HDSA Event Guidelines for Face to Face Events During the COVID-19 Pandemic
Version July 14, 2020

For Events Held at an Established Venue (i.e. restaurant, golf course)

1. All volunteers and participants required to sign HDSA COVID Awareness Waiver prior to attendance.
   a. Waiver includes statement that participants must be in good health and symptom free from any illness for at least 2 weeks prior to the event.

2. All volunteers and participants required to wear a face mask throughout the event.
   a. No mask, no participation. No exception.
   b. Those who remove their mask during the event except for eating and drinking will be asked to leave.

3. Participants are expected to adhere to CDC social distancing guidelines.

4. Event venue maximum capacity must be clearly communicated and followed.
   a. Determine facility capacity and calculate percent allowable per state & federal guidelines. Cap registration at that number.
   b. Offer online/virtual participation for participants above venue capacity.

5. Designate specific arrival times to minimize groups waiting at registration.
   a. Assign 10 min windows for groups to arrive. No more than 10 people arrive at any one time.
   b. Check in lines will be marked in six foot intervals.
   c. Participants asked to not arrive more than 15 min before their assigned time.
   d. For Walks & Golf events, using rolling start model (see below)*

6. Implement “no cash handling” policy.
   a. Strongly encourage online donations via credit card using HDSA’s online giving and event management system.
   b. Cash and checks collected on-site must be deposited in closed container (i.e. box or jar with a deposit slot) without volunteer contact. Container to be opened 72 hours post-event for banking. **Exact change required.

7. Event set up will employ stringent social distancing layout.
   a. If possible, volunteers should be behind a plexiglass shield.
   b. Any exchange of materials, such as name badges, should be done using a table where items are dropped and retrieved with maximum space between parties.
8. Event venues are responsible for:
   a. Disinfection of restrooms.
   b. Availability of hand sanitizer in venue.
   c. Appropriate food & beverage service in compliance with public health guidelines.

*For Events Hosted at Park/Outdoor Venue (such as a park):*

1. Participants are required to be completely self-sufficient. No water stops, refreshments or medical assistance will be provided.
   a. HDSA will not provide or be responsible for restroom maintenance.
   b. HDSA will not prepare, provide or distribute food or beverages.
   c. HDSA will identify the local hospital, in case of emergency, but will not provide on-site medical care.

2. After checking in onsite at the event, participants are required to immediately begin their Walk.
   a. Participants will not be allowed to congregate or conduct any race preparation (warm-ups, stretching, adjusting or changing apparel, etc.) in the starting area.
   b. Participants should approach the starting line ready to run.

3. Except for passing, participants should always remain on the far right-hand side of the pathway.
   a. Participants passing one another on the course must adhere to “no drafting” rules which include being no closer than 10 feet behind or in front of, or 6 feet beside other competitors at any time.
   b. Participants may pass only when there are not any oncoming runners approaching from the opposite direction.
   c. Before passing participants must be sure they can safely remain 10 feet behind and then 10 feet in front of the participant being overtaken before merging back to the right-hand side of the pathway.

4. Upon completing their walk/run and crossing the finish line participant must continue moving towards the exit or finish area and proceed immediately to their vehicle as soon as they complete the event.
   a. No congregating of any type will be permitted either before, during, or after the event.

5. Third party vendors/exhibitors may participate in the event in coordination with the organizers and in compliance with HDSA vendor/exhibitor agreement (to come) which outlines the terms and expectations above.