

**Approved: 1 March 2021**



# Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

NVWG  
Version 2  
Revised 16 NOV 2020

Template Updated 8 June 2020

## COVID-19 Remobilization of the Membership Plan – Phase I

This plan has been developed for Nevada Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase I, Resuming Regularly Scheduled Meetings.

Additional staffing and resources have been coordinated with Pacific Coast Region, to cover gaps in this wing's available resources.

**NOTE:** Deviations from the template are authorized, but should be coordinated by contacting the COVID-19 Planning Team at [COVID-19Plans@capnhq.gov](mailto:COVID-19Plans@capnhq.gov).

Plan Coordinator and Point of Contact: Lt Col Pete Goertzen

Primary Phone: (702) 526-5602

Primary Email: [peter.goertzen@nvwg.cap.gov](mailto:peter.goertzen@nvwg.cap.gov)

Narrative Summary of Coordination and Events To-Date in Nevada Wing:

The State of Nevada is currently allowing gatherings of up to 250 people, or 50% of the total venue capacity, whichever is less, subject to social distancing requirements. Nevada has a significant variability in population density, infection rates, testing performed, ICU bed utilization, and contact tracing among its counties. All Nevada counties are currently seeing a significant increase in COVID-19 cases and hospitalizations in line with the overall trend in the United States. We are using sources of data in addition to the **covidactnow.org** website to make decisions for Nevada Wing. Our best source of timely information comes from the State of Nevada Department of Health and Human Services website - <https://nvhealthresponse.nv.gov/>.

We are requesting a transition into Phase 1 for all parts of Nevada Wing on March 1<sup>st</sup>, 2021. However, we are monitoring our statewide conditions closely and would like to plan for flexibility in case conditions improve significantly before then. In any case, we hope that our plan and procedures can be approved soon to allow for a seamless remobilization whenever conditions permit.

Nevada Wing has identified the abilities of each unit to resume meetings. Of the 12 units within Nevada, we have identified two units that due to size and participation will need to “split” to meet. These two units (NV-065 and NV-077) will be conducting “hybrid” meetings – two flights will meet in person on the 1<sup>st</sup> & 3<sup>rd</sup> weeks of the month, and meet virtually on the 2<sup>nd</sup> & 4<sup>th</sup> weeks, while the other two flights will meeting in person on the 2<sup>nd</sup> & 4<sup>th</sup> weeks and meet virtually on the 1<sup>st</sup> and 3<sup>rd</sup> weeks. A virtual option will be made available for to all members for all meetings.

Plan Completed By: Lt Col Pete Goertzen

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Even with parents being asked to conduct temperature checks prior to bringing their cadets, units will conduct temperature checks at the entrance, prior to admitting any member or guest. If the parent is dropping off the cadet, this will be done before the parent departs, in case the cadet is tested and results in a high temperature.

The Nevada Wing finance committee approved the purchase of two touch-free thermometers for each unit. These devices have already been delivered to the units. Adequate cleaning and sanitation supplies will be purchased by the units before reopening as well.

Essential missions and meetings shall employ full public health protection measures such as: hygiene education, having hand sanitizer available, performing routine hand washing breaks, daily cleaning of individual workspace cleaning, wearing of cloth face coverings, social distancing, temperature checks, and asking members if they feel well before entering a meeting/mission.

A change in responsibility for Nevada remobilization efforts occurred in early November 2020. Please be patient with us and forgive us for re-submitting certain documents that may have been previously approved. In some cases, they have been updated to reflect more current CDC guidance. Thank you.

## COVID-19 Remobilization of the Membership Plan – Phase I

### Phase I: Resuming Regularly Scheduled Meetings

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.1.	Verify state government guidance currently allows or will allow gatherings on the date proposed for resuming meetings (Review of overall directives in impacted state)	Lt Col Pete Goertzen	11/5/2020		11/6/2020	Gatherings up to 250 people are permitted. CAP restrictions are likely to remain far more stringent than the State of Nevada throughout our remobilization process. State of Nevada Emergency Directive attached.
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Maj Darrin Scheidle	5/18/2020		5/29/2020	
1.2.1.	Wing priorities for training events should be coordinated	Maj Darrin Scheidle	5/18/2020		5/29/2020	Virtual training and communication will mostly continue until we reach Phase 2, except for aircrews and when appropriate in small groups.
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Lt Col Pete Goertzen	11/5/2020		11/6/2020	“Nevada Guidance for Safe Gatherings” document attached.
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Lt Col Thom Cooper	6/2/2020		6/3/2020	Memo to squadrons for health screening procedures attached.
1.2.2	Consult with Wing Legal Officer about resuming meetings	Lt Col Pete Goertzen	11/5/2020		11/16/2020	Sent remobilization documents to CAWG legal officer for consultation on 11/16/2020.
1.2.3	Coordinate with Wing Director of Safety	Lt Col Pete Goertzen	11/5/2020		11/8/2020	Asked NVWG/SE to coordinate risk assessment analysis.
1.2.3.1	Verify proper risk planning tools are available to units	Maj James Grindstaff	11/4/2020		6/14/2020	Identified use of CAPF 160 for risk assessment for all events, including meetings, for use by unit commanders and activity directors.
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	Maj Darrin Scheidle	11/4/2020		5/27/2020	Unit safety officers were contacted via email. Also requested unit specific requirements for occupancy and abilities to meet criteria.
1.2.4	Coordinate with Wing Director of Cadet Programs	Maj Darrin Scheidle	5/19/2020		6/10/2020	Received response from DCP and tasked with writing cadet programs memo. Memo attached.
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	CAC Chair C/Capt Timothy Gelfer	11/6/2020		11/11/2020	E-mailed CAC with request for recommendations on 11/6/2020. CAC has prepared memo for safe cadet activities and meetings. Attached.

COVID-19 Remobilization of the Membership Plan – Phase I

1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	Maj Darrin Scheidle	5/28/2020		5/28/2020	Memo was provided to unit safety officers and requested their input on their unit's criteria. Sample squadron memos attached.
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Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Maj Darrin Scheidle	5/19/2020		5/28/2020	Requested of unit safety officers on 5/28/20. No local governments have more restrictive guidelines than CAP Phase I requirements.
1.4.	Send copy of planning documents to the CAP COVID-19 Planning Team at <a href="mailto:COVID-19Plans@capnhq.gov">COVID-19Plans@capnhq.gov</a> , and copy the Region CC to reinstate meetings.	Lt Col Pete Goertzen	11/6/2020		11/16/2020	All documents are included with this plan.
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Lt Col Pete Goertzen	11/5/2020		11/16/2020	Summary included in e-mail with planning documents.
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Maj Darrin Scheidle	5/28/2020		6/2/2020	None found, units report nothing local that differentiates from state requirements.
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Lt Col Pete Goertzen	11/5/2020		11/16/2020	1 March 2021
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Lt Col Pete Goertzen	Upon Approval from NHQ			
1.6.	Publish the date that meetings may resume to subordinate units	Col Deborah Pierce (Wing CC)	Upon Approval from NHQ			
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Maj James Grindstaff	Upon Approval from NHQ			
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	Unit safety officers	Upon Approval from NHQ			
1.7.2.	Unit Safety Officers will emphasize continued use of face coverings, gloves, and hand sanitizer, as well as social	Unit safety officers	Upon Approval from NHQ			

COVID-19 Remobilization of the Membership Plan – Phase I

	distancing, hand washing and surface cleaning/disinfection					
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Lt Col Thom Cooper	Upon Approval from NHQ			Memo to squadrons for health screening procedures attached.

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.8.1.	Units will ensure no members or guests with a temperature of 100.4 or greater are admitted (a temperature at or above 100.4°F is the CDC recognized point where there is a fever). Units will require members to take their temperature at home or may screen with no-touch thermometers prior to entry.	Squadron commanders	Upon Approval from NHQ			Memo to squadrons for health screening procedures attached.
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	Lt Col Thom Cooper	Upon Approval from NHQ			Memo to squadrons for health screening procedures attached.
1.8.3.	Units perform all appropriate public health measures (e.g., social distancing, surface cleaning/disinfection, face coverings, hand sanitizer, at-home temperature check or no-touch temperature check prior to entry and routine symptom checks)	Squadron commanders	Upon Approval from NHQ			Memo to squadrons for health screening procedures attached.
1.8.4	Units will ensure no more than 10 members are together at gatherings. Squadrons with more than 10 members must submit a plan on how they will comply with restrictions	Squadron commanders	Upon Approval from NHQ			Large squadrons identified in summary above with their plans to break up membership into separate meetings.
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Capt Robert Margeson	10/5/2020		10/10/2020	Director of Cadet Programs memo to units attached.

COVID-19 Remobilization of the Membership Plan – Phase I

1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Squadron cadet commanders	11/5/2020		11/12/2020	CAC has provided recommendations to unit cadet commanders regarding cadet activities and meetings. CAC memo attached.
1.9.2.	Units draft a local message to parents to inform them about what CAP is doing to keep Cadets safe while they participate	Squadron commanders	Upon Approval from NHQ			Sample squadron memos attached.
1.10.	Task Wing Director of Operations to communicate the following to subordinate units.	Col Russ Smith	10/5/2020		10/9/2020	Director of Operations flight operations memo attached.
1.10.1	Identify flight operations permitted during Phase I	Col Russ Smith	10/5/2020		10/9/2020	Director of Operations flight operations memo attached.
1.10.2.	Identify requirements (Currency, etc) for senior members	Col Russ Smith	10/5/2020		10/9/2020	Director of Operations flight operations memo attached.
1.10.3.	Identify requirements for cadets that have earned their Private Pilot's License to return to flying	Col Russ Smith	10/5/2020		10/9/2020	Director of Operations flight operations memo attached.
1.10.4.	Identify requirements for cadets training to earn their Private Pilot's License	Col Russ Smith	10/5/2020		10/9/2020	Director of Operations flight operations memo attached.
1.10.5.	Identify cleaning standards for aircraft and vehicles before and after use	Lt Col Thom Cooper	6/2/2020		6/3/2020	Covered in attached HSO memo.



HEADQUARTERS - NEVADA WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
2890 VASSAR STREET  
RENO, NV 89502  
775-358-3700



6 November 2020

MEMORANDUM FOR ALL MEMBERS, NEVADA WING

FROM: NVWG COVID-19 REMOBILIZATION OFFICER

SUBJECT: COVID-19 PHASE I – Resuming Meetings and Activities

1. Nevada Wing has been working with our National Headquarters to put plans and procedures in place for our return to in-person meetings and activities. The first phase of this plan, known hereafter as “Phase I”, allows us to conduct these activities with no more than 10 members in attendance. The following procedures will be implemented in order to follow all guidelines from the Centers for Disease Control and Prevention and the State of Nevada Health and Human Services. As additional information is issued from higher headquarters, we will adjust our procedures accordingly. We ask that all members please remain vigilant and flexible both within and outside of CAP to protect your fellow members and their families. Our **anticipated** date for entering Phase I is 1 March 2021, and the following procedures will apply only **after** we are in Phase I. The aforementioned entry into Phase I will be directed only by the Nevada Wing Commander, Col Deborah Pierce.
  - Meetings and activities must have 10 people or less. When cadets are present, this includes a minimum of 2 supervising senior members.
  - Units should be prepared for the possibility that not all members will desire to return to meetings immediately. Units should plan to include a virtual component whenever possible to allow those members to be included.
  - Entry into a meeting or activity by self-identified low-risk members will require a no-touch temperature of less than 100.4 degrees, negative answers to CDC suggested questions about COVID-19 symptoms, and no visible symptoms observed by the health services officer.
  - Upon resumption of meetings and activities, all units must plan to provide sanitation of high-contact areas, hand sanitation and social distancing.
  - Opening and closing events should be conducted in such a way as to provide social distancing. Suggest opening the meeting with roll call and/or pledge of allegiance.
  - Develop a plan for promotions without having leaders pin insignia on the member. This may include the use of family members to do this. These people must reside with the member.

- Ceremonies such as award presentations, change of command, etc. must be conducted with social distancing, sanitation of high-touch areas and facial coverings in place.
  - Develop classes that can be conducted in an open environment without members seated closely together. Use of projectors, videos, etc. is encouraged to avoid members being close together to see demonstrations. Use the outdoors as much as possible. Be creative.
  - Develop interactive classes where members have their own supplies. Do not use shared supplies, but if this cannot be avoided, they must be sanitized between each use.
  - Flight evaluations, crew proficiency, aircrew training, dual instruction (including cadets) and orientation flights are allowed provided all members are low-risk and healthy. Orientation flights will be scheduled in advance with only those actively flying in attendance. Airplane disinfection is required before and after flight. Face coverings will be required except where they interfere with communications or pose a risk to flight.
  - Consider rotating classes and meeting days and/or times. Consider meeting during the daytime to allow more outdoor situations. All meetings will maintain social distancing, face coverings and sanitation of high-contact areas as per the guidelines issued by the CDC and local governments.
  - A separate memo will be sent to all units by the Nevada Wing Health Services Officer to explain procedures for sanitation, health and temperature screenings.
2. Above all else, remember that nothing we do in CAP is worth getting a person infected with COVID-19. If your meetings and activities can still be effectively done virtually, then you may continue to do so. In-person meetings and activities must be valuable and warrant all the precautions and care that must be taken.

//Signed, jpg, 6 Nov 20//  
PETER J. GOERTZEN, Lt Col, CAP  
Remobilization Officer

1<sup>st</sup> Endorsement

TO: NVWG/CC

Approved

DEBORAH PIERCE, Col, CAP  
Nevada Wing Commander



HEADQUARTERS NEVADA WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
2890 Vassar Street  
Reno NV 89502  
775-358-3700



9 November 2020

MEMORANDUM FOR ALL MEMBERS, NEVADA WING

FROM: NVWG/DO

SUBJECT: COVID-19 Phase I Remobilization of Nevada Wing – Flight Operations

1. As we enter Phase I of the Remobilization Plan for Nevada Wing it is important that we continue to place the safety of our members as our top priority. For flight operations, Nevada Wing will continue to require social distancing and face coverings when possible, hand washing and sanitizing, and surface cleaning and disinfecting as required and appropriate. We will maintain compliance with all Phase I implementation rules and state health orders.
2. All flight operations will be conducted with no more than 10 members at a facility, but should be conducted with the minimum number of members possible.
3. Face coverings will be worn during all flight operations unless they interfere with communications or pose a risk to flight.
4. The following flight operations will be permitted in Phase I. This includes airplane and glider operations.
  - A. Pilot flight evaluations to include CAPF 70-5 and CAPF 70-91 checkrides.
  - B. Ground and flight training to prepare members for flight evaluations.
  - C. Cadet ground and flight training to include training toward a private pilot certificate or additional ratings.
  - D. Pilot proficiency flying.
  - E. Check pilot training and currency.
  - F. Additional flight training to include G1000 transition, high-performance transition, pilot onboarding and return-to-flight operations.
  - G. Mission aircrew training.
  - H. Cadet orientation flights, scheduled in advance with only pilots and cadets who will fly. Members not flying an active sortie will not be permitted to be present unless required for the safety of flight.

- I. sUAS operations to include FAA Part 107 online training, ground training, flight training for initial, proficiency and upgrades, and CAPF 5U and CAPF 91U evaluations.
5. Pilots will be required to maintain currency and proficiency in accordance with CAPR 70-1 subject to any extensions approved by Civil Air Patrol.
6. Cadets and senior members who have a private pilot certificate and need to return to flying will do so in accordance with the "Return to Flight" procedures outlined in CAPS 71-1 and CAPS 72-2.
7. Cadets who wish to train for a private pilot certificate will be permitted to do so in accordance with the procedures outlined in CAPS 71-1 and CAPS 72-2.
8. Aircraft will be cleaned and disinfected before and after all flights in accordance with the Health Services Officer's memorandum for Nevada Wing COVID-19 Phase I Remobilization which has been distributed to all members. Completion will be noted in the debriefing section of the sortie in WMIRS.
9. Health screenings will be conducted prior to all flight operations in accordance with the Health Services Officer's memorandum for Nevada Wing COVID-19 Phase I Remobilization which has been distributed to all members, either at home or on-site. The pilot-in-command will be responsible for ensuring health screenings have been conducted. All members are required to verify they have had no symptoms consistent with COVID-19 in the last 10 days and no contact with people who have tested positive for COVID-19 in the last 10 days.
10. Flight Release Officers (FROs) are to verify the above conditions have been understood by the Pilot-In-Command (PIC) and that the conditions are added to their checklists before releasing the flight.
11. Any member who develops COVID-19 symptoms as published by the Centers for Disease Control (CDC) or tests positive for COVID-19 within 10 days of the flight must report the symptoms to their squadron commander or to a health services officer. This is to ensure others on the flight may be advised so they may seek care and/or get tested as desired.

//Signed, res, 9 Nov 20//  
RUSSELL SMITH, Col, CAP  
Nevada Wing Director of Operations



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CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
2890 VASSAR STREET  
RENO, NV 89502  
775-358-3700



10 OCTOBER 2020

MEMORANDUM FOR ALL NEVADA WING MEMBERS

FROM: NVWG/DCP

SUBJECT: RETURN TO SQUADRON MEETINGS – PHASE 1

In resuming Cadet Programs during Phase 1 Remobilization of our Wing, we will be implementing modifications to keep our members, both Senior Members and Cadets safe.

At this time, there is not a reopening date set for the Nevada Wing. There are many factors at play and we are following the guidelines from the Centers for Disease Control and Prevention and State of Nevada Department of Health and Human Services. The Nevada Wing has presented our Phase 1 Remobilization Plan to National Headquarters for approval.

During Phase 1, the Regular Unit Meetings must follow the guidelines below:

- Members will maintain CDC guidelines while holding regular meetings.
- Maximum groups of 10 in a local vicinity – limiting to only planning/staff meetings or dividing the unit so no more than 10 members meet at a given time and location. Staggering meeting times or separate locations are acceptable if under the 10 member Maximum.
- In addition to the 10 or less members meeting, continued virtual meetings are recommended for high risk members and when more than 10 need to meet.
- Health screening questions will be asked as members come to the meetings.
- Temperature can be taken onsite at check-in with a no-touch thermometer. This will be done even if the member has the option to take their own temperature at home and report no fever on check-in. Members displaying symptoms and/or with a 100.4 degree temperature will not be allowed to participate.
- All surfaces shall be sanitized before, during, and after the meeting.
- Face coverings will be worn in phase 1 and social distancing shall be followed.

This will pose some challenges for Cadet meetings and activities, particularly for our larger squadrons. So it is encouraged that during phase one these meetings be reserved for planning sessions with only the Squadron Commander, DCC, Cadet Programs Senior Staff, Cadet Commander and necessary key members of the Cadet Staff. Again, following the guidelines above and keeping the meeting to a maximum of 10 members total in attendance.

We would encourage you to continue your Virtual meetings with the rest of your Cadet Staff and Cadet membership. Cadet support staff could be included virtually during the In person staff meetings and planning sessions mentioned above.

Other suggestions would be to move Senior Meeting nights to a different night than Cadet meetings. Only Key Cadet Programs Staff Senior members would be meeting in person on Cadet meeting nights. Depending on the size of your Cadet membership, you might alternate Flights during a month. Week 1 - Staff Meeting, Week 2 - Flight A, Week 3 - Flight B, etc... (with the "off-week" flight(s) still conducting Virtual Meetings)

Another idea is to hold small group training sessions on a Saturday or another day, keeping the group to less than 10 members. Also don't forget CPPT, so 2 Seniors and 8 Cadets to keep in 10 or less. This would help to gradually get the cadets back together and provide some needed in person training like I-CUT or Aerospace. Make it fun and engaging, but you must still follow the Guidelines mentioned above.

Please keep in mind that these are only suggestions, and some may work for one squadron, and not for another. However, each squadron must come up with a plan of how they are going to accomplish this and must discuss and plan on how best to follow the guidelines to get their Squadrons remobilized during Phase 1. When the Wing is allowed to start Phase 1 of the remobilization, that doesn't mean each squadron will start phase 1 at the same time. Depending on the county statistics for COVID-19 that the squadron is in or near, will depend on if they can begin phase 1 or if they are delayed.

I know this is a lot of information, but it is something that you as a Squadron need to start thinking about now and how to implement these procedures once you are allowed to remobilize. Please discuss and work closely with your Squadron Commander, Safety Officer, and Medical Officer to finalize a local plan for how you will resume meetings and follow the guidelines for Phase 1.

Attached I have provided a sample letter that your squadron may use to send out to your membership and specifically to parents that will help inform them about what CAP is doing to keep Cadets safe while they participate.

If you have questions, or need help coming up with a plan for your squadron's cadet programs, please reach out and I will do what I can to help.

Keep up the great work and thank you for all you do for the Cadet Program and for Civil Air Patrol.

*Robert J. Margeson*

Robert J. Margeson, Capt, CAP  
Director of Cadet Programs, NVWG



NEVADA WING CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
601 South Rock Blvd, Reno, NV 89502



11 Nov 2020

## MEMORANDUM FOR NVWG CADET PROGRAMS

FROM: NVWG CAC AND CPT

SUBJECT: CAC and CPT Recommendations Regarding Phase 1 Reopening Procedures

**Introduction:** Due to the COVID-19 pandemic, the NVWG has conducted meetings and activities on an almost exclusively virtual basis since March 2020. When the Wing does eventually enter Phase 1, members must comply with public health and safety guidelines, such as wearing face coverings and maintaining a minimum of 6 feet of separation between each other at all times. In order to comply with these guidelines, certain activities will have to be modified or excluded for the duration of Phase 1. The CAC and CPT have put together this memorandum which includes both recommendations for compliance with health and safety guidelines as well as encouraging participation and engagement within these restrictions.

**General:** The following are some general guidelines for safety during in-person meetings in Phase 1:

- Members must wear face coverings.
- Members must maintain 6 feet of separation from each other during meetings.
- Frequently used surfaces must be regularly disinfected.
- The use of shared equipment should be kept to an absolute minimum and should be sanitized or cleaned before used by another member.
- A maximum of 10 members, 2 of which must be Senior Members, can be present at meetings.

**PT:** For the following reasons, we have reached a decision to not initiate in-person PT activities for the duration of Phase 1 restrictions and to instead continue to do it virtually:

- Ensuring that all cadets involved in PT are following and maintaining safety guidelines will be extremely difficult, due to the active nature of the activity.
- Running is an exercise which is taxing on the respiratory system, resulting in heavy breathing. This can increase the spread of infection and increases the minimum safe separation distance to well above 6 feet. Reaching a safe distance will then become impractical - even outdoors.
- Pushups, situps, and the sit and reach can easily be done virtually and as such we view it as an unnecessary risk to do them in-person.

**Drill:** Drill practice can be conducted in-person, with some modifications:

- Cadets in each flight will be required to maintain 6 feet of separation between themselves and others while in formation. Double-Arm interval is an acceptable approximation for this.
  - Guidelines on how to march 6 ft apart can be found in Appendix 1.
- Requiring less movement than PT, drill can be conducted indoors. Stationary movements can be practiced if the available area isn't large enough for marching at a distance.
- Uniform inspections are encouraged, see Appendix 1 on how to perform open-ranks. The inspection will be strictly visual.

**Engaging activities:** Cadet members have been receiving mostly lectures during the virtual meetings and as such we recommend units avoid doing lectures in-person and focus on more engaging activities. We have created a list of potential lesson plans found in Appendix 2.

**Rotation of members:** With the maximum number of attendees being limited to 8 cadets and 2 seniors, squadrons will not be able to accommodate all of their members into a single meeting, meaning that members will have to rotate in-person meeting schedules. Some suggestions for implementing this practice are as follows:

- Larger squadrons can designate meeting nights for each cadet flight and their accompanying flight staff to attend. The rest of the squadron will attend a virtual meeting at the same time.
- Squadrons can host virtual activities on a separate night from in-person meetings, giving members the option to attend one or both.
- Ultimately, the decision on how to rotate members in limited-capacity meetings is up to each individual squadron regarding what methods will best suit their unique needs.

**Conclusion:** In conclusion, the initial phases of the Nevada Wing returning to in-person meetings and activities will heavily rely upon each member taking responsibility to follow the public health and safety guidelines put forward by the CDC as well as CAP regulations. By adhering to these precautions, members of the Nevada Wing will be able to actively participate in activities and engage with other members of their squadrons while preventing the spread of disease.

//Signed//

Members of the NVWG CAC and CPT

NVWG Everyday!

APPENDIX 1 - DRILL AND CEREMONIES 6 FT APART:

STATIONARY DRILL	
Movement	Procedure
FALL IN	Members will fall in at <b>double-arm interval</b> . Request that cadets avoid touching when assessing their spacing. Alternatively cadet staff could place tape or markers on the ground where to fall in.
Flight, ATTENTION	Completed normally.
Parade, REST	Completed normally.
AT EASE	Completed normally.
REST	Completed normally.
RIGHT (LEFT) FACE	Completed normally.
About, FACE	Completed normally.
Hand, SALUTE	Completed normally.
Present, ARMS & Order, ARMS	Completed normally.
Eyes, RIGHT & Ready, FRONT	Completed normally.
Dress Right, DRESS & COVER	Request that cadets avoid touching when assessing their spacing. Remember this is at <b>double arm interval</b> . Alternatively cadet staff could place tape or markers on the ground and cadets could re-find that point.
FRONT AND CENTER	Completed normally however 6 ft separation should be maintained when reporting.

MOVEMENT DRILL	
Movement	Procedure
Forward, MARCH & Flight, HALT	Completed normally.
Count Cadence, COUNT	Completed normally.
Right (Left) Flank, MARCH	Completed normally.
To the Rear, MARCH	Completed normally.
Right (Left) Step, MARCH	Completed normally.
Open Ranks, MARCH	Used to prepare for inspection, this will require 12 ft between elements so that the inspector can maintain 6 ft in between. With the flight already in double arm interval, the elements will take twice the amount of steps forward usually required for this movement. <b>Flight members will NOT go to dress right dress.</b>
Close Ranks, MARCH	The elements will take twice the amount of steps forward usually required for this movement.
Column Left (Right), MARCH	The 1st element will complete the movement as usual. The 2nd element will complete the movement as if they were the 3rd. The 3rd element will complete it as if they were the 5th ect.
Column of Files from the Right (Left), Forward, MARCH	Completed normally except 6 ft spacing should be maintained. The element leader of the second element to go should wait 1 second after the last cadet of the previous element before calling "Forward, MARCH" as opposed to the second to last cadet.
Column of Files from the Right (Left), Column Right (Left), MARCH	Completed normally except 6 ft spacing should be maintained. The element leader of the second element to go should wait 1 second after the last cadet of the previous element before calling "Forward, MARCH" as opposed to the second to last cadet.
Close, MARCH & Extend, MARCH	MOVEMENT SHOULD NOT BE EXECUTED IN PHASE 1 DRILL
Double Time, MARCH	Movement can be completed only in short intervals < 30 s

## APPENDIX 2 - ENGAGING IN-PERSON ACTIVITIES:

### Emergency Services:

- Give each cadet a handheld radio and teach them how to use proper radio communications.
- Let one cadet hide an ELT Practice beacon and have another cadet search for it. Once found, sanitize the equipment and repeat for another pair.

### Leadership:

- Teambuilding - A focus should be made on building communication skills. Activities include charades, instructing a partner through building something complicated verbally, and a socially distanced obstacle course/relay race.
- Socially distanced skits can be an effective way to practice and think through different leadership scenarios.

### Aerospace:

- Experiments/demos - Give each cadet a packet of materials and walk them through what to do with them
- Contest - Give a brief lesson on the subject matter, such as the factors of the aerodynamics of an airplane, and instruct cadets to create something based off of what was instructed as a competition, such as a paper airplane that goes the furthest.

### Drill and Ceremonies:

- As instructed in Appendix 1:
  - Instructional drill
  - Drill Downs

### Outside Of Meetings:

- Outside squadron activities - Base tours, airport tours, and hiking.
- O-Flights
- Volunteering - Wreaths Across America, Honor Flight, and Humanitarian missions.
- ES - SAREX's, disaster relief



HEADQUARTERS NEVADA WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
2890 Vassar Street  
Reno NV 89502  
775-358-3700



6 November 2020

MEMORANDUM FOR NEVADA WING HEALTH SERVICES OFFICERS, SQUADRON COMMANDERS

FROM: NVWG/HSO

SUBJECT: Reopening Health Guidelines

1. These guidelines are based on CDC guidelines addressing reopening, cleaning and disinfection and mitigating risks. All members should be briefed on these guidelines and should be implemented on the side of maximum caution. Our members are our most precious resource and we should do the most to protect them.

2. For risk mitigation the CDC guidelines for low, medium and high risk shall be used. People in the high-risk category should avoid meeting or activity attendance until their risk profile decreases. Members must inform your direct commander so accommodations can be made.

A. Low Risk is defined as:

- a. An individual who is within the same indoor environment as a symptomatic patient with laboratory-confirmed infection for a prolonged period.
- b. A person seated within 2 rows on an aircraft of a traveler with symptomatic laboratory-confirmed infection but not within 6 feet.
- c. As long as they are not showing symptoms they may participate while taking precautions such as masks and social distancing.

B. Medium Risk is defined as:

- a. An individual who has had close contact with a patient with laboratory-confirmed COVID-19 but not having exposures meeting the high-risk definition. On an aircraft, this would involve being seated within 6 feet of a traveler with confirmed infection (approximately 2 seats in either direction).
- b. An individual living in the same household or providing care within a household to a patient with confirmed infection while consistently using recommended precautions.
- c. An individual who has traveled from Mainland China outside of Hubei Province and who does not have exposures meeting high-risk definitions.
- d. Medium risk members should use prudent judgement with maximum safety in mind before participating.

- C. High Risk is defined as:
- a. Individuals living in the same household (or providing care in a nonhealthcare setting) for a patient with confirmed COVID-19 who is not using recommended precautions for home care.
  - b. People in the geriatric population or having co-morbid factors such as underlying health issues are considered high risk.
  - c. Individuals with travel history within the last 14 days to Hubei Province, China.
  - d. High risk members should refrain from participation until either testing negative or they are without symptoms for 10 days.** (Consultant360, 2020)
  - e. Frontline Healthcare workers should follow the CDC Healthcare Work guidelines. (CDC, 2020). If they have been exposed to a COVID-19 patient *without use of Airborne or Droplet Precautions* they should refrain from CAP activities till tested negative or it has been 10 days since exposure.

3. Units should implement the CDC Public Health Precautions as noted at the CDC website Workplace Decision Tool. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/workplace-decision-tool.html>

- A. Units should either have members check their temperature at home or check them prior to entry.
  - a. Members with a temperature of 100.4 F (38 C) or higher should stay home.
  - b. This is to be a touchless temperature screening.
- B. Social Distancing is mandatory.
- C. Mask use is mandatory.
- D. Hand Washing must be reinforced. (CDC - Workplace, 2020)
- E. Members should self-monitor for Signs and Symptoms of COVID-19. They include:
  - a. Fever or chills
  - b. Cough – new or worsened
  - c. Shortness of breath or difficulty breathing
  - d. Fatigue
  - e. Muscle or body aches
  - f. Headache
  - g. New loss of taste or smell
  - h. Sore throat
  - i. Congestion or runny nose
  - j. Nausea or vomiting
  - k. Diarrhea
  - l. This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.
- F. Members may consider using the CDC Self Checker at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html#> (CDC Symptoms of Covid 19, 2020)

4. Units should do their best to follow CDC Public Health Measures for cleaning and disinfecting.

- A. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
- B. Disinfection using EPA-approved disinfectants against COVID-19 can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
- C. EPA list is located here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19> (List N: Disinfectants for Coronavirus (COVID-19), 2020)
- D. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe in. Bleach solutions will be effective for disinfection up to 24 hours. Keep all disinfectants out of the reach of children. (CDC Reopening, 2020)

5. Aircraft Display cleaning.

- A. Cleaners using ammonia will harm the display and are not to be used.
- B. Disinfecting using a solution of 70% isopropyl alcohol that does not contain ammonia is preferred. Solutions of up to 91% isopropyl alcohol are also acceptable.
- C. Clean the display lens using a clean lint-free cloth and a cleaner that is specified as safe for anti-reflective coatings.
- D. For other exposed surfaces such as knobs, buttons, and bezels, a damp cloth with soap and water is acceptable. Garmin does not recommend bleach-based cleaners, ammonia-based cleaners, or other harsh chemicals on any surface.
- E. Remove all soap/soap residue to prevent buttons and knobs from gumming up or becoming slippery.
- F. Many aviation products are not rated as waterproof. Spraying or wetting the units to the extent where moisture could go beyond the exterior surfaces could damage the unit. (Garmin Aviation Alerts and Advisories, 2020)

THOMAS J. COOPER, Lt Col, CAP  
NV/HSO

1<sup>st</sup> Endorsement

TO: NVWG/CC

Approved

DEBORAH PIERCE, Col, CAP  
Nevada Wing Commander

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- List N: *Disinfectants for Coronavirus (COVID-19)*. (2020, November 06). Retrieved November 06, 2020, from CDC: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>

Draft of letter from Squadron Commander to parents of cadets

EXAMPLE

MEMORANDUM FOR All Unit Members

FROM: XXXXXXXXX

SUBJECT: Return to Squadron Meetings – Phase 1

As the State of Nevada attempts to return to normal following the COVID-19 epidemic, we are entering a new state of “normal”. In an effort to allow our members to return to in-person meetings, the following procedures will be implemented in an effort to follow all guidelines from the Centers for Disease Control and Prevention and the State of Nevada Department of Health and Human Services. As additional information is issued from higher headquarters, we will adjust our procedures accordingly. We ask that during this time, you please remain vigilant and flexible as we try to return to “normal”. Please realize that our entry into Phase 1 could easily slide back into Phase 0 again. Be mentally and physically prepared for that possibility.

XXXXXXXX (Composite or Cadet) Squadron will return to their normal “in-person” meetings on XXXXXX. The unit will continue to meet at XXXXXXXXXXXXXXX. The unit will also continue its normal meeting time from XXXXXXXXXXXX. To keep our members safe, the following procedures will be followed by all members until rescinded by the unit commander:

- A. All meetings will be limited to 10 or less people in attendance.
- B. All members attending the weekly meetings will be of good health. Any member having any of the following symptoms will abstain from attending the weekly meetings:
  - (1) Fever (100.4 degrees F or higher)
  - (2) Cough (non-productive) of an unknown origin
  - (3) Shortness of Breath/Difficulty Breathing
  - (4) Chills
  - (5) Repeated shaking with chills
  - (6) Muscle pain
  - (7) Headache
  - (8) Sore throat
  - (9) New loss of taste or smell
- C. Cadet staff may arrive between XXXXXXX to have a staff meeting and get information needed for the evening. Cadets not on Cadet staff should not arrive prior to XXXX. Senior Executive Staff should plan on arriving between XXXXXXX; all other Seniors may arrive after XXXX Upon arrival, all members will have their temperature taken via a non- contact method (i.e.: infra-red temple thermometer). All temperatures will be documented. Anyone displaying a fever will be instructed to return home and not attend the meeting.

Facemasks prevent the spread of droplets through the air. All members will be required to wear face covering/mask while in attendance. Facemasks may be homemade or may be commercially purchased (i.e. medical grade surgical/simple mask). Masks will be placed on the member prior to exiting their vehicle upon arrival and will remain on until they have re-entered their car that the end of the meeting. Masks will be conservative in nature, solid colors that complement and respect the United States Air Force uniform.

Social distancing guidelines will be followed at all times. Classrooms will have chairs spaced 6 feet apart. If this is not possible, classes may be split up so that social distancing can be obtained. All members will maintain six feet separation.

Prior to the meeting, Senior and Cadet Staff will sanitize all surfaces of chairs, tables, etc. that members may come in contact with throughout the meeting. This process will be repeated at least 1 time during the course of the meeting and then again prior to leaving the meeting.

Proper hand washing will be encouraged and maintained throughout the meeting. If possible, the unit will provide hand sanitizer for members to use throughout the meeting. If hand sanitizer is not available, members will be encouraged to use the "old fashioned" method of washing with soap and water. Members will wash their hands on a regular basis throughout the meeting. Essentially wash or sanitize hands before the meeting, at the break and after the meeting ends.

Proper hygiene will be used at all times. Members are asked to cover their coughs or sneezes into a tissue or their elbow to help cut down on particulate spread. We understand that we are in the middle of allergy season and these are sometimes difficult to avoid.

These policies and procedures will go into effect upon the unit's return to normal meetings. Given the uncertainty of the pandemic, parents who do not wish to have their Cadets return to unit meetings may do so. Please make sure the Cadet contacts their chain of command to notify. In addition, parents are also asked to notify the unit commander via email that the Cadet will not be attending. Please include how long the absence is expected to last and encourage virtual participation if possible.

These policies are subject to change based upon additional policies and information given by both Nevada Wing Headquarters and National Headquarters – Civil Air Patrol. Members will be notified via email of any changes to the above procedures. We thank you in advance for your assistance and cooperation in this matter. Stay safe and healthy.

XXXXXXXXXX, XXXXX, CAP

Squadron Commander

Draft of letter from Squadron Commander to Squadron members

EXAMPLE

MEMORANDUM FOR All Unit Members

FROM: XXXXXXXXX

SUBJECT: Return to Squadron Meetings – Phase 1

1. As the State of Nevada attempts to return to normal following the COVID-19 epidemic, we are entering a new state of “normal”. In an effort to allow our members to return to in-person meetings, the following procedures will be implemented in an effort to follow all guidelines from the White House COVID-19 Task Force and the Centers for Disease Control and Prevention. As additional information is issued from higher headquarters, we will adjust our procedures accordingly. We ask that during this time, you please remain vigilant and flexible as we try to return to “normal”. As infections are now on the rise, please realize that our entry into Phase 1 could easily slide back into Phase 0 again. Be mentally and physically prepared for that possibility.

2. XXXXXXXX (Composite, Senior) Squadron will return to their normal “in-person” meetings on XXXXXX. The unit will continue to meet at XXXXXXXXXXXXXXX. The unit will also continue its normal meeting time from XXXXXXXXXXXXXXX. To keep our members safe, the following procedures will be followed by all members until rescinded by the unit commander:

A. All meetings will be limited to 10 or less individuals in attendance.

B. All members attending the weekly meetings will be of good health and self-identified as low-risk. Any member having any of the following symptoms will abstain from attending the weekly meetings:

- (1) Fever (100.4 degrees F or higher)
- (2) Cough (non-productive) of an unknown origin
- (3) Shortness of Breath/Difficulty Breathing
- (4) Chills
- (5) Repeated shaking with chills
- (6) Muscle pain
- (7) Headache
- (8) Sore throat
- (9) New loss of taste or smell

C. Senior executive staff may arrive between XXXXXXXX to have a staff meeting and get information needed for the evening. Members not on senior executive staff should not arrive prior to XXXX. Senior Executive Staff should plan on arriving between XXXXXXXX. Upon arrival, all members will have their temperature taken via a non-contact method (i.e.: infra-red temple thermometer). All temperatures will be documented. Anyone displaying a fever will be instructed to return home and not attend the meeting.

Facemasks prevent the spread of droplets through the air. All members will be required to wear face covering/mask while in attendance. Facemasks may be homemade or may be commercially purchased (i.e. medical grade surgical/simple mask). Masks will be placed on the member prior to exiting their vehicle upon arrival and will remain on until they have re-entered their car that the end of the meeting. Masks will be conservative in nature, solid colors that complement and respect the United States Air Force uniform.

Social distancing guidelines will be followed at all times. Meeting rooms will have chairs spaced 6 feet apart. If this is not possible, classes may be split up so that social distancing can be obtained. All members will maintain six feet separation.

Prior to the meeting, Senior Executive Staff will sanitize all surfaces of chairs, tables, etc. that members may come in contact with throughout the meeting. This process will be repeated at least 1 time during the course of the meeting and then again prior to leaving the meeting.

Proper hand washing will be encouraged and maintained throughout the meeting. If possible, the unit will provide hand sanitizer for members to use throughout the meeting. If hand sanitizer is not available, members will be encouraged to use the "old fashioned" method of washing with soap and water. Members will wash their hands on a regular basis throughout the meeting. Essentially wash or sanitize hands before the meeting, at the break and after the meeting ends.

Proper hygiene will be used at all times. Members are asked to cover their coughs or sneezes into a tissue or their elbow to help cut down on particulate spread. We understand that we are in the middle of allergy season and these are sometimes difficult to avoid.

These policies and procedures will go into effect upon the unit's return to normal meetings. Given the uncertainty of the pandemic, members who do not wish to return to unit meetings may do so without untoward effect on their membership. Please contact your chain of command to notify them of your absence in this situation. Please include how long the absence is expected to last and we encourage your virtual participation if possible.

These policies are subject to change based upon additional policies and information given by both Nevada Wing Headquarters and National Headquarters – Civil Air Patrol. Members will be notified via email of any changes to the above procedures. We thank you in advance for your assistance and cooperation in this matter. Stay safe and healthy.

XXXXXXXXXX, XXXXX, CAP

Squadron Commander

Remobilization Documents

Description	Date	Version	Author	Filename	Last submitted to NHQ
Phase I Remobilization Plan	11/16/2020	2	Goertzen	X_HHmm_MMM_DD_NVWG COVID-19 Phase I Plan.docx	9/30/2020
Nevada Guidance for Safe Gatherings	10/15/2020		State of Nevada	COVID-19 Safe Gatherings Guidance - NVHealthResponse.pdf	
Health Services Officer Memo	11/6/2020	2	Cooper	HSO Memo - NVWG COVID-19 Phase I.pdf	9/16/2020
Director of Cadet Programs Memo	10/10/2020	1	Margeson	DCP Memo - NVWG COVID-19 Phase I.pdf	
State of Nevada Emergency Directive	9/30/2020		State of Nevada	State of Nevada Emergency Directive 033 - 20200930.pdf	
Sample Squadron Memos to members and parents	10/5/2020	1	Scheidle	Sample Squadron Memos - NVWG COVID-19 Phase I.pdf	
Resuming Meetings Memo	11/6/2020	2	Goertzen / Scheidle	Resuming Meetings Memo - NVWG COVID-19 Phase I.pdf	9/16/2020
Flight Operations Memo	11/9/2020	1	Goertzen / Smith	Flight Ops Memo - NVWG COVID-19 Phase 1.pdf	
Cadet Activity and Meeting Suggestions	11/12/2020	1	NVWG CAC	CAC Memo - NVWG COVID-19 Phase I.pdf	
Document Tracking	11/16/2020	1	Goertzen	Document Tracking.pdf (this document)	



## DECLARATION OF EMERGENCY

### DIRECTIVE 033

**WHEREAS**, in late 2019, the United States Centers for Disease Control and Prevention began monitoring an outbreak of respiratory illness caused by a novel coronavirus first identified in Wuhan, Hubei Province, China; and

**WHEREAS**, on February 11, 2020, the International Committee on Taxonomy of Viruses named this novel coronavirus "severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2);" and

**WHEREAS**, on February 11, 2020, the World Health Organization named the disease caused by SARS-CoV-2, "COVID-19;" and

**WHEREAS**, the World Health Organization advises that the novel coronavirus that causes COVID-19 virus is highly contagious, and spreads through respiratory transmission, and direct and indirect contact with infected persons and surfaces; and

**WHEREAS**, the World Health Organization advises that transmission occurs through both droplet and airborne transmission, where droplet transmission occurs when a person is in close proximity to someone who is infected with COVID-19; and

**WHEREAS**, the World Health Organization advises that contact transmission occurs by direct contact with infected people or indirect contact with surfaces contaminated by the novel coronavirus; and

**WHEREAS**, on March 5, 2020, Clark County and Washoe County both reported the first known cases of COVID-19 in the State of Nevada; and

**WHEREAS**, on March 11, 2020, the World Health Organization declared COVID-19 a pandemic; and

**WHEREAS**, on March 12, 2020, I, Steve Sisolak, Governor of the State of Nevada issued a Declaration of Emergency to facilitate the State's response to the COVID-19 pandemic; and

*WHEREAS*, on March 13, 2020, Donald J. Trump, President of the United States declared a nationwide emergency pursuant to Sec. 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the “Stafford Act”); and

*WHEREAS*, on March 14, 2020, I formed a medical advisory team to provide medical guidance and scientifically based recommendations on measures Nevada could implement to better contain and mitigate the spread of COVID-19; and

*WHEREAS*, infectious disease and public health experts advised that minimizing interpersonal contact slows the rate at which the disease spreads, and is necessary to avoid overwhelming healthcare systems, commonly referred to as “flattening the curve”; and

*WHEREAS*, since the March 12, 2020 Declaration of Emergency, I have issued 32 Directives pursuant to that order to provide for the safety, wellbeing, and public health of Nevadans and the administration of the State of Nevada; and

*WHEREAS*, these Directives were promulgated to reduce interpersonal contact and promote social distancing to flatten the curve; and

*WHEREAS*, Nevada’s hospitalization rate for suspected and confirmed COVID-19 cases has trended downward since the beginning of August 2020; and

*WHEREAS*, NRS 414.060 outlines powers and duties delegated to the Governor during the existence of a state of emergency, including without limitation, directing and controlling the conduct of the general public and the movement and cessation of movement of pedestrians and vehicular traffic during, before and after exercises or an emergency or disaster, public meetings or gatherings; and

*WHEREAS*, NRS 414.070 outlines additional powers delegated to the Governor during the existence of a state of emergency, including without limitation, enforcing all laws and regulations relating to emergency management and assuming direct operational control of any or all forces, including, without limitation, volunteers and auxiliary staff for emergency management in the State; providing for and compelling the evacuation of all or part of the population from any stricken or threatened area or areas within the State and to take such steps as are necessary for the receipt and care of those persons; and performing and exercising such other functions, powers and duties as are necessary to promote and secure the safety and protection of the civilian population; and

*WHEREAS*, NRS 414.060(3)(f) provides the administrative authority vested to the Governor in times of emergency may be delegated; and

*WHEREAS*, Article 5, Section 1 of the Nevada Constitution provides: “The supreme executive power of this State, shall be vested in a Chief Magistrate who shall be Governor of the State of Nevada;” and

*NOW THEREFORE*, by the authority vested in me as Governor by the Constitution and the laws of the State of Nevada and the United States, and pursuant to the March 12, 2020, Emergency Declaration,

IT IS HEREBY ORDERED THAT:

SECTION 1: The limitations imposed by previous Directives or regulations are hereby superseded by the explicit provisions of this Directive. Any provisions not addressed by this Directive shall remain in force

as provided by previous Directives or regulations promulgated pursuant to the March 12, 2020 Declaration of Emergency.

SECTION 2: For the purposes of this Directive and enforcement thereof, a gathering shall be defined as an activity that draws persons to (1) the same space, (2) at the same time, (3) for the same purpose, and (4) for the same duration.

SECTION 3: For the purposes of this Directive and enforcement thereof, a gathering space shall be defined as a discrete area with defined boundaries separate and apart from adjacent spaces. Such boundaries shall be characterized by rigid wall structures, separate ownership or property interests, separate ventilation systems, or sufficient distance between adjacent occupied spaces that precludes the intermingling of users in a manner that exceeds the gathering limits in this Directive.

A unique indoor gathering space shall additionally be defined by its listed fire code capacity. Spaces lacking a unique maximum capacity may not be deemed a distinct gathering space.

SECTION 4: The phrase "social distancing" references guidance promulgated by the United States Centers for Disease Control and Prevention, including without limitation, maintaining at least six feet of physical distancing from other individuals.

SECTION 5: Effective 12:01 am on October 1, 2020, capacity limitations at venues and events shall not include staff, workers, performers, broadcast personnel, or other personnel necessary to conduct business, perform services, or host events.

SECTION 6: All restrictions imposed by this and any other Directive still in effect shall be deemed statewide baseline mitigation standards. The COVID-19 Mitigation and Management Task Force ("Mitigation Task Force") established by Directive 030 may continue to impose additional restrictions on counties with elevated COVID-19 risks pursuant to Directive 030.

SECTION 7 Section 11 of Directive 021 is hereby terminated. Effective 12:01 am on October 1, 2020, houses of worship, including without limitation, churches, synagogues, mosques, and temples, may conduct indoor in-person services in a manner so that occupancy shall not exceed the lesser of 50% of the listed fire code capacity or 250 persons, and all social distancing requirements are satisfied. This limitation shall not apply to houses of worship offering drive-up services pursuant to Section 10 of Directive 016 which imposes no limitations on number of participants.

Houses of worship offering indoor, in-person services are encouraged to follow the guidelines promulgated by the Nevada Department of Business and Industry or its constituent agencies, as well as the following provisions that are consistent with other Directives on public gatherings:

1. Seating must be arranged to ensure a minimum of six feet of separation between congregants who do not reside in the same household.
2. Participants, including leaders and staff, must wear face coverings as required by Directive 024.
3. Houses of worship are encouraged to stagger services so that the entrance and egress of congregants for different services do not result in a gathering exceeding the lesser of 250 persons or 50% of the listed fire code capacity, and to provide proper sanitation between services.

4. Houses of worship are strongly encouraged to offer online and drive-up services to the greatest extent possible.

Houses of worship with a listed fire code capacity of fewer than 100 persons may conduct indoor services for up to 50 persons if they are able to do so in a manner consistent with social distancing guidelines promulgated by the Nevada Department of Business and Industry, but in no instance may houses of worship exceed their listed fire code capacity.

SECTION 8: Effective 12:01 a.m. on October 5, 2020, all businesses and venues subject to capacity limitations shall post signs at public entrances identifying their COVID-19-adjusted capacity based on the occupancy limitations imposed by this and other Directives. These signs shall conform to guidelines which shall be promulgated by the Nevada Department of Business and Industry or its constituent agencies.

SECTION 9: Section 1 of Directive 007, Section 7 of Directive 018, and Section 10 of Directive 021 are hereby terminated. Effective 12:01 a.m. on October 1, 2020, unless otherwise provided by other Sections of this Directive, public gatherings are restricted to the lesser of 250 persons, or 50% of the listed fire code capacity of the area in which such gathering shall occur. This restriction shall not apply to any area with a listed fire code capacity of less than 100 persons, which may allow up to 50 persons to gather, provided that this may occur without violating social distancing requirements.

This provision shall apply to any area, whether publicly owned or privately owned where the public has access by right or invitation, express or implied, whether by payment of money or not, including without limitation, parks, basketball courts, volleyball courts, baseball fields, football fields, rivers, lakes, beaches, streets, convention centers, libraries, parking lots, and private clubs. This provision shall not be construed to apply to the gathering of persons working at or patronizing businesses operating pursuant to this Directive or providing emergency or medical services to the public.

SECTION 10: Section 20 and Section 21 of Directive 021 are hereby terminated. Effective 12:01 a.m. on October 1, 2020, non-retail indoor and outdoor venues, including without limitation, bowling alleys, arcades, miniature golf facilities, amusement parks, and theme parks may allow access to the public so that occupancy shall not exceed 50% of the listed fire code capacity, and all social distancing requirements are satisfied. Businesses operating pursuant to this Section shall limit food and beverage sales to prepackaged products only.

Businesses operating pursuant to this Section with a listed fire code capacity of fewer than 100 persons may allow access to up to 50 persons if they are able to do so in a manner consistent with social distancing guidelines promulgated by the Nevada Department of Business and Industry or its constituent agencies, but in no instance may they exceed their listed fire code capacity.

SECTION 11: Section 22 of Directive 021 is hereby terminated. Effective 12:01 a.m. on October 1, 2020, musical performances, live entertainment, concerts, competitions, sporting events, and any events with live performances may permit public attendance subject to the provisions of this Directive.

For the purposes of this Directive, fixed seating capacity shall be defined as seats which are not portable or stackable, but which are secured to the floor in some fashion, such as by bolts. Facilities with fixed seating without dividing arms shall calculate seating capacity based on occupant load, but in no instance shall such calculation be based on less than one person for each 18 inches (457 mm) of seating length.

Venues with fixed seating capacity of 2,500 or greater may permit public attendance at live events subject to the following provisions:

1. Attendance by the public may not exceed 10% of fixed seating capacity.
2. All attendees must be assigned seats pursuant to the other provisions of this section. "Standing room only" and "general admission" attendance is prohibited.
3. Venues must clearly delineate discrete sections and assign seating so that the number of attendees in that section do not exceed the lesser of 250 attendees, or 50% of that section's total seating capacity.
4. Event staff may not provide services to more than one section delineated pursuant to subsection 3, above.
5. Each section must be separated from adjacent sections by a minimum of 25 feet.
6. All social distancing requirements shall be maintained. This provision shall not apply to attendees within a single party. No more than six persons may be seated together in a single party.
7. To the greatest extent practicable, attendees in each section should be isolated from attendees in other sections by utilizing separate entrances, exits, and facilities, or staggering entrance and egress by section.
8. Plans for events at facilities regulated by the Gaming Control Board ("GCB") must be submitted to and approved by the GCB prior to the event, pursuant to guidelines that shall be promulgated by the GCB. Prior to submission, plans must be reviewed by the local health authority for confirmation that it complies with all applicable health and safety standards and will not place an unacceptable burden on the local health infrastructure.
9. Plans for events regulated by the Nevada State Athletic Commission ("NSAC") must be submitted to and approved by the NSAC prior to the event, pursuant to guidelines that shall be promulgated by the NSAC. Prior to submission, plans must be reviewed by the applicable local health authority for confirmation that it complies with all applicable health and safety standards and will not place an unacceptable burden on the local health infrastructure.
10. All other events at venues with fixed seating capacity of 2,500 or greater must be submitted to and approved by the Nevada Division of Business and Industry ("B&I") prior to the event, pursuant to guidelines that shall be promulgated by the Division. Prior to submission to the Division, plans must be reviewed by the applicable local health authority for confirmation that it complies with all applicable health and safety standards and will not place an unacceptable burden on the local health infrastructure.

Venues with a listed fire code capacity of fewer than 2,500 may permit public attendance at live events subject to the following provisions:

1. Attendance by the public may not exceed the lesser of 250 attendees or 50% of that gathering space's listed fire code capacity.
2. Attendance by the public at live entertainment performances shall require all attendees to be seated. "Standing room only" attendance is prohibited. Venues hosting live entertainment performances shall maintain a minimum separation of at least 25 feet between the artists and the audience. This provision is applicable to performances subject to live entertainment taxes

pursuant to NRS 368A and shall not extend to ambient music to create or enhance a mood or atmosphere that is incidental or ancillary to the activity or location.

3. For all other events other than live entertainment performances, seating is not required, but social distancing requirements must be maintained at all times.

SECTION 12: Section 10 and Section 11 of Directive 30 are hereby terminated. Effective 12:01 a.m. on October 1, 2020, restaurants, food establishments, breweries, distilleries, and wineries may utilize tables and serve patrons within the bar area. Establishments operating under this provision shall abide by the following provisions:

1. The maximum occupancy of these establishments shall not exceed 50% of the listed fire code capacity at any given time.
2. Tables, booths, or seats must be spaced, or customers seated a minimum of six feet apart from other customers not in the same party. Parties larger than six persons may not be seated together for onsite dining.
3. All standing and open congregation areas that are not necessary for the preparation and service of food or beverages shall be closed, including but not limited to billiards, card playing, pinball games, arcade games, darts, dancing, and standing.
4. Customers sitting at a table or booth must only be served via table service and may not order from the bar top area.
5. Customers may sit at and be served at bar tops only if bar top seating is limited such that barstools are spaced a minimum of six feet apart from other barstools of other customers not in the same party. Establishments are encouraged to limit bar top parties to no more than two persons per party.
6. Customers waiting to dine onsite must wait outside the establishment until they can be seated and must practice social distancing by maintaining a minimum of six feet of separation between customers not residing in the same household or in the same party.
7. Establishments shall require employees to wear face coverings and abide by all other face covering provisions of Directive 024. Patrons must wear face coverings when not seated at tables, booths, or bar tops.
8. Buffets, cafeterias, and self-serve dining facilities shall remain closed until further notice.

SECTION 13: Effective 12:01 a.m. on October 1, 2020, conventions, trade shows, conferences, professional or educational seminars, large business meetings or corporate retreats, and other similar event activities may resume, subject to the limitations of this Section. Events pursuant to this Section are limited to no more than 1,000 attendees per venue or site. Events with greater than 250 attendees are subject to the following additional provisions:

1. Events hosting greater than 250 attendees must provide distinct gathering spaces whereby the occupancy per gathering space shall not exceed the lesser of 250 attendees or 50% of that gathering space's listed fire code capacity.
2. Event planners hosting events at facilities regulated by the Gaming Control Board ("GCB") must submit Preparedness and Safety plans to the GCB for approval prior to the event, pursuant to guidelines and criteria that shall be promulgated by the GCB. Prior to submission to the GCB, plans must be reviewed by the applicable local health authority for confirmation

that it complies with all applicable health and safety standards and will not place an unacceptable burden on the local health infrastructure.

3. Event planners hosting events at facilities not regulated by the GCB must submit Preparedness and Safety plans to the Nevada Department of Business and Industry ("B&I") for approval prior to the event, pursuant to guidelines and criteria that shall be promulgated by B&I. Prior to submission to B&I, plans must be reviewed by the applicable local health authority for confirmation that it complies with all applicable health and safety standards and will not place an unacceptable burden on the local health infrastructure.
4. The guidelines promulgated by the GCB and B&I shall include, at minimum, protocols for arrival procedures, floor plan restrictions, food and beverage limitations, staffing procedures, sanitation procedures, face covering requirements, and signage requirements.

SECTION 14: Section 32 of Directive 021 is hereby terminated. Effective 12:01 a.m. on October 1, 2020, occupancy in classrooms and instructional areas at trade schools, and technical schools operating pursuant to this Section shall be limited to the lesser of 250 persons or 50% of maximum occupancy of based on listed fire code capacity and must abide by all guidelines promulgated by the Nevada Division of Business and Industry or its constituent agencies. These provisions shall not be construed to limit the operation plans of Nevada System of Higher Education institutions, schools under county school districts, charter schools, and the University School for Profoundly Gifted Students.

SECTION 15: Section 32 of Directive 021 is hereby terminated. Effective 12:01 a.m. on October 1, 2020, museums, art galleries, zoos, and aquariums operating pursuant to this Section shall be subjects to the limitations provided in Section 10 of this Directive. Interactive exhibits which encourage touching must remain closed and inaccessible to the public.

SECTION 16: Section 33 of Directive 021 is hereby terminated.

SECTION 17: Section 7 of Directive 30 is hereby amended to strike the provision that the Mitigation Task Force meet on a weekly basis. Effective 12:01 a.m. on October 1, 2020, the Mitigation Task Force shall meet at the call of the Chair. All other duties charged to the Mitigation Task Force shall remain in effect as provided by this Directive and by Directive 030.

SECTION 18: Section 3 of Directive 007 is hereby terminated. Effective 12:01 a.m. on October 1, 2020, local governments may allow public access to playground equipment if, in consultation with their local health authority, they determine it is safe to do so.

SECTION 19: Section 6 of Directive 013 is hereby terminated. Effective 12:01 a.m. on October 1, 2020, in-person showings and open houses of single family and multi-family residences currently occupied and on the market for sale, may resume, subject to the limitations set forth in this Section:

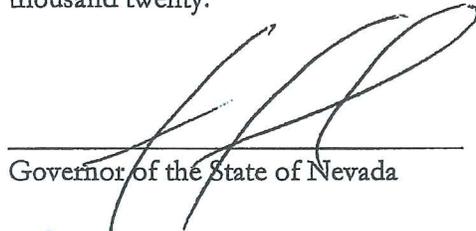
1. Showings and open houses of properties may not take place with the occupant present.
2. Showings of properties are limited to one prospective buyer and one real estate professional for both the seller and prospective buyer at a time. For the purposes of this provision, "a prospective buyer" includes the buyer and the buyer's spouse, domestic partner, business partner, or family members.

3. Sellers conducting an open house are responsible for ensuring that there will not be more than one prospective buyer viewing a property at any given time. This may require having an individual present to properly meter prospective buyers entering an open house.
4. Sellers are encouraged to utilize appointments for in-person showings and open houses to the greatest extent practicable.
5. Real estate professionals are encouraged to utilize three-dimensional interactive property scans, virtual tours, and virtual staging to the greatest extent possible.
6. Real estate professionals are encouraged to avoid in-person transactions and services to the greatest extent practicable.
7. Real estate professionals must require all participants at in-person showings and open houses to wear face coverings at all times pursuant to Directive 024 and must follow CDC guidelines for in-person showings and open houses.

SECTION 20: This Directive shall remain in effect until terminated by a subsequent Directive promulgated pursuant to the March 12, 2020 Declaration of Emergency to facilitate the State's response to the COVID-19 pandemic or upon dissolution or lifting of the Declaration of Emergency.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Nevada to be affixed at the State Capitol in Carson City, this 30<sup>th</sup> day of September, in the year two thousand twenty.

  
\_\_\_\_\_  
Governor of the State of Nevada

  
\_\_\_\_\_  
Secretary of State

  
\_\_\_\_\_  
Deputy Secretary of State



# NEVADA GUIDANCE FOR SAFE GATHERINGS

Celebrations, Ceremonies, and Events

*Revised October 15, 2020*

# NEVADA GUIDANCE FOR SAFE GATHERINGS

Celebrations, Ceremonies, and Event



## Foreword:

As the COVID-19 pandemic continues, Nevadans will need to gradually adjust our lives to new circumstances and learn how to co-exist with the virus until such time when effective vaccines and treatments become available. In order to do so, we must remember that the best tools we have to combat the spread of this virus is our collective ability to adhere to the infection prevention principles that have remained consistent: maintain safe social distancing, wear face coverings, and practice good hygiene. These simple measures continue to be our only means to reduce the spread of COVID-19 during these challenging times.

Reopening and reviving our state economy is important to all Nevadans. This can be accomplished through the adoption of healthy behaviors as well as mitigation practices within our gathering places, businesses, and industries.

In consultation with federal, state, and local health officials, Governor Steve Sisolak signed Emergency Directive 033, effective at 12:01am on October 1, 2020, to facilitate larger gatherings and events while still diminishing personal contact and increasing the level of disinfection in high-use areas. The controlling guidance below accompanies the requirements set forth in Directive 033. In order to minimize the risk of contracting and spreading the virus, minimum strict adherence to safety and infection prevention measures must be followed. All event venues, gathering organizers, hosts and individuals throughout the State must be fully compliant to ensure a successful next step in our reopening.

The controlling guidance below is for planning, coordinating, or hosting in-person gatherings (e.g., events, conventions, corporate meetings, services, ceremonies and celebrations). These gatherings may take place in outdoor or indoor venues, including but not limited to, community centers, fellowship halls and gatherings spaces in faith-based buildings, halls, rental space in event centers, or outdoor event spaces. The guidance includes, but is not limited to, requirements and recommendations related to the following:

- *Implementing 6 foot physical distancing practices during social and business interactions.*
- *Wearing face coverings at all times.*
- *Conducting health screenings for all event organizers, employees, and visitors by measuring temperature, assessing for respiratory infection symptoms, and asking if there is a history of exposure to confirmed or suspected COVID-19 cases.*
- *Requiring regular handwashing and/or hand sanitizing.*
- *Improving ventilation.*
- *Implementing adequate environmental disinfection.*
- *Avoiding crowded areas.*
- *Dividing large mass gatherings into smaller separate groups.*

# NEVADA GUIDANCE FOR SAFE GATHERINGS

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- *Preventing congestion of individuals in small areas and ensuring locations of one-way entry and exit movement within the venue.*
- *Encouraging employees, participants, and individuals to stay at home if symptomatic or if they have recent history of contact with a confirmed or suspected case of COVID-19.*
- *Asking employees or visitors who start to develop symptoms consistent with COVID-19 to leave the venue and/or seek medical care as appropriate.*

The proper implementation of safety measures may feel challenging; however, this is our best way to reduce the individual and collective risk the COVID-19 virus presents while ensuring Nevada's businesses and economy can continue on the path toward full recovery.

As set forth in Directive 033 and for the purposes of this guidance, a "gathering" is defined as an activity that draws persons to: (1) the same space, (2) at the same time, (3) for the same purpose, and (4) for the same duration of time.

This guidance is specific to "gatherings" only and is based on the rules set forth in Emergency Directive 033. This guidance does not impact the current capacity limit of 50 percent for certain types of businesses and activities (e.g. retail, restaurants, bars, pools, gyms, etc).

## IMPORTANT:

*Large in-person gatherings can present risk for increasing the spread of COVID-19 if social distancing, face covering requirements, and other mitigation guidance is not followed. All organizations, individuals and families, and event planners are encouraged to provide remote services as an alternative to hosting large gatherings.*

**MASKS AND FACE COVERINGS:** As of June 24, 2020, individuals in Nevada are required to wear a face covering when they are out in public, per Emergency Directive 024. The emergency directive includes exemptions for children under a certain age and individuals who are unable to wear or tolerate a face covering due to medical or mental health conditions or other reasons. There are also situations in which a face covering may be temporarily removed, such as when actively eating or drinking, provided that social distancing is maintained between members of different parties. Businesses and venues may choose to have more protective requirements than those in the Directive. under certain circumstances.



## Managing Occupancy

### HOW TO DETERMINE CAPACITY BASED ON MITIGATION DIRECTIVES

Summary: Directive 033, effective at 12:01am on October 1, 2020, provides that the general public shall not gather in groups of more than 250 individuals or 50 percent of fire code capacity, whichever is less, in any indoor or outdoor area whether publicly or privately owned where the public has access by right or invitation, express or implied, whether by payment of money or not. A venue's 50 percent capacity is dictated by the applicable local jurisdiction's occupancy limit set for such venue. This provision shall not be construed to apply to gatherings of individuals at residential properties. However, it is strongly encouraged that gatherings at residential properties be capped at no more than 10 indoors and no more than 25 outdoors. [See "Nevada COVID-19 Guidance for Gatherings at Private Residences"](#)

This guidance is based on space size, predictability and flow of movement, duration of time in designated shared space, and the potential spread of COVID-19 at large gatherings, even when precautions are taken.

#### **IMPORTANT: Limit Capacity as Necessary**

*If the number of individuals creates congregation, congestion, or bottlenecking that does not allow for proper social distancing and compliance with this guidance, the venue must further reduce the number of individuals it allows to a level that achieves compliance with this guidance.*

### PRIVATE RESIDENCES

Gatherings, events, celebrations and ceremonies in private residences should be limited to a maximum of 10 individuals indoors and 25 individuals outdoors. Capacity should be decreased if necessary, to ensure a minimum of 6 feet social distancing between non-household individuals. Unless the home regularly functions as an event space or venue, events larger than those outlined above should not take place in a private residence. [See "Nevada COVID-19 Guidance for Gatherings at Private Residences"](#)

### PUBLIC & PRIVATE GATHERINGS: Event Spaces & Venues (Indoor & Outdoor)

*\*This does not include Trade Shows, Conferences, Conventions, Professional Seminars & Similar Gathering Activities (see separate guidance in this document)*

Event staff: For the purposes of determining occupant capacity based on Directive 033 and this guidance, event staff and event hosts will NOT be counted toward gathering capacity limits.

*The number of workers at a venue does not need to be included when considering occupant capacity for the purposes of this guidance. Staff are required to ensure the successful implementation of these guidelines and the safety of participants. Therefore, staff do not contribute to the capacity limit. All staff must adhere to all social distancing measures and guidance outlined in this document and any other guidance document specific to their employment.*



### LIVE ENTERTAINMENT at Gatherings

Live entertainment (e.g. live music, entertainment performances, sport competitions) is allowed if the requirements in the **“Baseline Guidance for Gatherings”** found at the bottom of this document are met, in addition to the requirements below:

- If a gathering of any size includes a live entertainment event or performance, there **MUST** be a distance of at least 25 feet maintained between the performance area (e.g. stage, court, field), and the audience. Consider installing a barrier or partition between the performance area and audience.
- So long as performers, competitors, actors, entertainers, coaches or players always maintain at least 25 feet of distance from spectators, they are not required to be included in the occupant capacity limit. Should they join spectator spaces, they must be included in the occupant capacity limit. Event staff that interact with spectators as part of their duties during an event should not be counted against the occupancy limit.
- **Standing room only is prohibited.**
- SEATING:
  - Gatherings with less than 2,500 capacity: Individuals must be seated in a designated seat.
  - Gatherings with 2,500 or more fixed-seating capacity: Individuals must be seated in assigned fixed seating. [SEE “Large Gathering Spaces & Venues (2,500 fixed seating capacity or more”]
- **“Ambient” or “Background” music is exempted** from the “Live Entertainment” guidance
  - For the purposes of this guidance, “ambient” or “background” music is music used to create or enhance a mood or atmosphere that is incidental to the primary activity or location. It is intended to be an unobtrusive accompaniment to the main activity, such as dining at a restaurant or walking through a venue.

Example 1: A pianist playing music in the reception area of a hotel while guests check-in.

Example 2: A singer performing at a restaurant while people dine.

[See “Live Entertainment at Gatherings” guidance below](#)

### Gathering Spaces & Venues (2,500 Occupant Capacity or Less)

Any indoor or outdoor gathering space or venue will be limited to gatherings of 250 individuals or 50 percent occupant capacity, whichever is less, so long as social distancing can be maintained with individuals spaced 6 feet apart and all other requirements met. For venues with less than 2,500 occupant capacity, individuals are not required to be seated at all times, providing they allow for social distancing, unless there is live entertainment. [See “Live Entertainment at Gatherings” guidance below](#)

# NEVADA GUIDANCE FOR SAFE GATHERINGS

Celebrations, Ceremonies, and Event



**EXAMPLE 1:** If a venue has a total occupant capacity of 1,000, 50 percent of that equals 500. Since 250 is less than 500, that venue would only be allowed to have a maximum of 250 individuals gathered in that setting.

**EXAMPLE 2:** If a venue has a total occupancy capacity of 200, 50 percent of that equals 100. Since 100 is less than 250, that venue would only be allowed to have a maximum of 100 individuals gathered in that setting.

Consider advanced registration, reservations and/or ticketing (e.g. on-line, app-based, email, will-call prior to event date), based on the type of event or gathering.

**\*\*\*Any venue may have up to 50 individuals regardless of capacity so long as social distancing and other requirements can be met.** This allows churches and other faith-based venues with capacity of 99 or less to continue with the previous 50-person gathering limit, so long as social distancing requirements are met.

## CAPACITY FOR INDIVIDUAL GATHERING AREAS WITHIN A VENUE\*

*\*This does not include Trade Shows, Conferences, Conventions, Professional Seminars & Similar Gathering Activities (see separate [guidance](#) in this document)*

Venues with multiple distinct rooms, arenas, areas or buildings that are physically separated may have gatherings of up to 250 individuals or 50 percent of occupant capacity, in each setting. The designated individual settings should maintain separate entrances and exits. If separate entrances and exits cannot be achieved for each individual setting, the venue must stagger the entrance and exit times for individuals to avoid congregation, congestion, or bottlenecking that does not allow for proper social distancing. Each designated area must minimize the use of shared facilities, such as restrooms. [For additional guidance on all gatherings, please see the "Baseline Guidance on All Gatherings" at the bottom of this document.](#)

## Large Gathering Spaces & Venues (2,500 Fixed Seating Capacity or More)

If a gathering space or venue (indoor or outdoor) with fixed seating capacity in excess of 2,500 wants to host more than 250 individuals, it may have up to 10 percent of the fixed seating capacity at an event or gathering, so long as:

- **"Sections"** of 250 individuals maximum are established, [see "Sections" guidance below](#);
- Social distancing can be maintained;
- A "Large Gathering Venue COVID-19 Preparedness & Safety Plan" is submitted and approved according to the process outlined below,
- **"Standing room only" is prohibited.** All individuals must be seated in fixed, assigned seating;
- Pre-registration, reservations and/or ticketing is required. **General admission is prohibited.**
- General admission, walk-ins, impromptu purchases, and will-call on the day of the event is prohibited.

# NEVADA GUIDANCE FOR SAFE GATHERINGS

Celebrations, Ceremonies, and Event



- Will-call may be open for individuals to pick up their tickets prior to the actual day of the gathering. Will-call is prohibited on the day of gathering to avoid congestion.
- All other requirements are met.

**EXAMPLE 1:** If a venue has a total fixed-seating occupant capacity of 3,000, 10 percent of that equals 300, which is the maximum number venue would be permitted to have at a gathering, provided they are seated, use Sections, and the venue receives approval of their plan.

**EXAMPLE 2:** If a venue has a total fixed seating occupant capacity of 20,000, 10 percent of that equals 2,000, which is the maximum number the venue would be permitted to have at a gathering, provided they are seated, use Sections, and the venue receives approval of their plan. They would be required to split up attendees into sections of a maximum of 250, based on occupant capacity of Section areas and social distancing requirements for Pods. If they could adequately fit 250 individuals within a section with all social distancing requirements being met, this venue could hold their 2,000 attendees in 8 Sections.

## LARGE GATHERING VENUE COVID-19 PREPAREDNESS & SAFETY PLAN

ALL gathering spaces and venues with more than 2,500 total fixed seating capacity that want to host a gathering for more than 250 individuals are REQUIRED to submit a “Large Gathering Venue COVID-19 Preparedness & Safety Plan” to the local health authority where the gathering is going to take place. The local health authority must review and confirm that the plan meets the local public health standards and will not place an unacceptable burden on the local public health infrastructure. Upon review and confirmation by the local health authority, the plan should then be forwarded to the appropriate State oversight authority for final review and approval. No space or venue with capacity greater than 2,500 individuals may hold a gathering for more than 250 individuals without receiving State approval. [See “Large Gathering Venue COVID-19 Preparedness & Safety Plan Submission Guide”](#)

**\*\*\*No plan will receive approval if it does not meet all requirements intended to prevent the local public health facilities and infrastructure from being overwhelmed.**

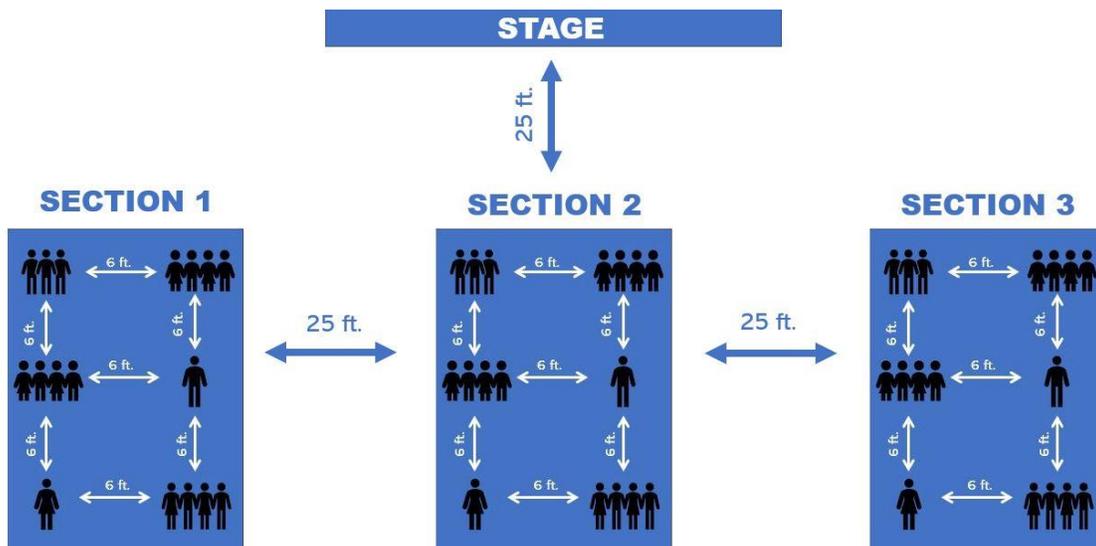


# NEVADA GUIDANCE FOR SAFE GATHERINGS

Celebrations, Ceremonies, and Event

## SECTIONS & PODS

Indoor and outdoor seated gathering venues with fixed seated capacity in excess of 2,500 who wish to host more than 250 individuals may allow multiple groups of up to 250 individuals, referred to as a "Section," so long as social distancing can be maintained within the Section between groups of no more than 6 individuals, referred to as a "Pod". Individuals must adhere to all social distancing measures and other safety protocols and requirements outlined below must be followed.



## SECTIONS

Venues that are permitted to establish "Sections" for gatherings as outlined above must establish assigned Sections that should be distinct and independent to prevent individuals within an assigned Section from entering other Sections and/or co-mingling with the individuals from other Sections. For the purposes of this guidance, "Sections" must be established as follows:

- The use of Sections is permitted for indoor/outdoor venues with fixed seating. The capacity for each Section must be based on 50 percent of fixed-seating capacity for that *individual area* and must not exceed more than 250 individuals.
- Each Section must maintain separate seating for each registered or reserved group or party, referred to as "Pods," to manage occupancy and social distancing. Pods must be separated by a minimum of 6 feet on all sides. [See "Pods" guidance below](#)
- No general admission, no "standing-room-only." All guests must be pre-assigned to a designated seat.
- Each Section must be separated from all other Sections by at least 25 feet on all sides.
- Each Section must be established and demarcated as to ensure the boundaries and/or perimeters of each Section are readily identifiable.

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## Celebrations, Ceremonies, and Event



- Consider demarcating and “color-coding” Sections to make boundaries, accommodations, and concessions readily identifiable.
- Each Section should be able to operate and function independently as to not allow, require, or necessitate individuals to migrate from or leave their Section:
  - Each Section should maintain separate entrances and exits to avoid spaces being shared or utilized by individuals from other Sections. If separate entrances and exits cannot be achieved for each individual area, a venue MUST stagger the entrance and exit times for individuals to avoid congregation, congestion, or bottlenecking that does not allow for proper social distancing.
    - Provide multiple designated entrances and exits for each Section whenever possible to further limit congregation and congestion.
  - Each Section should minimize shared use of restroom facilities to avoid being used by individuals of other Sections [SEE “Restroom Facilities” guidance below]
  - Each Section should minimize shared use of concessions, merchandizing, amenities and similar merchants to avoid being used by individuals of other Sections. [See “Food, Beverage & Concessions” guidance below.](#)
  - Venue employees and staff MUST be restricted to working in one Section during a gathering.

Provided all of the requirements under this guidance can be met, venues should consider increasing the number of Sections with fewer individuals in each Section, rather than having a reduced number of Sections with a higher number of individuals in each Section, to more effectively maintain social distancing within each Section.

***\*\*\*If a gathering host or venue is unsure of what the fire code capacity is for the location, contact local government officials.***

### PODS: Protocols for Seating and Assignments

A “Pod” refers to a reserved or registered party of no more than 6 individuals, all of whom should be members of the same household. In order to maintain social distancing and manage occupancy, each Pod is limited to 6 individuals for all seated gatherings. Each Section must maintain separate seating for each Pod, with a required minimum of 6 feet around and between each Pod.

- Ensure seats are reserved, assigned, and marked to provide for proper social distancing and separation between Pods. There MUST be a minimum of 6 feet around and between each Pod, creating staggered seating to ensure individuals/individuals are not seated directly next to, in front of, or behind other individuals/individuals or Pods.
- Venues are prohibited from mixing parties, or seating individual registrants into one Pod.
  - EXAMPLE: A group of 4 individuals register together and is deemed a Pod. The venue cannot use the 2 other seats to place an individual who registered separately outside of that party of 4.
- Instruct individuals to remain seated whenever possible.

# NEVADA GUIDANCE FOR SAFE GATHERINGS

Celebrations, Ceremonies, and Event



- Delineate seating areas by limiting chairs, marking or taping seating or tabletop areas, or using identifiable seat assignments.
- Keep aisle-seats and margins around Pod areas open as to ensure proper social distancing for seated individuals from individuals and workers walking up and down aisles.
- Assign ushers, monitors, and/or security personnel to monitor social distancing, as well as support the orderly seating and exiting to maintain social distancing and minimize congestion.

## Trade Shows, Conferences, Conventions, Professional Seminars & Similar Gathering Activities

A gathering such as a conference, convention, trade show, professional seminar, or similar gathering activity may take place in a venue in accordance with the capacity limit of 50 percent or 250 individuals, whichever is less, if all the guidance is followed.

A host or venue may hold a conference, convention, trade show, professional seminar or similar gathering activity for more than 250 individuals, but **no more than 1,000 individuals**, if they can meet the following requirements:

- The venue has the ability to **separate the gathering's individuals** into separate rooms that hold no more than 250 individuals or 50 percent capacity, whichever is less.
- **Venue employees and staff MUST be restricted to working in one individual area** during the entirety of a convention, conference, trade show, professional seminar, or similar gathering activity.
- Each individual area must include **floor to ceiling walls**.
- Each individual area should **maintain separate entrances and exits** to avoid spaces being shared. If separate entrances and exits cannot be achieved for each individual area, a venue **MUST** stagger the entrance and exit times for individuals to avoid congregation, congestion, or bottleneaking that does not allow for proper social distancing.
- All individuals **must be pre-registered**. Consider using "color-coding" or another identifier for each group in the convention to help ensure individuals do not comeingle outside of their groups.
- **Shared use of restroom facilities** should be minimized to avoid use by individuals in other groups. [See "Restroom Facilities" guidance below.](#)
- **Shared use of concessions**, merchandizing, amenities and similar merchants should be minimized to avoid use by individuals in other groups. [See "Food, Beverage & Concessions" guidance below.](#)
- **Prepare and submit a "Large Gathering Venue COVID-19 Preparedness & Safety Plan"** to the local health authority where the gathering is going to take place for review and confirmation that the plan meets the local public health standards and will not place an unacceptable burden on the local public health infrastructure. Upon review and

# NEVADA GUIDANCE FOR SAFE GATHERINGS

Celebrations, Ceremonies, and Event



confirmation by the local health authority, the Plan should then be forwarded to the appropriate State oversight authority for final review and approval. [See "Large Gathering Venue COVID-19 Preparedness & Safety Plan Submission Guide"](#)

**EXAMPLE:** A group wants to host a conference for 600 individuals, but the venue only has 6 rooms with a maximum occupant capacity of 200. Since 50 percent of 200 is 100, the venue could only accommodate this convention if they split up the 600 individuals into 6 rooms of 100 individuals each.

***\*\*\*No plan will receive approval if it does not meet all requirements intended to prevent the local public health system from being overwhelmed.***



## BASELINE GUIDANCE FOR ALL GATHERINGS:

*All gatherings, regardless of size as outlined above, must comply with Emergency Directive 033 and the accompanying guidance below. The infection prevention measures outlined in this guidance are most effective when applied together. Our ability to mitigate the transmission of COVID-19 solely depends on the ability of each business and event organizer to ensure the implementation of these measures, in addition to the sincere commitment and willingness of all employees and individuals to properly comply with and consistently adhere to them in order to protect themselves, their families and communities.*

**COVID-19 GATHERING TEAM LEAD:** All gatherings should assign a staff or volunteer lead to be responsible for responding to COVID-19 concerns. All staff and attendees should know who this person or office is and how to contact them.

## SOCIAL DISTANCING & ACTIVITIES AT GATHERINGS

- Limit the number of individuals allowed within the venue at one time, and do not exceed the required percentage of occupant capacity or maximum number of individuals allowed under Emergency Directive 033.
- Ensure all venues, including outdoor venues, maintain established and well-defined boundaries as to promote well-controlled access, ingress/egress, and occupancy. Further limit and/or restrict areas within the venue that are accessible by individuals.
- Consider metering of individuals to limit congregation of crowds.
- Ensure 6 feet or more distancing between all individuals or parties/groups (“Pods”) of no more than 6 individuals, all of whom should be members of the same household.
- Give reminders to observe 6 feet physical distancing before, during, and after gatherings.
- Individuals often exchange handshakes, fist bumps, and high-fives at meetings and sporting events. Display signs (physical and/or electronic) or make announcements that discourage these and other types of physical interactions during the event.
- Individuals must not be allowed to linger or socialize in lobbies, common areas, hallways, restrooms, ticket counters, concession counters, etc.
- Consider restricting the use of elevators to individuals with limited mobility or physical disability who are unable to use stairways (or escalators, if provided), unless social distancing can be maintained within elevator cabs.
- Modify activities that generally involve close contact between individuals to safely increase physical distance between individuals from different households.
- Presentation of items such as certificates, trophies, awards, and ribbons must incorporate social distancing practices, reduce hand-to-hand contact, and incorporate good sanitation practices.
- Consider removing games or activities that require or encourage standing around, congregating, or shared materials. This includes things like board or recreational games, bouncy houses, ball pits, or amusement booths or rides at fairs.

# NEVADA GUIDANCE FOR SAFE GATHERINGS

## Celebrations, Ceremonies, and Event



- Limit the areas accessed by individuals (e.g. “Employees Only”, “Authorized Personnel Only”), as well as the equipment, products, or items touched by the individuals while in a venue.
- Venues MUST have sufficient staff to ensure compliance with guidance and to enforce social distancing and face covering requirements.
- Gathering and venue hosts/organizers must ensure all other requirements within this guidance are followed.

### MANAGE FLOW OF INDIVIDUALS

- To ensure compliance with social distancing requirements, an event should have more than one entrance and exit to prevent congestion among individuals. If multiple entrances and exits cannot be achieved, venues MUST stagger the entrance and exit times for individuals to avoid congregation, congestion, or bottlenecking that does not allow for proper social distancing.
- Aisles between seating, to and from restrooms, or to other event locations must be clearly marked with directional instructions and social distancing reminders.
- Establish single-direction traffic flow in and out of venue and seating areas.
- Operate on a one-in-one-out basis when at capacity. Consider metering at entrance and exit areas.
- Staff, vendors, performers, entertainers & competitors should use a separate entrance and exit than individuals where possible.
- Indoor venues may rely upon the confines of the building/structure so long as ingress and egress in and out of the venue can be effectively managed and controlled.
- Outdoor venues must ensure perimeters are established by means that will allow for the ingress and egress in and out of the venue to be effectively controlled. Examples include fixed barriers, whether permanent or temporary, such as adjacent buildings, walls, fencing, gates, barricades, retaining walls, or natural barriers that prohibit access into the venue.
- Designate volunteers or staff to manage the flow of individuals at a gathering, including working to ensure there is proper social distancing and congestion is avoided.

### ARRIVAL/ENTRANCE PROCEDURES

- Create a queue at entrances that ensures a minimum of 6 feet of physical distancing between individuals and pace entry to prevent congestion.
- Ensure adequate distance is established between checkpoints (e.g. ticketing, security, medical) as to ensure proper social distancing between individuals and minimize congestion of individuals waiting to enter the venue.

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- For venues with multiple event-times, stagger event times to minimize individuals from different events arriving simultaneously and congregating with one another.
- Schedule arrival times for longer than their typical duration to minimize the congregation of individuals waiting. Establish staggered admission-times, entry-times and durations to minimize overlap and congregating of individuals at checkpoints (e.g. access points, security checkpoints, admission areas, concession areas).
  - Prescheduling individually assigned arrival times (e.g. seating furthest from entrances permitted to enter earlier) is strongly recommended.
- Provide and assign “drop off” areas to allow for individuals within the same party (Pod) to be dropped off at their designated entrance to the venue to minimize the number of individuals walking through parking ramps, parking areas, sidewalks, and walk-ways.
- Enhance security protocols for entry to allow for more efficient security-checks of individuals, minimize face-to-face interaction between security personnel and individuals, and minimize wait-times (e.g. metal-detectors, scanners, transparent baggies for personal items, etc.)

### SCREENINGS:

- All gathering venues should provide contactless temperature screenings for individuals, provided congestion at entry can be avoided. At minimum, venues MUST ensure all individuals respond to COVID-19 screening-survey questions upon arrival and check-in. [See “NV COVID-19 Health Screening Guide”](#)
- Decline to allow admittance to any individual if they have a confirmed temperature of 100.4° Fahrenheit, or if there is any suspicion that they are sick or symptomatic, or if they say “yes” to any of the [COVID-19 screening-survey questions](#). They should be advised to leave the business or gathering. If the individual is a member of a party or group (“Pod”) at the venue, the entire group must also be declined admittance.
  - Recommendation: Prior to the start of the gathering, email or text a screening survey in advance of the event and/or post screening questions at the entrances and access-points of the venue.
- Position medical screening as close as possible to a individual’s point of entry onto the property and conduct medical screening immediately prior to entering the venue, as to minimize symptomatic individuals comingling with non-symptomatic individuals during the admission process.
  - Workers assigned to perform medical screenings must wear appropriate personal protective equipment (e.g. gowns, surgical masks, eye/face-protection, gloves).



### **TICKETING, BOOKING, REGISTRATION & CANCELLATION:**

*\*Review guidance for [“Gathering Spaces & Venues \(2,500 Occupant Capacity or Less\)”](#), [“Large Gathering Spaces & Venues \(2,500 Fixed Seating Capacity or More\)”](#) and [“Trade Shows, Conferences... etc.”](#) for specific registration requirements.*

- Collect contact information for guests or individuals through ticket sales, reservations, RSVPs, or having sign-in sheets. Include times of arrival and departure, to help with potential exposure notification.
- Tickets for adjacent seating can only be purchased for parties of no more than 6 individuals (“Pods”), all of whom should be members of the same household.
- Provide generous and flexible cancellation policies so that if guests start experiencing symptoms, they can cancel.
- Consider establishing a process for providing refunds for individuals who are not able to attend due to considerations related to COVID-19

### **EXITING PROCEDURES**

- When groups of individuals are leaving a single venue, unseat individuals in an orderly fashion, starting with those closest to the exit and ending with those farthest from the exit.
- Provide for additional exits and allow for individuals to exit the venue through the closest available exit rather than a limited number of exits that create congestion and interfere with social distancing.
- Designate and demarcate one-way traffic-flows to mitigate congestion and crowding.
- Assign ushers, monitors, and/or security personnel to monitor social distancing, as well as support orderly seating and unseating to maintain social distancing and minimize congestion.

### **SEATING & FLOOR PLAN RESTRICTIONS**

- Seating in groups should only be for parties of no more than 6 individuals, all of whom should be in the same household. Seating at gatherings should be spaced by **6 feet** between individuals in different parties to reduce mingling and reinforce the necessary social distancing protocols.
- Assign ushers, monitors, and/or security personnel to monitor social distancing, as well as support the orderly seating and exiting process to maintain social distancing and minimize congestion.
- Community benches, tables, booths, and seating that do not allow for proper social distancing should be removed or marked off to prevent use.

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## SIGNAGE

Capacity Signage Requirement: Every business, venue and gathering space is now required to post their capacity limit under COVID-19 directives and guidelines at all public entrances. [CLICK HERE for NV COVID-19 Capacity Limit Signage Template.](#)

### Additional Signage:

- Post signage at gathering venue entrances outlining established protocols. Consider utilizing signage with easy to interpret graphics in commonly used languages reminding everyone to maintain 6 feet of distance, wear masks, wash hands, etc.
- Post instructions for individuals throughout the gathering venue at entrances, and inform individuals of:
  - Capacity limits (see above);
  - Prohibitions on entering a gathering if they are experiencing symptoms;
  - Hygiene and social distancing instructions, signage, and markings; and
  - Face covering requirements.

## FOOD, BEVERAGE & CONCESSIONS

*Please review the Food & Beverage Service guidance in addition to the protocols below.*

- Pursuant to the Food & Beverage Service Establishment guidance, buffets and self-service dining are prohibited. Buffet-style food service may be used if each buffet item is served by employees of the venue. Individually packaged or plated food service is highly encouraged and preferred.
  - Eliminate self-service stations that have multi-use utensils (such as hot dog roller tongs, bulk food bins and coffee urns) and implement touchless self-service wherever practicable. Venues are encouraged to maintain utensils behind the counter (e.g. napkins, straws, forks), and provide per order, as opposed to providing them at a condiments counter.
  - Encourage unique concessions to provide delivery to seating areas. Consider delivering concessions directly to designated seating areas and Pod-assignments, as opposed to providing concessions at concession stands, if protocols can be established to protect the workers.
- Ensure multiple ticket-counters, merchandise-counters, concession-counters, and drink-dispensers are separated to allow individuals to socially distance from one-another. When not feasible, install partitions or barriers in between counters or dispensers to separate individuals from one-another.

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## Celebrations, Ceremonies, and Event



- A walk-up bar at a gathering venue may be utilized if employees and individuals maintain 6 feet of social distancing. Congregation around a walk-up bar is prohibited. Tableside drink service is highly encouraged and preferred.
  - If a walk-up bar is utilized, consider a Plexiglas, plastic, or other partition be used to separate the bartender from the event's individuals.
- Remove or block off seating in concession areas and common areas to ensure social distancing. Individuals must take concessions back to assigned seating areas.
- Food samples may be provided if prepackaged to consume later, or if they can be done in a "no-touch" way.
- Limit menu items to those items which can be readily retrieved and/or quickly prepared to minimize congestion, lingering, and waiting. Consider "pre- assembled" order-groupings or orders to simplify ordering and minimize ordering and wait-times.
- Do not refill popcorn, drinks, and other items using the same container – a new container should be provided.
- Clearly mark floor and ground to delineate 6 -foot spacing for individuals in lines, and mark how foot traffic should move. Clearly mark closed tables not available for seating customers.
- Clearly designate food or concession pick-up waiting areas with markers for proper distancing between parties.
- Provide contactless payment options whenever possible. Consider using app-based ordering to minimize individuals having to linger and congregate in concession and merchandise areas.
- Provide additional trash-receptacles to ensure and encourage trash is disposed quickly. Relocate trash receptacles to minimize individuals having to travel longer distances and through areas of congestion (e.g. providing trash- receptacles inside of the theater rather than in the hallway outside of the individual theater). Ensure that trash-receptacles are emptied regularly.
- Venues should discontinue use of tablecloths, move to single-use, or remove and replace laundered tablecloths between individuals.
- Disinfect any shared objects such as check presenters, laminated menus (if used), and point-of-sale machines thoroughly between uses.
- Provide hand sanitizer near concession and food stands.
- Post signage for employees and customers on good hygiene and other sanitation practices.
- Make accommodations for individuals unable to adhere to mask and social distancing requirements, such as takeout, curbside or delivery.



### LIVE ENTERTAINMENT at GATHERINGS

Live entertainment, including live music, performances, competitions, and sporting events, etc. is allowed at gatherings, provided social distancing is maintained and all protocols are followed. Below is a summary of guidance for gatherings that include live entertainment.

- Performers must have a dedicated space within a venue while performing. Gathering hosts and organizers **MUST** adopt seating and spacing modifications to allow for a minimum of **25 feet** between individuals and the performer(s), competitor(s) or entertainer(s) on the stage, field, etc.
- These activities are only permitted by performers designated by the business at a designated space within the venue that is separate from the individuals or audience by a distance of at least 25 feet.
- The venue operator for an event with multiple vendors and/or performers/competitors is responsible for ensuring all vendors/performance groups are aware of and adhere to COVID-19 policies and procedures.
- Performers on-stage must maximize physical spacing between one another. Where necessary, implement alternative placement of performers. If spacing is not possible, in some situations it may be suitable to install barriers to minimize transmission of aerosolized particles.
- Participants (e.g., players, performers, actors, competitors, entertainers, etc.) in events should have their temperature taken using a contactless method. If contactless temperature screenings are not possible, venues/gathering hosts **MUST** ensure all entertainment participants respond to COVID-19 screening-survey questions upon arrival and check-in and verify that they have read the screening-survey and can respond "no" to all questions. [See "NV COVID-19 Health Screening Guide"](#)
- **Disinfect** high touch areas and equipment such as microphones, instruments, and props between uses. They should not be shared before cleaning is complete.
  - Limit the number of speakers and make arrangements to maintain distance from others. Whenever possible, provide individual microphones for multiple speakers. If a microphone must be shared, clean between speakers or leave it untouched on a stand.
- Deploy plexiglass barriers where appropriate.
- Avoid performance-related demonstrations, exercises, and activities that involve interaction between workers and individuals that conflict with social-distancing practices.
- Extend intermission-times to reduce congestion in exits, corridors, restrooms, and concession areas.
- Fan-events such as "meet and greet" celebrity-fan interactions, back-stage passes, and after-show guests are strongly discouraged.
  - Where backstage passes and after-show guests are granted, groups of individuals must be limited to small groups of no more than 6, and pathways and protocols

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must be preestablished to maintain social distancing between all individuals, including the individuals, and the individuals and celebrities/entertainers.

- **“Ambient” or “Background” music is exempted** from the “Live Entertainment” guidance
  - For the purposes of this guidance, “ambient” or “background” music is music used to create or enhance a mood or atmosphere that is incidental to the primary activity or location. It is intended to be an unobtrusive accompaniment to the main activity, such as dining at a restaurant or walking through a venue.

Example 1: A pianist playing music in the reception area of a hotel while guests check-in

Example 2: A singer performing at a restaurant while people dine.

## LIVE ENTERTAINMENT: Music Activities & Performances

- **All performers are required to wear a face covering.** The following exemptions for certain circumstances may apply:
  - **Vocal performers** may temporarily remove face coverings during performances in businesses, public spaces, and theaters when a face covering cannot be worn due to the nature of the performance, as long as social distancing is always maintained. Face shields should be considered as an alternative in these situations. Vocal performers include performers who rely on the ability to communicate verbally with their audience and the ability of their audience to interpret such verbal communication, including but not limited to singers, comedians, magicians, etc.
  - **Musicians playing a musical instrument**, such as a woodwind or brass instrument, may remove their face covering during an indoor practice or performance if the face covering cannot be used while playing the musical instrument, provided that social distancing is always maintained.
  - **Conductors and musicians that are not playing** woodwind or brass instruments are required to wear a face covering at all times.
- During rehearsal and performances, vocal performers must be separated a **minimum of 6 feet** from each other; encourage more distance if possible. A **distance of 12 feet** between performers is recommended when performances are indoors and performers are not wearing face coverings.
- Reduce the number of singers and performers in ensembles whenever possible.
- Give preference to outdoor rehearsals and performances.
- Avoid shared equipment where the mouth may come into contact with equipment (such as mouthpieces, microphones, etc.) and follow manufacturer’s instructions to clean thoroughly between uses. Disposable microphone covers are also an option.
- Karaoke singing and open microphone events involving performances by individuals and visitors are not permitted.

*\*Research and the CDC suggest that activities like singing may project respiratory droplets in greater quantity and over greater distance, increasing the risk of COVID-19 transmission, particularly with prolonged exposure.*



## **BOOTHS OR VENDORS AT EVENTS & GATHERINGS:**

- Allow spacing for vendor load-in and load-out such that vendors and staff can maintain a distance of at least 6 feet from each other.
- Create a single line of booths instead of double rows. If this is not possible, create at least a **16 foot** thoroughfare between the two sides allowing for a single file, one-way path down the middle.
- Create one-way traffic flow through the booths to prevent crowding or mingling.
- Use ropes, cones or tape.
- Consider metering of individuals to limit congregation of crowds.
- Require staff to be designated to enforce social distancing.

## **FACE COVERINGS ARE REQUIRED**

- All individuals are required to wear a face covering unless they have an exemption outlined in Emergency Directive 024. This includes employees, venue hosts, vendors, individuals at booths, individuals, customers, etc.
- Launder reusable face coverings before each daily use according to [CDC guidelines](#) to help slow the spread of COVID-19.
- Employees must:
  - Maintain an adequate number of face-coverings during their shift or workday that allows the worker to exchange face-coverings as they become saturated, dirty, or compromised during use.
- Employers must:
  - Take reasonable steps to ensure that workers, customers, clients and visitors wear face coverings.
  - Post signage detailing face covering policies for workers, customers, clients and visitors.
  - Establish a protocol for accommodating workers who cannot wear a face covering due to an exemption in Emergency Directive 024.
  - Establish a protocol for accommodating individuals or individuals who cannot wear a face covering due to an approved exemption in Emergency Directive 024.



### **HANDWASHING, CLEANING, SANITIZATION & RESTROOM FACILITIES**

*A gathering space or venue must ensure the regular cleaning and disinfection of all high-contact surfaces utilized during an event, including, without limitation, chairs, tables, counters, railings, door handles, and bathrooms.*

- **Increase frequency of cleaning and sanitization of common touch points (doors, stairwell handles, light switches, elevator switches, etc.).** [See CDC cleaning guidance](#)
  - Use cleaning products that are qualified by the United States Environmental Protection Agency (EPA) for use against SARS-CoV-2 (N List here). Ensure that the length of time the product is in contact with the surface being sanitized follows manufacturer's instructions. Many products require 10 minutes of contact time before the surface is considered sanitized and ready for use.
- If soap and water are not readily available, employees and individuals can use hand sanitizer that contains at least 60 percent alcohol and rub their hands until dry.
- Install touchless hand sanitizing stations at entrances and in high-traffic areas.
- Ensure ventilation at the venue must be operating properly. [See CDC Guidance](#)
  - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk to staff or individuals (e.g., risk of falling or triggering asthma symptoms).
  - If portable ventilation equipment like fans are used, take steps to minimize air from them blowing from one person directly at another person to reduce the potential spread of any airborne or aerosolized viruses.
- Make sure each piece of equipment (e.g. terminals, carts, touchscreens) is wiped down before and after each use by a individual, and dispose of the wipe accordingly. Examples include seating areas, rental equipment, vending-machines, automated teller machines ("ATMs"), touchscreens, and protective equipment.
- Ensure high touch surfaces (e.g. seats, armrests, cup holders, tables, door handles, ticketing kiosks, touch screens) are being disinfected during timed intervals and between venues and events.
- Increase cleaning and disinfection protocols and track with publicly posted cleaning logs.
- Post clear signs notifying individuals and employees of hygiene and sanitation expectations, including not entering if they or anyone in their household is experiencing any symptoms of illness.
- Avoid shared community materials, sign-in sheets, and writing utensils.
- Ensure instrumentation, products, samples, and props are sanitized prior to use and in between handling by workers and individuals.

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## RESTROOMS

- Consider shorter event duration times or limited admission windows to reduce the need for individuals to use restroom facilities, which can be a source of transmission. Restrooms should be fully operational to ensure social distancing and should employ touchless options and hourly cleaning.
- Consider assigning staff to monitor number of individuals in a restroom at one time to prevent congestion.
- Block off stalls and urinals with proper signage to support 6 feet between individuals. This may require reduced bathroom capacity or even only one person in a bathroom at a time. Limit the number of individuals who occupy the restroom at one time to allow for social distancing.
- Do not allow lines or crowds to form near the restroom without maintaining a distance of at least 6 feet from other individuals. Post signs or markers to help individuals maintain the appropriate social distance of at least 6 feet.
- Venues MUST ensure that open restrooms are:
  - Operational with functional toilets.
  - Cleaned and disinfected regularly, particularly high-touch surfaces such as faucets, toilets, stall doors, doorknobs, countertops, diaper changing tables, and light switches.
  - Adequately stocked with supplies for handwashing, including soap and water or hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.
- If you are providing portable toilets, also provide portable handwashing stations and ensure that they remain stocked throughout the duration of the event. If possible, provide hand sanitizer stations that are touch-free.



## LOCAL HEALTH AUTHORITIES IN NEVADA

### Carson City Health and Human Services

Areas Served: Carson City, Douglas County, Storey County and Lyon County (Cities: Minden, Gardnerville, Genoa, Glenbrook, South Lake Tahoe, and Topaz Lake)

Address: 900 East Long Street, Carson City, NV 89706

Phone: (775) 887-2190

### Nevada Division of Public and Behavioral Health

Areas Served: Churchill County, Elko County, Esmeralda County, Eureka County, Humboldt County, Lander County, Lincoln County, Mineral County, Nye County, Pershing County, and White Pine County.

Address: 4150 Technology Way, Carson City, NV 89706

Phone: (775) 684-4200

### Southern Nevada Health District

Areas Served: Clark County (Cities: Las Vegas, North Las Vegas, Henderson, Boulder City, Mesquite and Laughlin)

Address: 280 S. Decatur Blvd., Las Vegas, NV 89107

Phone: (702) 759-1000

### Washoe County Health District

Areas Served: Washoe County (Cities: Reno, Sparks, Gerlach, Vya, Pyramid, Washoe City)

Address: 1001 East 9th Street, Reno, NV 89512

Phone: (775) 328-2400