTON – ROADMAP TO RECOVERY PHASE 3 CAPACITY
Island Lake Community Building	Tier 3	Private tours of the facilities are permitted. General admission prohibited.	<u>25 Individuals</u> Occupancy for an indoor event is limited to 25 percent capacity	<u>50 Individuals</u> Occupancy for an indoor event is limited to 50 percent capacity
Eagles Nest Community Building	Tier 3	Private tours of the facilities are permitted. General admission prohibited.	<u>26 Individuals</u> Occupancy for an indoor event is limited to 25 percent capacity	<u>52 Individuals</u> Occupancy for an indoor event is limited to 50 percent capacity
Long Lake Community Building	Tier 3	Private tours of the facilities are permitted. General admission prohibited.	<u>18 Individuals</u> Occupancy for an indoor event is limited to 25 percent capacity	<u>36 Individuals</u> Occupancy for an indoor event is limited to 50 percent capacity
Fairgrounds Barns	Tier 3	Private tours of the facilities are permitted. General admission prohibited.	At the discretion of Parks Department Staff due to event and building variables.	At the discretion of Parks Department Staff due to event and building variables.
Thunderbird Arena	Tier 3	Total of 30 people; Groups of 10, limit 2 households. Timed ticketing required.	Maximum capacity of 200, so long as physical distancing is maintained between groups. Groups of 15, limit 2 households per group.	Maximum capacity of 400, so long as physical distancing is maintained between groups.
Outdoor Events	Tier 3	Total of 30 people; Groups of 10, limit 2 households. Timed ticketing required.	Maximum capacity of 200, so long as physical distancing is maintained between groups. Groups of 15, limit 2 households per group.	Maximum capacity of 400, so long as physical distancing is maintained between groups.

USER RESPONSIBILITIES FOR COMMUNITY BUILDINGS AND OUTDOOR EVENT RENTALS

COMMUNITY BUILDINGS AND OUTDOOR EVENT RENTALS – JUNE 1 OPENING

- All organizations must adopt and submit a formal written COVID-19 Control Plan and submit the plan to Kitsap County Parks a minimum of 30 days before the event. Organizations must also designate a site-specific COVID-19 Supervisor and additional Safety Monitors if needed that will be present during the entirety of the event. The COVID-19 Supervisor and Safety Monitors must be trained in the most current Washington State guidelines.
- The COVID-19 Control Plan must include details to account for the following:
 - Ensure attendance is limited to comply with the guidelines established in the *HEALTHY WASHINGTON - ROADMAP TO RECOVERY*.
 - When feasible, organizers should ensure all attendees are pre-registered for the event and use a timed ticketing system.
 - Same-day registration must be limited and participants in lines must maintain appropriate physical distancing.
 - Organizational staff and volunteers are not considered attendees for the sake of calculating capacity.
 - Payment handling should be mobile or other cash-free payment methods.
 - Organizers will disinfect check-out counters a minimum of once every hour.
 - Organizers will provide handwashing stations or hand sanitizers for staff handling payment.
 - Organizers should stagger attendee move-in and move-outs to reduce gathering in groups.
 - Screen all attendees, staff, and volunteers for signs and symptoms of COVID-19 before the event.
 - Scheduled activities should be adjusted to minimize attendees in common areas.
 - Seating areas should be adjusted to ensure appropriate physical distancing is maintained by staff, volunteers, and attendees.
 - Ensure attendees, staff, and volunteers stay home if they feel unwell, show any signs of COVID-19, or were in close contact with a confirmed case.
 - Organizers must ensure persons engaging in an activity conducted both indoors and outdoors, wear a proper face covering and maintain appropriate physical distancing.
 - Organizers must provide sufficient hand sanitizing stations for customers.

- Place signage at the event site to instruct attendees, staff, and volunteers that they cannot participate if they have been diagnosed with COVID-19 (have not recovered or are still within the required 10-day isolation period), had symptoms of COVID-19 (within the last 24 hours), or was in contact with a person that has or is suspected to have COVID-19 (within the last 14 days).
- Place signage at the event site to instruct attendees, staff, and volunteers on requirements for facial masks, physical distancing, handwashing, and other COVID-19 Guidelines.
- Attendees, staff, and volunteers must always wear facial coverings and maintain physical distancing of 6 feet.
- Ensure that adequate handwashing stations or hand sanitizing stations are provided. Follow CDC guidelines on handwashing.
- Require attendees, staff, and volunteers to practice good hygiene, including washing their hands frequently and covering their sneezes and coughs.
- Ensure adequate restroom facilities are provided.
- Ensure the restroom facilities are cleaned frequently throughout the event. Follow CDC guidelines on cleaning and disinfecting.
- Ensure lines at restroom facilities are set-up to allow 6 feet of distance between all individuals waiting in line.
- Follow the guidelines for non-essential travel as outlined in the [Transportation and Travel Guidelines](#).
- Clean high-touch surfaces and disinfect shared equipment frequently throughout the event. Follow CDC guidelines on cleaning and disinfecting. Follow CDC guidelines on cleaning and disinfecting.
- Keep a roster of attendees, staff, and volunteers present at the event to assist with contact tracing in the event of possible exposure. The roster must be kept on file by the users for 28 days after the event.
- Pack out all garbage at the end of the event.
- Develop contingency plans for event modification including attendees, staff, and volunteers falling ill during the event.
- Ensure each meeting room is properly cleaned/sanitized between uses.
- Keep doors and windows open where possible and utilize fans to improve ventilation.
- Additional COVID-19 resources can be found at:

HEALTHY WASHINGTON – ROADMAP TO RECOVERY GUIDELINES

FOOD SERVICE GUIDELINES FOR COMMUNITY BUILDINGS AND OUTDOOR EVENT RENTALS

COMMUNITY BUILDINGS AND OUTDOOR EVENT RENTALS – JUNE 1 OPENING

- Table size is limited to comply with the guidelines established in the HEALTHY WASHINGTON - ROADMAP TO RECOVERY.
- Used tables must be a minimum of six feet away from adjacent tables, or there must be a physical barrier or wall separating booths or tables.
- Hand sanitizer will need to be located on each table for all attendees (assuming supply availability).
- Rental host(s) must have protocols in place to ensure adequate social distancing at food and/or drink pick-up stations and within their seating area.
- Attendees must wear a cloth face-covering anytime they are not seated (while being seated or leaving, or while going to the restroom) and while talking at tables and not eating.
- Any condiments typically left on the table (ketchup, soy sauce, etc.) must be single-use or sanitized after each use.
- Buffets and salad bars are permitted and must follow Department of Health guidance.
- Additional COVID-19 food service resources can be found at:
[Eating and Drinking Establishments](#)

KITSAP COUNTY PARKS EVENTS RECOVERY PLAN TIER 4

LARGE FACILITY RENTALS – TBD OPENING DATE

GUIDELINES FOR LARGE BUILDING RENTALS				
CATEGORY	KITSAP COUNTY RECOVERY TIER	HEALTHY WASHINGTON - ROADMAP TO RECOVERY PHASE 1 CAPACITY	HEALTHY WASHINGTON – ROADMAP TO RECOVERY PHASE 2 CAPACITY	HEALTHY WASHINGTON - ROADMAP TO RECOVERY PHASE 3 CAPACITY
Kitsap Sun Pavilion	Tier 4	Private tours of the facilities are permitted. General admission prohibited.	Maximum capacity of 200 (does not include staffing) so long as physical distancing is maintained between groups.	Maximum capacity of 400 (does not include staffing) so long as physical distancing is maintained between groups. Groups are limited to ten people with no household restrictions.
Presidents Hall	Tier 4	Private tours of the facilities are permitted. General admission prohibited.	Maximum capacity of 200 (does not include staffing) so long as physical distancing is maintained between groups.	Maximum capacity of 400 (does not include staffing) so long as physical distancing is maintained between groups.
Van Zee	Tier 4	Private tours of the facilities are permitted. General admission prohibited.	<u>62 Individuals</u> Occupancy for an indoor event is limited to 25 percent capacity	<u>124 Individuals</u> Occupancy for an indoor event is limited to 50 percent capacity

USER RESPONSIBILITIES FOR LARGE BUILDING RENTALS

LARGE BUILDING RENTALS – OPENING TBD

- All organizations must adopt and submit a formal written COVID-19 Control Plan and submit the plan to Kitsap County Parks a minimum of 30 days before the event. Organizations must also designate a site-specific COVID-19 Supervisor and additional Safety Monitors if needed that will be present during the entirety of the event. The COVID-19 Supervisor and Safety Monitors must be trained in the most current Washington State guidelines.
- The COVID-19 Control Plan must include details to account for the following:
 - Ensure attendance is limited to comply with the guidelines established in the *HEALTHY WASHINGTON - ROADMAP TO RECOVERY*.
 - When feasible, organizers should ensure all attendees are pre-registered for the event and use a timed ticketing system.
 - Same-day registration must be limited and participants in lines must maintain appropriate physical distancing.
 - Organizational staff and volunteers are not considered attendees for the sake of calculating capacity.
 - Payment handling should be mobile or other cash-free payment methods.
 - Organizers will disinfect check-out counters a minimum of once every hour.
 - Organizers will provide handwashing stations or hand sanitizers for staff handling payment.
 - Organizers should stagger attendee move-in and move-outs to reduce gathering in groups.
 - Screen all attendees, staff, and volunteers for signs and symptoms of COVID-19 before the event.
 - Scheduled activities should be adjusted to minimize attendees in common areas.
 - Seating areas should be adjusted to ensure appropriate physical distancing is maintained by staff, volunteers, and attendees.
 - Ensure attendees, staff, and volunteers stay home if they feel unwell, show any signs of COVID-19, or were in close contact with a confirmed case.
 - Organizers must ensure persons engaging in an activity conducted both indoors and outdoors, wear a proper face covering and maintain appropriate physical distancing.
 - Organizers must provide sufficient hand sanitizing stations for customers.

- Place signage at the event site to instruct attendees, staff, and volunteers that they cannot participate if they have been diagnosed with COVID-19 (have not recovered or are still within the required 10-day isolation period), had symptoms of COVID-19 (within the last 24 hours), or was in contact with a person that has or is suspected to have COVID-19 (within the last 14 days).
- Place signage at the event site to instruct attendees, staff, and volunteers on requirements for facial masks, physical distancing, handwashing, and other COVID-19 Guidelines.
- Attendees, staff, and volunteers must always wear facial coverings and maintain proper physical distancing.
- Ensure that adequate handwashing stations or hand sanitizing stations are provided. Follow CDC guidelines on handwashing.
- Require attendees, staff, and volunteers to practice good hygiene, including washing their hands frequently and covering their sneezes and coughs.
- Ensure adequate restroom facilities are provided.
- Ensure the restroom facilities are cleaned frequently throughout the event. Follow CDC guidelines on cleaning and disinfecting.
- Ensure lines at restroom facilities are set-up to allow 6 feet of distance between all individuals waiting in line.
- Follow the guidelines for non-essential travel as outlined in the [Transportation and Travel Guidelines](#).
- Clean high-touch surfaces and disinfect shared equipment frequently throughout the event. Follow CDC guidelines on cleaning and disinfecting. Follow CDC guidelines on cleaning and disinfecting.
- Keep a roster of attendees, staff, and volunteers present at the event to assist with contact tracing in the event of possible exposure. The roster must be kept on file by the users for 28 days after the event.
- Pack out all garbage at the end of the event.
- Develop contingency plans for event modification including attendees, staff, and volunteers falling ill during the event.
- Ensure each meeting room is properly cleaned/sanitized between uses.
- Keep doors and windows open where possible and utilize fans to improve ventilation.
- Additional COVID-19 resources can be found at:

HEALTHY WASHINGTON – ROADMAP TO RECOVERY GUIDELINES

FOOD SERVICE GUIDELINES FOR LARGE BUILDING RENTALS

LARGE BUILDING RENTALS – OPENING TBD

Table size is limited to comply with the guidelines established in the HEALTHY WASHINGTON - ROADMAP TO RECOVERY.

- Table size is limited to comply with the guidelines established in the *HEALTHY WASHINGTON - ROADMAP TO RECOVERY*.
- Used tables must be a minimum of six feet away from adjacent tables, or there must be a physical barrier or wall separating booths or tables.
- Hand sanitizer will need to be located on each table for all attendees (assuming supply availability).
- Rental host(s) must have protocols in place to ensure adequate physical distancing at food and/or drink pick-up stations and within their seating area.
- Attendees must wear a cloth face-covering anytime they are not seated (while being seated or leaving, or while going to the restroom) and while talking at tables and not eating.
- Any condiments typically left on the table (ketchup, soy sauce, etc.) must be single-use or sanitized after each use.
- Buffets and salad bars are permitted and must follow Department of Health guidance.
- Additional COVID-19 food service resources can be found at:
[Eating and Drinking Establishments](#)

ADDITIONAL RESOURCES

- [Washington State - Healthy Washington - Roadmap to Recovery](#)
 - [The full Healthy Washington phased chart is available here.](#)
 - [County Phase Status](#) (“Roadmap to Recovery”)
 - [Outdoor and Open-air Structures](#) (with FAQ)
 - [Facial Coverings Guidance for Businesses](#)
 - [Voluntary Contact Information](#)
 - [Religious and Faith-Based Organizations](#)
 - [Professional Services](#)
 - [Personal Services](#)
 - [Eating and Drinking Establishments](#)
 - [Weddings, Funerals and Events](#)
 - [Outdoor Recreation](#)
 - [Water Recreation](#)
 - [Sporting Activities](#)
[Sporting Activities FAQ](#)
 - [Spectator Events](#)
 - [Racing: non-motorized and motorized](#)
 - [Indoor Entertainment](#)
 - [Miscellaneous Venues](#)
- [Washington State Department of Health](#)
- [Kitsap County Public Health District](#)
- [Kitsap County COVID-19 Resources and Information](#)
- [Centers for Disease Control and Prevention Guidance for COVID-19](#)
- [Centers for Disease Control and Prevention – Considerations for Events and Gatherings](#)
- [Centers for Disease Control and Prevention – Event Planning and COVID-19: Questions and Answers](#)