



Protocol for Private Events (Meetings, Receptions, and Conferences): Appendix BB

Effective as of 12:01am on Thursday, May 06, 2021

5/8/2021:

- Clarifies that round table sizes are typically 72" or 60" rounds. Clarifies that attendees (except those who are fully vaccinated and attending an event with only other fully vaccinated attendees) may only eat or drink while sitting in their assigned seats or in a designated indoor or outdoor dining area.

5/6/2021:

- Private Events may increase their outdoor and indoor capacities to the limit specified for the Yellow Tier of the State's Blueprint for a Safer Economy.
- Employees who are fully vaccinated may elect not to wear face shields when serving customers who are not wearing face masks; they must still wear face masks. Employers should document employees' full vaccination status.
- For outdoor events with fewer than 100 people in attendance, fully vaccinated attendees do not need to wear face masks.
- Food trucks may operate in conjunction with or adjacent to Private Events.

Although COVID-19 case rates, hospitalizations, and deaths have decreased **some** and appear to be stable at this time, **but** COVID-19 continues to pose a **high** risk to communities and requires all people and businesses to take precautions and modify operations and activities to reduce the risk of spread.

As of April 15, 2021, the State's Blueprint for a Safer Economy allows facility operators to reopen to hold or host Private Events. Everyone, including Facility Operators and Event Organizers and participants, should proceed with caution and adhere to the requirements in this protocol to reduce the potential spread of COVID-19 within their private event and within business operations.

PRIVATE EVENTS: MEETINGS, RECEPTIONS AND CONFERENCES

A Private Event for purposes of this protocol is defined as a meeting, reception, or conference of persons at a location, which generally requires attendees to have an invitation, reservation, ticket, or to be on a guest list to attend and/or a rental or service contract for use of the location, facility or venue.

In the Blueprint's **Yellow** Tier, facilities that host or hold private events may provide event space with the following occupancy limits:

- Outdoor private events are limited to a maximum of **200** people or a maximum of **400** people if all guests tested negative for COVID-19 or show proof of full vaccination **against COVID-19**.
- Indoor private events are permitted only if all guests tested negative for COVID-19 or show proof of full vaccination **against COVID-19**. Indoor events are limited to a maximum of **200** people.

The requirements for testing negative for COVID-19 and full vaccination and showing proof of both are specified below.

All private events that are permitted pursuant to this protocol, which are not ticketed live events or performances, must have purchased tickets or a defined guest list, a system for checking guests' tickets or registration to make sure that those who are admitted are on the guest list, and seating charts or assigned seating. No intermingling of multiple private events is permitted.

Private Events may allow one or more food trucks to operate as a food provider in compliance with all applicable local codes and requirements to, and in conjunction with, the Private Event.



This protocol is not intended for Indoor Seated Live Events or Outdoor Seated Live Events, where all guests have purchased tickets and have fixed, assigned seating to view a live entertainment event or performance. Such events must follow the DPH Protocol for Live Events and Performances (Indoor Seated) or the DPH Protocol for Live Events and Performances (Outdoor Seated). It is also not intended for gatherings that fall under the definition of an “informal social gathering,” which have a limited maximum capacity outdoors (see Guidance for Informal Social Gatherings), nor for gatherings of persons solely for religious worship or religious study purposes.

Prior to holding a Private Event and admitting more than 100 members of the public to their facility, Private Event operators/organizers must submit their event plan to the Los Angeles County Department of Public Health (LACDPH), using the [Proposed Event Form](#) to explain how the private event will be operated in compliance with all required modifications. This form should be submitted at least 14 days prior to the proposed event. LACDPH will acknowledge receipt of this application within 5 business days. Please note, one form for each type of event is to be submitted (e.g., meeting, conference, reception).

Please note: The requirements as described in this protocol are intended to apply to Private Events where attendees are a mixed group of individuals who are fully vaccinated, not fully vaccinated, received a negative COVID-19 viral test result within the 72 hours prior to the event, or none of the above.

For Private Events where ALL guests are fully vaccinated against COVID-19 and the event holder verifies ALL attendees’ full vaccination status, the event operations may be altered as follows:

- If the event is outdoors and has 100 people or less that are all fully vaccinated, face masks are not required.
- If the event is indoors and has 50 people or less that are fully vaccinated, masks are not required.
- Attendees need not maintain a physical distance from other guests, including for any seating arrangements. Attendees must still maintain at least a six-foot physical distance from all employees of the establishment or any performers/speakers.
- Attendees may move freely around the event space while consuming food and beverages, provided that the event space is contained, and attendees do not come in contact with individuals who are not attendees at the event.
- Employees who are working at such an event and are not fully vaccinated must wear both a face shield and a face mask that is more effective at protecting individuals from airborne transmission of COVID-19, such as fit-tested N95, KN95 or double-masks.

In addition to the conditions imposed on private events by the State Public Health Officer, these types of businesses must also be in compliance with the conditions laid out in this County Protocol for Private Events.

Facilities may have a number of operational aspects and service offerings covered in other guidance and which are available at: <http://publichealth.lacounty.gov/media/coronavirus/reopening-la.htm>. Facility operators and Event organizers must review this guidance to apply the appropriate protocols to all aspects of operations, unless otherwise required in this document, including:

- LA County DPH Protocol for [Retail Establishments](#)
- LA County DPH Protocol for [Office-based Worksites](#)
- LA County DPH Protocol for [Restaurants](#)
- LA County DPH Protocol for [Bars](#)
- LA County DPH Protocol for [Hotels and Lodging](#)
- LA County DPH Protocol for [Protocol for Music, Television and Film Production](#)
- LA County DPH Protocol for [Family Entertainment Centers](#)



In the protocols that follow, the term “household” is defined as “persons living together as a single living unit” and shall not include institutional group living situations such as dormitories, fraternities, sororities, monasteries, convents, or residential care facilities, nor does it include such commercial living arrangements such as boarding houses, hotels, or motels.¹ The terms “staff” and “employee” are meant to include employees, volunteers, interns and trainees, scholars and all other individuals who carry out work at the site. The term “visitors” or “customers” should be understood to include members of the public and others who are not staff or employees who spend time at the business or site. The terms “establishment”, “site”, and “facility” both refer to the building, grounds, and any adjacent buildings or grounds at which permitted activities are conducted.

For purposes of this protocol, people are considered fully vaccinated **against** COVID-19 at ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

The following are acceptable as proof of “full vaccination” **against COVID-19**: 1) A photo identification **of the person** and 2) **proof of full vaccination against COVID-19, such as the person’s** vaccination card (which includes name of person vaccinated, type of **COVID-19** vaccine provided and date last dose administered) OR a photo of the attendee’s vaccination card as a separate document OR a photo of the attendee’s vaccine card stored on a phone or electronic device OR documentation of **full vaccination against COVID-19** from a healthcare provider (which includes name of person vaccinated **and confirms that they are fully vaccinated against COVID-19**). If one of these criteria is not met or the person cannot show such documentation, the person is not considered to be fully vaccinated. **Proof must be shown to the event organizer/operator prior to entry into the event or venue.**

In the protocols that follow, people are considered to have “tested negative” prior to the event if they are able to show they have been tested for COVID-19 and have received a negative COVID-19 viral (swab or saliva) test result from a specimen collected within 72 hours before event start time, if using PCR test for COVID-19, or within 24 hours of start of the event, if using antigen test for COVID-19. Results of the test must be available **and shown to the event organizer/operator** prior to entry into the event or venue.

Please note: This document may be updated as additional information and resources become available so be sure to regularly check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

¹ Los Angeles County Code, Title 22. §22.14.060 - F. Family definition. (Ord. 2019-0004 § 1, 2019.)
https://library.municode.com/ca/los_angeles_county/codes/code_of_ordinances?nodeId=TIT22PLZO_DIV2DE_CH22.14DE_22.14.060F



Venue Facility operators must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the facility.

Business name: _____

Facility Address: _____

Maximum Occupancy, per Fire Code: _____

Maximum Occupancy (Yellow Tier) per Fire Code: _____

Approximate total square footage of space open to the public: _____

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH
(CHECK ALL THAT APPLY TO THE FACILITY)**

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those who are pregnant, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- All employees (including performers, facility staff, and operations staff, collectively referred to as “employees”) have been told not to come to work if they are sick or, if within the last 10 days, they had an exposure to a person who has COVID-19 and were not fully vaccinated.
- Employees are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave and worker’s compensation for COVID-19](#), including employee’s sick leave rights under the [2021 COVID-19 Supplemental Paid Sick Leave Law](#).
- Entry Screenings are conducted before employees, performers, vendors, delivery personnel, and other visitors and support staff may enter the workspace, in compliance with the LA County DPH [Entry Screening Guidance](#). Checks must include a check-in concerning **fever or chills**, cough, shortness of breath, difficulty breathing and **a new loss of taste or smell** and whether the individual is currently under isolation or quarantine orders. These checks can be done upon the employees’ arrival or through alternative methods such as on-line check in systems or through [signage](#) posted at the entry of the facility stating that employees with these symptoms must not enter the premises. A temperature check should also be done at the worksite if feasible.
 - Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last 10 days, they can be cleared to enter and work for that day.
 - Positive Screen (Not Cleared):
 - If the person was not fully vaccinated² against COVID-19 and has had contact with a known COVID-19 case in the last 10 days or is currently under quarantine orders, they may not enter

² People are considered fully vaccinated against COVID-19 two (2) weeks or more after they have received the second dose in a 2-dose series (e.g., Pfizer-BioNTech or Moderna), or two (2) weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson (J&J/Janssen)).



or work in the field and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.

- If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter or work in the field and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.
- ☐ Upon being informed that one or more employees test positive for or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ☐ Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. For more information, see LAC DPH COVID-19 Mask webpage at <http://publichealth.lacounty.gov/acd/ncorona2019/masks>. The mask is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves may not be used.
- ☐ Employees and support staff who are in regular close contact with attendees or who are working in a closed, indoor space with customers who are not wearing face masks (e.g., when customers are eating or drinking) must be provided a face shield to wear in addition to a face mask. It is strongly recommended that workers that are in close contact indoors with attendees who are not wearing face masks be provided with masks that are more effective at protecting against airborne transmission, including but not limited to fit-tested N95 (preferred), KN95 or double-masks, given the higher risks of COVID-19 spread indoors. For more information see the LA County DPH COVID-19 mask webpage at <https://ph.lacounty.gov/masks>. Face shields are optional for employees that show proof of full vaccination to their employer; wearing a mask is still required. For fully vaccinated employees who have shown proof of their full vaccination against COVID-19 and choose not to wear a face shield, the employer should create and keep a written record that documents that each of these employees has shown them acceptable proof of full vaccination. The employer does not need to keep a copy of the proof of full vaccination shown.
 - People are considered fully vaccinated for COVID-19 at ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen)
 - The following are acceptable for the employee to show their employer as proof of full vaccination against COVID-19: a photo identification and proof of full vaccination against COVID-19, such as their vaccination card (which includes name of person vaccinated, type of COVID-19 vaccine provided and date last dose administered) OR a photo of their vaccination card as a separate document OR a photo of their vaccine card stored on a phone or electronic device OR documentation of full vaccination against COVID-19 from a healthcare provider (which includes name of person vaccinated and confirms that the person is fully vaccinated against COVID-19).
- ☐ Persons who are performers, presenters or speakers at Private Events who cannot feasibly present or speak to the assembly of persons with a face mask are not required to wear a face mask during the time period in which such tasks are actually being performed on the condition that: the unmasked presenter or performer is at least twelve feet away from all other persons.
- ☐ To ensure that masks are worn consistently and correctly over the nose and mouth, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers.



- Occupancy is reduced and space between employees is maximized in any room or area used by employees for meals and/or breaks. This has been achieved by:
 - Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks;
 - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
 - Placing tables at least eight feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.
- Employees are instructed to wash, if appropriate, or replace their face masks daily.
- In the event that three or more cases are identified within the workplace within a span of 14 days the employer must report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821 or online at www.redcap.link/covidreport. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.
- Any workstations within the facility are separated by at least six feet.
- The number of people in any room in the facility (e.g., restrooms, meeting rooms, cafeterias, gyms, etc.) is limited at any given time, such that all people in the room can easily maintain at least a six-foot distance from one another at all practicable times or an eight-foot distance if they are engaging in physical activity.
- All facilities that are open for Private Events must implement a COVID-19 testing program that provides weekly, optional testing of all workers who may come in contact with others.
 - PCR or antigen are permissible diagnosis tests for employees where the interval between the tests is no greater than seven days. For employees returning to work where the interval between a prior test has been greater than seven days after receiving a prior test, only a PCR test is permissible.
 - Any employees participating in routine weekly testing are not counted toward any occupancy capacity limit. All employees not participating in a routine weekly testing program shall count toward any occupancy limit.
- All rooms that are regularly used by employees during the course of the workday (e.g., meeting rooms, restrooms and other common areas) are disinfected frequently, on the following schedule:
 - Meeting rooms _____
 - Restrooms _____
 - Other _____
- Disinfectant and related supplies are available to employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- Employees are allowed frequent breaks to wash their hands.
- A copy of this protocol has been distributed to each employee.
- Each worker is assigned their own equipment and defined work area to the extent possible. The need for sharing held items is minimized or eliminated.
- Personal items (e.g., water bottles, towels, uniforms, etc.) are not shared.
- Optional—Describe other measures:



B. MEASURES TO ENSURE PHYSICAL DISTANCING

Occupancy Limits:

- Attendance at Private Events in **Yellow** Tier is limited to:
 - **200** people maximum for **outdoor events** or **400** people if, prior to attendance/entry, all guests show the Private Event operator they have tested negative for COVID-19³, as defined above, or show proof of full vaccination⁴, as described above; or
 - **200** people maximum for **indoor events** if, prior to attendance/entry, all guests show the Private Event operator they have tested negative for COVID-19, as defined above, or show proof of full vaccination, as described above.
 - All employees and performers are counted toward the maximum occupancy limit unless they have provided proof they are fully vaccinated against COVID-19.
 - Maximum number of attendees in facility's indoor/outdoor (circle the one that applies) event area is limited to: _____
- Individual rooms within a facility are limited in capacity such that all individuals within the room are able to maintain a physical distance of at least six feet from individuals who are not members of their household.
 - For facilities where there are multiple meeting rooms, each room should have its maximum occupancy to facilitate this physical distancing posted.
 - Stagger start/end times and break times to minimize crowding due to guests from different rooms congregating or entering common or joining areas at same time.
- The facility operator must strictly and continuously meter entry and exit of invitees at all entrances in order to track occupancy to ensure compliance with capacity limits and to ensure that all guests who enter are on the registration list. Operators that are insufficiently or not metering or appear to be over-capacity may, at the discretion of the public health inspector, be temporarily closed until these issues are rectified as determined by the onsite health inspector. Where possible, provide a single, clearly designated entrance and separate exits to help maintain distancing.
- Be prepared to queue attendees while still maintaining physical distance, including the use of visual cues. If necessary, an employee (or employees if there is more than one entrance) wearing a face shield and face mask may be posted near the door but at least six feet from the nearest customers to track occupancy and to direct attendees to line up six feet apart outside, as needed.

Registration:

- All attendees must register for the event in advance or be an invited guest from a defined guest list. Facility operator and event organizer must have a system in place for monitoring entry and checking registration status of guests prior to allowing entry to the event.
- Recommend using electronic pre-registration or touchless check-in for meetings, where practicable.
- Registration desks, kiosks, or tables are to be one person per six feet table.
- Facility operator is required to ensure that there is adequate space to allow for registration of attendees while ensuring physical distance measures are in place.

Seating:

- Attendee seating must clearly define space for individuals with appropriate space per person. Non-permanent seating arrangements must not be altered by attendees.

³ People are considered to have "tested negative" prior to the event if they are able to show they have been tested for COVID-19 and have received a negative COVID-19 viral (swab or saliva) test result from a specimen collected within 72 hours before event start time, if using PCR test for COVID-19, or within 24 hours of start of the event, if using antigen test for COVID-19. Results of the test must be available prior to entry into the event or venue.

⁴ People are considered fully vaccinated against COVID-19 two (2) weeks or more after they have received the second dose in a 2-dose series (e.g., Pfizer-BioNTech or Moderna), or two (2) weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson (J&J/Janssen)).



- All seating at the event must be assigned and configured to permit physical distancing of at least six (6) feet between people of different households.
- Guests that are fully vaccinated may be seated at tables that accommodate more than six other individuals, provided that every person seated at the table is also fully vaccinated and has provided proof of full vaccination.
 - At outdoor events: guests at each table are limited to **8** people that are either members of a single household or members of a group of up to three households. If everyone seated at the table is fully vaccinated, there is no limit on the number of households among tablemates.
 - At indoor events: guests at each table **are limited to 6 people and** must be members of a single household unless everyone seated **at the table** is fully vaccinated.
- Entire attendee groups that attest to and show the venue proof of full vaccination may sit next to or near other fully vaccinated attendee groups without the required physical distancing.
- Tables/chairs occupied by guests who are not fully vaccinated must be placed 6 feet apart from other tables/chairs; guests at each table are limited to 6 people that are either members of a single household or members of a group of up to three households unless everyone seated at the table is fully vaccinated and has provided proof of full vaccination.
- Classroom style seating:
 - One person per six-foot table or two people, if seated at opposite ends of the table
 - Six feet between the front edge of one chair to the back of each chair in front of it
 - Minimum of eight feet circulation areas
 - Attendees face the same direction
- Theater seating:
 - One chair per six feet of seating
 - Minimum of eight feet circulation areas
 - Attendees face the same direction
- Rounds:
 - **72"** rounds and four chairs per round or a **60"** round with two chairs
 - Six-foot aisles between chairs
 - Minimum of eight feet circulation areas
- If there is assigned seating, attendees are encouraged to stay in their seats except for visits to the restroom or to participate in activities organized by the event host. Event staff are available in the concourse to remind attendees not to congregate or to loiter in the common areas (e.g., lobby or hallways) of the venue.
- For break-out sessions, consider moving speakers/presenters instead of attendees.

Traffic Flow:

- Separate routes are designated throughout the facility for entry and exit, activity areas, seating areas, and employee work areas to help maintain physical distancing and lessen the instances of people closely passing each other. One-way directional hallways and passageways for foot traffic have been designated if feasible.
- Attendants must be available during breaks, or transitions between meetings to ensure orderly entry and exit from and into event areas. Attendants should be used to preserve appropriate space in queueing areas and help understand where lines begin as additional space may make it difficult to see where to stand.
- Facility flow must be designed in a way that provides operators the ability to control fully the flow, ingress and egress of all attendees. Special attention must be paid to plans to ensure that visitors are able to exit the event in a staggered fashion, including ensuring that attendants are available in all areas of the event to encourage guests to keep moving, to prevent congregating and to manage bottlenecks and crowding.



C. MEASURES FOR INFECTION CONTROL

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Effective ventilation is one of the most important ways to control small aerosol transmission. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, opening windows and doors, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces. See California Department of Public Health [Interim Guidance for Ventilation, Filtration and Air Quality in Indoor Environments](#) for detailed information.
 - Please Note: Ventilation and other indoor air quality improvements are an addition to, and not a replacement for, mandatory protections including wearing face masks (except in certain high-risk environments that require using proper respiratory protection), maintaining at least six feet of distance between people, washing hands frequently, and limiting activities that bring together people from different households.
- Outdoor venues may utilize tents, canopies or other temporary outdoor structures in compliance with the CDPH Guidance for Temporary Structures, available here: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>.
- Facility operators must allow for at least 2 hours between events to prevent mixing across attendees and enable sufficient time for cleaning the facility between events.
- Attendees arriving at the establishment are reminded to wear a face mask at all times (except while eating or drinking, if applicable) while in the establishment or on the grounds of the establishment. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed not to wear a face mask by their medical provider must wear a face shield with a drape along the bottom edge, to be in compliance with State directives, if their condition allows it. Masks with one-way vents on the front must not be worn. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them.
- Entry screening is conducted before attendees may enter the facility. (See County [Entry Screening](#) guidance.) Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the individual is currently under isolation or quarantine orders. These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
 - Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last 10 days, they can be cleared to enter for that day.
 - Positive Screen (Not Cleared):
 - If the person has had contact with a known COVID-19 case in the last 10 days or is currently under quarantine orders, they may not enter and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.
 - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.
- Discontinue coat check and other amenities that require workers to unnecessarily touch guest items and increase the risk of contact of contaminated items from different households.
- Discourage attendees from engaging in yelling, singing, chanting, or any other activities that may increase the likelihood of transmission from contaminated exhaled droplets and aerosols.
- Meeting room tables and chairs are to be cleaned and disinfected prior to each new event.
- Common areas and frequently touched objects (e.g., tables, doorknobs or handles, light switches) are disinfected at least once daily or more frequently if determined is necessary due to high usage during



business hours using EPA approved disinfectants and following the manufacturer’s instructions for use.

- Soiled linens shall be placed in single-use bags in meeting space and replaced after each use and cleaned according with [CDC guidelines](#).
 - Public restrooms and handwashing stations are stocked at all times and provide additional soap, paper towels and hand sanitizer. Public restrooms are regularly cleaned and disinfected using EPA approved disinfectants and following the manufacturer’s instructions on use, on the following schedule:
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- Hand sanitizer, tissues and trash cans are available to employees and guests/attendees throughout the meeting space, at meals, and at entrances and exits.

D. CONSIDERATIONS FOR EVENTS WITH FOOD SERVICE

- All food that is served at an event must be provided by a food establishment **with a valid public health permit issued by LACDPH, and** that is operating in compliance with the LA County Protocol for Restaurants. Individuals who rent event space may not bring and serve their own food at their event.
- In addition to the Protocol for Restaurants, the following modifications must also be followed by facilities that serve food and beverages to customers at Private Events.
 - o Attendant served reception and/or breaks.
 - o For conferences or meetings, consider boxed meals with staggered pick-up times to avoid lines and the need for staff to serve food to attendees.
 - o Self-service, unattended buffets, topping bars, drink stations and other communal serving areas are prohibited.
 - o Staffed buffets are permitted when a barrier is used between the guest and the buffet. Consider adding floor signs/clings to promote physical distancing while in line for buffet.
- Buffet or beverage services require an attendant with six-foot barriers in front of food display and one-way traffic flow. Food and drink concession at outdoor private events must be delivered to guests in their seats or delivered to designated guest pick-up areas. Attendees must be reminded that eating/drinking is only permitted while patrons are seated in their reserved seats in the venue and at a six-foot distance from those who are not members of their household, or at designated **indoor or** outdoor dining areas that follow the Los Angeles County Department of Public Health (DPH) Protocols for Restaurants.
- Attendees must be reminded that eating and drinking is only permitted **in their assigned seats,** and that food and beverages may not be consumed in any other areas of the facility.
- Guests must be seated in assigned seats when consuming food/beverages.
- Tables/chairs occupied by attendees, who are not fully vaccinated, must be placed 6 feet apart from other tables/chairs. Guests at each table are limited to 6 people, who are either members of a single household or members of a group of up to three households. If every attendee seated at table is fully vaccinated, then there are no physical distancing requirements. Tables of fully vaccinated attendees may seat up to 6 individuals.

E. CONSIDERATIONS FOR PRIVATE EVENT RECEPTION ACTIVITIES

- For speakers and presenters, stage areas are at a physical distance of at least 12-feet horizontally from attendees.
- Dancing is permitted and dance floors may be open provided that all attendees are able to maintain a physical distance of at least 6 feet from individuals who are not members of their household and that all attendees wear a face mask at all times. Dancing is strictly limited at all events to no more than 6 persons dancing



together from the same party. Attendees should be encouraged to take frequent breaks if they experience any difficulty breathing while dancing.

- Karaoke singing and open microphone events involving performances by attendees are strongly discouraged. However, where karaoke is performed, patrons performing must maintain a distance of at least 12 feet from all other people and must wear a face mask while performing.
- Performers must remain in the designated performance area and must maintain a physical distance of at least 12-feet horizontally from areas accessible to attendees. Consider installing barriers or partitions to maintain the 12-feet of separation between performance and attendee areas.
- Performance-related demonstrations, exercises, and activities that involve interaction between performers and attendees that conflict with physical distancing practices are not permitted.

F. CONSIDERATIONS FOR SUPPORT OPERATIONS: SOUND, LIGHTING, ETC.

- Consider options to limit the number of staff needed for back-of-house production departments and/or identify ways they can complete tasks separately from each other. For example, where feasible, the lighting department should be allowed to work alone on set until the lighting is complete before other departments undertake their tasks.
- Evaluate the increased risk from standard working processes involving close contact (heavy lifting, working in confined spaces such as scissor lifts, lighting grids, moving large lamps, textile tying, etc.) and modify those work processes, where possible, and ensure workers have access to the proper protective equipment.
- Touchable surfaces are cleaned between shifts or between users, whichever is more frequent, including but not limited to working surfaces, tools, handles and latches, and controls on stationary and mobile equipment including surface in the cabs of all vehicles.
- Reusable PPE (such as face shields) and employer-owned and controlled equipment, such as hard hats, is sanitized at the end of each shift.
- Choke points and high-risk areas where workers must stand together, such as hallways, hoists, and elevators, have been identified and signage is posted to remind workers to take precautions while moving through these areas.
- Use of shared production items has been limited to a single worker or a function team (e.g., sound equipment should be handled by a designated person or team). All items are thoroughly cleaned between each use.
- All communication technology is disinfected before and after each use and tools are labeled with the name of each user to avoid inadvertent sharing of tools.
- Workers who handle keys, open car doors or touch others' items are allowed additional time to wash hands and/or use hand sanitizer.

G. CONSIDERATIONS FOR PERFORMERS, MUSICAL PERFORMERS AND REHEARSALS

- For Performers:
 - Use precautions when performing in large groups or ensembles and evaluate the necessity of such activity on a case-by-case basis. Background players, stand-ins, and other non-essential performers on set should not linger in crowded holding areas unnecessarily. Holding/offstage areas should be sufficiently large to ensure adequate spacing between performers, backstage workers, etc.
 - Performing groups should consider modifications to rehearsals where face masks cannot be worn, that break physical distances, require performers to touch their own or others' faces, etc.
 - Use microphones for performances to the maximum extent feasible so that performers can limit voice projections, which cause more particles, aerosols, and droplets to be released and travel farther.
 - Performers that are minors should be accompanied by a parent or guardian. Children should be given



special instruction and guidance on the use of any provided protective equipment and safety protocols.

For Musical Performers:

- Performers should empty water keys onto disposable or paper towels whenever possible and turn away from others when emptying to avoid fluid contamination. Musicians should discard their own used towels and wash their hands and/or use hand sanitizer after disposal. If musicians empty water keys onto non-disposable towels, the towels must be clean when brought to performance or practice, removed by the musician and placed into a sealed container away from others for laundering, and the musician must wash their hands and/or use hand sanitizer.
- Perform instrument cleaning, including wiping down and blowing through, at home and away from others before and after practice.
- Do not share instruments, if at all possible. Consider discontinuing assistance from musician assistants, such as page-turners, or others that cannot maintain at least six feet of distance.
- Increase distancing between people who sing or chant and others, or between brass/wind instrument performers and others to greater than 12 feet, when not wearing face masks. Consider use of barriers to add further separation in these cases.
- Wind instrument performers should use additional modifications as appropriate, such as devices to capture aerosols or to redirect air emitted from the instrument.

For Rehearsals:

- Performances and/or practices where there is increased likelihood for transmission from lack of face mask use or contaminated exhaled aerosols (such as singing, chanting, brass and woodwind playing, etc.) should rehearse outdoors, if possible. Performers must rehearse and perform with their small group to the greatest extent feasible.
- When workers cannot wear face masks as part of their rehearsal (e.g., opera singers, woodwind musicians, etc.), operators must modify rehearsal activities, including maintaining strict small groups, implementing at least weekly testing of participants during rehearsal as well as performance season, limiting the amount of time and the number of workers without face masks, maintaining physical distance between those without face masks and others to at least six feet, installing impermeable barriers between people, ensuring proper ventilation, etc.
- Use precautions when performing in large groups or ensembles. If a large group is required for the performance, minimize the time the full group is in proximity with each other (e.g., rehearsing in sub-groups).

H. CONSIDERATIONS REGARDING TRAVEL

- Facility operators should make event planners aware of the current [Los Angeles County Travel Advisory](#) and [CDPH Travel Advisory](#) in effect to ensure that all attendees are in compliance with the current travel requirements. Review the [CDC guidelines on air travel](#) and encourage all event planners and staff to adhere to these guidelines.

I. MEASURES THAT COMMUNICATE TO THE PUBLIC

- A copy of this protocol, or if applicable, the facility's printed Los Angeles County COVID-19 Safety Compliance Certificate is posted at all entrances to the facility. For more information or to complete the COVID-19 Safety Compliance self-certification program, visit: <http://publichealth.lacounty.gov/eh/covid19cert.htm>. Facilities must keep a copy of the Protocols onsite at the facility for review, upon request.
- Signage has been posted to provide clear guidance to the public about how to maintain safety within the facility (e.g., maintaining physical distance, wear face mask, etc.). See the County DPH COVID-19 Guidance



webpage: <http://publichealth.lacounty.gov/media/Coronavirus/guidances.htm#business> for additional resources and examples of signage that can be used by businesses.

- Signage is posted throughout the facility to remind the public that eating or drinking is prohibited anywhere in the facility except for in **assigned seats or in** the designated dining area(s).
- Signage is posted at each public entrance of the facility to inform all employees and visitors that they should: Avoid entering the facility if they have a cough or fever.
- Online outlets of the facility (online ticketing platforms, website, social media, etc.) provide clear information about hours, required use of face masks, policies in regard to purchasing tickets, and other relevant issues.

J. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Services that are critical to the customers/clients have been prioritized.
- Transactions or services that can be offered remotely have been moved on-line.
- Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____

Phone number: _____

Date Last Revised: _____

SUMMARY FOR PRIVATE EVENTS (MEETINGS, RECEPTIONS, CONFERENCES) BASED ON ATTENDEES Attendees invited, ticketed or on guest list for event; seating chart or assigned seating required; No intermingling of multiple private events					
Location of event	Some attendees are not fully vaccinated or not tested negative	All attendees are fully vaccinated* or tested negative**	Staff and Performers/ Entertainment	Food Service	Extra allowances – Small private events, All attendees are fully vaccinated
Indoors	Not permitted	200 max	<ul style="list-style-type: none"> Counted toward capacity unless fully vaccinated or tested right before event. Must wear thicker mask (e.g. KN95, N95, or double mask) and face shield when working near unmasked, vaccinated guests. If staff member vaccinated, they may elect to remove face shield. Dancing is permitted as long as attendees are able to maintain a physical distance of 6 feet from others who are not members of their household. 	<p>ALL GUESTS</p> <ul style="list-style-type: none"> Masking required among all guests unless consuming food/beverages. Guests must be seated in assigned seats when eating or drinking Tables/chairs occupied by guests that are not fully vaccinated must be placed 6 feet apart from other tables/chairs. 	<p>If event has 50 or fewer attendees and all are fully vaccinated,</p> <ul style="list-style-type: none"> Masks and distancing not required for attendees <p>Guests must be seated at least 6 feet from speaker or performer.</p>
Outdoors	200 max	400 max		<p>AT OUTDOOR EVENTS</p> <ul style="list-style-type: none"> Guests at each table are limited to 8 people that are either members of a single household or members of a group of up to three households. If everyone seated at the table is fully vaccinated, there is no limit on the number of households among tablemates. 	<p>If event has 100 people or less attendees and all are fully vaccinated,</p> <ul style="list-style-type: none"> Masks and distancing not required <p>Guests must be seated at least 6 feet from speaker or performer.</p>
Mix of indoors and outdoors	Not permitted	max		<p>AT INDOOR EVENTS</p> <ul style="list-style-type: none"> Table limit is 6 and guests at each table must be members of a single household unless everyone seated is fully vaccinated. Guests that are fully vaccinated may be seated at tables that accommodate more than 6 individuals provided that everyone at the table is fully vaccinated 	<p>If event has 50 or fewer attendees and all are fully vaccinated</p> <ul style="list-style-type: none"> Masks and distancing not required. <p>Guests must be seated at least 6 feet from speaker or performer.</p>

SUMMARY FOR PRIVATE EVENTS (MEETINGS, RECEPTIONS, CONFERENCES) BASED ON ATTENDEES

Attendees invited, ticketed or on guest list for event; **seating chart or assigned seating required; No intermingling of multiple private events**

Location of event	Some attendees are not fully vaccinated or not tested negative	All attendees are fully vaccinated* or tested negative**	Staff and Performers/ Entertainment	Food Service	Extra allowances – Small private events, All attendees are fully vaccinated
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* People are considered “fully vaccinated” against COVID-19 at ≥2 weeks after they have received the second dose in a 2-dose COVID-19 vaccine series (Pfizer-BioNTech or Moderna), or ≥2 weeks after they have received a single-dose COVID-19 vaccine (Johnson and Johnson [J&J]/Janssen). The following are acceptable as proof of “full vaccination”: 1) A photo identification of the attendee and 2) proof of full vaccination against COVID-19, such as the attendee’s vaccination card (which includes name of person vaccinated, type of COVID-19 vaccine provided and date last dose administered) OR a photo of their attendee’s vaccination card as a separate document OR a photo of the attendee’s vaccine card stored on a phone or electronic device OR documentation of vaccination from a health care provider (which includes name of person vaccinated and confirms that the person is fully vaccinated against COVID-19). If one of these criteria is not met or the person cannot show such documentation, the person is not considered to be fully vaccinated.

** People are considered to have “tested negative” for COVID-19 prior to the event if they are able to show they have been tested for COVID-19 and have received a negative COVID-19 viral (swab or saliva) test result from a specimen collected within 72 hours before event start time, if using PCR test for COVID-19, or within 24 hours of start of the event, if using antigen test for COVID-19. Results of the test must be available and shown prior to entry into the event or venue.