



## INDOOR AND OUTDOOR EVENTS OVERVIEW

The framework below represents the City of Boston’s operational recommendations for **Indoor and Outdoor Events**. These operational recommendations incorporate the Commonwealth’s Sector-specific Workplace Safety Standards and supplements them with recommendations based on guidance from the Centers for Disease Control and Prevention (CDC) and industry associations to offer best practices for ensuring social distancing and reducing risk at events as well as preparing and returning to the physical workplace, preparing the workforce, and ensuring continuity of operations.

These operational recommendations apply to operations during Step 1 of Phase 3 of the Commonwealth’s phased reopening plan and are subject to change by the City of Boston at any time based upon changes to the Commonwealth’s Workplace Safety Standards, CDC guidance, or other public health information or analysis. For the City of Boston, Step 1 of Phase 3 of the Reopening Plan will commence on July 13, 2020. **The City of Boston operational requirements section on pages 3 and 4 of this document outlines the City’s specific capacity limits for outdoor events.**

These operational recommendations provide Boston businesses with clarity about how to operate in Boston given its unique diversity, density, population, and built environment. Businesses, however, must comply with all current state standards at all times.

No activity at any indoor or outdoor event shall occur without meeting these COVID-19 workplace safety standards. These standards apply to all enterprises permitted to operate until rescinded or amended by the state, unless where sector-specific standards are applicable to part or all of the enterprise’s activities, in which case enterprises must follow those sector-specific standards. The owner of the enterprise shall be responsible for meeting these standards.

All actions undertaken to comply with Commonwealth standards and City of Boston recommendations must also comply with regulations of the Americans with Disabilities Act and the Massachusetts Architectural Access Board. In addition to these standards, event organizers should continue to abide by any and all applicable local, state, and federal regulations, policies, certifications, and licensure requirements for their facility. While these standards permit the operation of both indoor and outdoor event spaces, outdoor events are strongly encouraged to reduce the risk of disease transmission.



Per the Commonwealth of Massachusetts, “Indoor and Outdoor Events” include events held at the following venues:

- Indoor and outdoor event spaces
- Ballrooms
- Private clubs and party rooms
- Public places, e.g., parks

An event that is held for the primary purpose of watching a performance must follow the Theaters and Performance Venues guidance.

Large-capacity event venues and activities organized to draw together large crowds must continue to remain closed until Phase IV. This includes venues used for group and/or spectator sports, entertainment, business, and cultural events, including the following:

- Stadiums, arenas, and ballparks
- Dance floors
- Exhibitions and convention halls
- Street festivals and parades and agricultural festivals
- Road races and other large outdoor organized amateur or professional group athletic events

Following these recommendations will ensure greater public health and safety. The City of Boston strongly encourages people in vulnerable populations, especially the elderly and those with underlying medical conditions, to continue to avoid unnecessary public outings and inessential services. Staff health is also a critical factor in whether retail can safely open and serve attendees.

### Key Considerations

- Reopening services will increase the risk of COVID-19 spread; thus, the goal is to know, communicate, and manage transmission risk.
- Programs, services, and industries must be altered, some significantly, for several months or longer until a vaccine or effective treatment is developed.
- All plans must include mechanisms for how programs and services can be quickly scaled back if COVID-19 cases and deaths begin to spike.



- Linguistically and culturally appropriate public messaging and communications are critical.
- The experiences and needs of those disproportionately impacted will be overlooked if not explicitly considered in all plans.

## **CITY OF BOSTON OPERATIONAL REQUIREMENTS**

**Beginning July 13, 2020, the City of Boston will allow for the issuance of permits for outdoor events of up to 50 individuals. The 50-person capacity limit will apply to the following:**

- **Permitted events on all outdoor properties owned by the City, including parks**
- **Low- and moderate-contact amateur sporting events at Boston parks**
- **All outdoor events whether on public or private property permitted through the Special Events Committee**

**Public health metrics will dictate any future adjustments to capacity limitations.**

**To submit an application for a special event or amateur sporting event at a City of Boston park, please visit [https://apm.activecommunities.com/cobparksandrecdepart/Reserve\\_Options](https://apm.activecommunities.com/cobparksandrecdepart/Reserve_Options)**

**To submit an application for other outdoor events on public or private property, please visit and submit an event application, please visit**

**<https://www.boston.gov/departments/consumer-affairs-and-licensing/how-apply-host-public-event-boston>**

## **COMMONWEALTH OF MASSACHUSETTS MANDATORY STANDARDS**

No activity at any indoor or outdoor event shall occur without meeting these COVID-19 safety standards. These standards apply to all enterprises permitted to operate until rescinded or amended by the state, unless where sector-specific standards are applicable to part or all of the enterprise's activities, in which case enterprises must follow those sector-specific standards. The owner of the enterprise shall be responsible for meeting these standards

- [Massachusetts Workplace Safety Standards for Indoor and Outdoor Events to Address COVID-19](#)

## **ADDITIONAL INFORMATION**

These additional safety guidelines and resources are available to support indoor and outdoor events, theaters, and performance venues.

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**U.S. Department of Labor, Occupational Safety and Health Administration (OSHA)**

- [OSHA – COVID-19 Webpage](#)
- [OSHA – Enforcement Guidelines Webpage](#)
- [OSHA Fact Sheet – Protecting Workers During a Pandemic](#)

**Centers for Disease Control and Prevention (CDC)**

- [CDC – Environmental Cleaning and Disinfection Recommendations](#)
- [CDC – Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease \(updated 3/21/20\)](#)

**U.S. Environmental Protection Agency (EPA)**

*List of EPA-approved disinfectants:*

- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

**U.S. Department of Labor**

*Information on employee leave rights:*

- [Department of Labor Families First Coronavirus Response Act](#)



The following workplace-safety standards are organized around four distinct categories covering Physical Space and Social Distancing; Management and Employees; Cleaning, Disinfecting, and Hygiene Protocols; and Confirmed Cases. Please note: For all the following checklists, items listed in **Bold** are standards that have been issued by the Commonwealth of Massachusetts. Items listed not in **bold** are additional standards required or recommended by the City of Boston.

## PHYSICAL SPACE AND SOCIAL DISTANCING CHECKLIST

Indoor and outdoor event management and employee personnel must implement physical amendments and procedures to ensure social distancing is available and followed for all workers and attendees. Indoor and outdoor event operators should also consider implementing items listed as “Best Practices/Recommendations” when appropriate and feasible.

Mandatory Requirements	Status
<p><b>Each operator of an indoor event must monitor attendee entries and exits and limit occupancy at all times to eight persons per 1,000 square feet of accessible, indoor floor space and no more than 25 persons.</b></p>	<p><input type="checkbox"/> Ongoing</p>
<p><b>Each operator of an outdoor event must monitor attendee entries and exits and limit occupancy at all times to the following:</b></p> <ul style="list-style-type: none"> <li>● <b>Twenty-five percent of the facility’s maximum permitted occupancy (as documented in its occupancy permit on record with the municipal building department or other municipal record holder) and no more than 50 persons</b></li> <li>● <b>Facilities for which no permitted occupancy limitation is on record may allow eight persons per 1,000 square feet of accessible space and no more than 50 persons.</b></li> <li>● <b>In the City of Boston, events permitted through the City are capped at 50 people.</b></li> </ul>	<p><input type="checkbox"/> Ongoing</p>
<p><b>Occupancy counts in all cases must include all attendees, but may exclude event staff or other workers.</b></p>	<p><input type="checkbox"/> Ongoing</p>
<p><b>Ensure separation of 6 feet or more between individuals where possible.</b></p> <ul style="list-style-type: none"> <li>● <b>Close or reconfigure worker common spaces and high-density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow social distancing.</b></li> <li>● <b>Physical partitions must separate workstations that cannot be separated by 6 feet or more (partitions must extend to at least 6 feet in height).</b></li> </ul>	<p><input type="checkbox"/> Ongoing</p>

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<ul style="list-style-type: none"> <li>• For attendee-facing enterprises install visual social-distancing markers (e.g., lines to make payments, lines to use restrooms) and physical barriers where possible.</li> <li>• Mark rooms and hallways to indicate 6 feet of separation.</li> </ul>	
Stagger lunch and break times for workers, regulate the maximum number of people in one place, and ensure at least 6 feet of physical distancing.	<input type="checkbox"/> Ongoing
Require face coverings for all workers and attendees except where an individual is unable to wear a face covering due to a medical condition or disability.	<input type="checkbox"/> Ongoing
Best Practices/Recommendations	Status
Install visual markers (boundaries, walkways, signage, etc.) to encourage attendees to remain at least 6 feet apart while moving throughout the space.	<input type="checkbox"/> Ongoing
Establish directional pathways (e.g., one-way entrance and exit to rooms, one-way pathways) to manage visitor flow for foot traffic and minimize contact. Post clearly visible signage regarding these policies.	<input type="checkbox"/> Ongoing
Close or reconfigure common spaces and high-density areas of facilities where workers are likely to congregate (e.g., break rooms and eating areas) to allow 6 feet of physical distancing.	<input type="checkbox"/> Ongoing
Facilities should develop a seating plan for which attendees can reserve spots ahead of time that is adjustable to the size of the booking party and that allows couples and small groups to sit together while maintaining at least 6 feet of distance from other individuals and/or groups.	<input type="checkbox"/> Ongoing
Instruct attendees to limit seating groups only to related or associated members of the same party.	<input type="checkbox"/> Ongoing

## INDOOR AND OUTDOOR EVENT MANAGEMENT AND EMPLOYEE CHECKLIST

Indoor and outdoor event management and employee personnel must ensure these mandated staffing and operations requirements are being implemented and followed at all times. Indoor and outdoor event management should also consider implementing items listed as “Best Practices/Recommendations” when appropriate and feasible.

Mandatory Requirements	Status
Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including the following:	<input type="checkbox"/> Ongoing

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<ul style="list-style-type: none"><li>• <b>Social distancing, handwashing, and proper use of face coverings</b></li><li>• <b>Self-screening at home, including temperature and symptom checks</b></li><li>• <b>Reinforcing that staff should not come to work if sick</b></li><li>• <b>When to seek medical attention if symptoms become severe</b></li><li>• <b>Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus</b></li></ul>	
<b>Adjust workplace hours and shifts (working teams with different schedules or staggered arrival and/or departure) to minimize contact across workers and reduce congestion.</b>	<input type="checkbox"/> Ongoing
<b>Workers may not come to work if they are feeling ill.</b>	<input type="checkbox"/> Ongoing
<b>Encourage workers who are particularly vulnerable to COVID-19 according to the CDC to stay home or re-assign duties to reduce contact with other workers and attendees.</b>	<input type="checkbox"/> Ongoing
<b>Encourage workers who test positive for COVID-19 to disclose to the workplace employer for purposes of cleaning and/or disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health (LBOH) in the city or town where the workplace is located and assist the LBOH as reasonably requested to advise likely contacts to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and/or at the request of the LBOH.</b>	<input type="checkbox"/> Ongoing
<b>Encourage workers to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer.</b>	<input type="checkbox"/> Ongoing
<b>Post notices to workers and attendees of important health information and relevant safety measures as outlined in the <u>Commonwealth’s Mandatory Safety Standards for Workplace</u>.</b>	<input type="checkbox"/> Ongoing
<b>Maintain a log of workers and attendees to support potential contact tracing (name, date, time, contact information).</b>	<input type="checkbox"/> Ongoing
<b>Whether seated or standing, attendees should not gather in groups of more than six people.</b>	<input type="checkbox"/> Ongoing
<b>Remove non-essential amenities (magazines, attendee-facing water or coffee, close coat rooms, etc.) in waiting or other common areas.</b>	<input type="checkbox"/> Ongoing
<b>Additional on-site amenities and services may only open and operate when those amenities or services would otherwise be authorized to operate under the Commonwealth’s Phased Reopening Plan and then must adhere to all sector-specific safety protocols, available on the Reopening Plan</b>	<input type="checkbox"/> Ongoing



<p><b>website, applicable to the amenity or service. Examples include the following:</b></p> <ul style="list-style-type: none"> <li>● <b>Food services: Must follow the latest restaurant guidance, provided however that staffed buffets and passed food service is permitted. Self-serve, unattended buffets, topping bars, drink stations, and other communal serving areas must remain closed.</b></li> <li>● <b>Bars: Must remain closed until Phase 4, provided however that drink service may be provided by servers.</b></li> <li>● <b>Musical and other performances: Must follow the latest theater and performance venue guidance, including distance between performers and between performers and attendees. Any performers arriving from other states must follow the Commonwealth’s current out-of-state travel order.</b></li> <li>● <b>Dance floors: Must remain closed until Phase 4.</b></li> </ul>	
<p><b>Clearly designate staff responsible for sanitizing, cleaning, and supervision during each shift.</b></p>	<input type="checkbox"/> Ongoing
<p><b>Workers must stay home if they are feeling ill.</b></p>	<input type="checkbox"/> Ongoing
<p><b>Clearly communicate changes in policy and procedures to staff several days or more in advance whenever possible and provide a mechanism for receiving questions, suggestions, and feedback from staff.</b></p>	<input type="checkbox"/> Ongoing
<ul style="list-style-type: none"> <li>● Communicate workplace policies clearly, frequently, and through various channels.</li> </ul> <p>Consider daily team all-staff conference calls or virtual check-ins to disseminate information and policy changes.</p> <ul style="list-style-type: none"> <li>● Prevent stigma and discrimination in the workplace by keeping health information private in compliance with state and federal laws.</li> <li>● Uphold stringent anti-discrimination policies, with a zero-tolerance policy for any assumption of COVID-19 risk or infection status based on race or country of origin, and offer a safe way for workers to report an instance of discrimination.</li> </ul>	<input type="checkbox"/> Ongoing
<p><b>Best Practices/Recommendations</b></p>	<p><b>Status</b></p>
<p>Consider setting aside specific hours of operation exclusively for vulnerable populations.</p>	<input type="checkbox"/> Ongoing
<p>Limit employees to discrete work zones to minimize overlap where possible.</p>	<input type="checkbox"/> Ongoing
<p>Facilities must screen workers at each shift by ensuring the following:</p>	<input type="checkbox"/> Ongoing

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<ul style="list-style-type: none"><li>• Worker is not experiencing any symptoms such as fever (100°F and above) or chills, cough, shortness of breath, sore throat, fatigue, headache, muscle and/or body aches, runny nose and/or congestion, new loss of taste or smell, or nausea, vomiting, or diarrhea.</li><li>• Worker has not had “close contact” with an individual diagnosed with COVID-19. “Close contact” means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15 minutes or more, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19 while that person was symptomatic.</li><li>• Worker has not been asked to self-isolate or quarantine by his or her doctor or a local public health official.</li><li>• Workers who fail to meet the above criteria must be sent home.</li></ul>	
<p>Indoor and outdoor events should perform symptom-screening checks as attendees check in at ticket windows. Encourage attendees to return home if there are potential COVID-19 symptoms indicated by the attendee or possibly by someone in the household.</p> <p>Draft: “In the last 2-14 days have you or in person in the household been exposed to the COVID-19 virus and/or are experiencing the following COVID-19 symptoms?”</p> <ul style="list-style-type: none"><li>• Fever or chills</li><li>• Cough</li><li>• Shortness of breath or difficulty breathing</li><li>• Fatigue</li><li>• Muscle or body aches</li><li>• Headache</li><li>• New loss of taste or smell</li><li>• Sore throat</li><li>• Congestion or runny nose</li><li>• Nausea or vomiting</li><li>• Diarrhea”</li></ul>	<input type="checkbox"/> Ongoing
<p>If possible, implement a reservation system for the facility. Use the reservation system to contact patrons with reservations 24 hours before their scheduled arrival to confirm their reservation and ask if they or someone in</p>	<input type="checkbox"/> Ongoing



their household is exhibiting any COVID-19 symptoms. If the patron answers in the affirmative, the patron should be reminded that he or she should only use the fitness facility if the patron does not pose a health risk to other patrons or fitness facility workers. Such communication can be done via app, email, or text, if possible.	
Use an Emergency Notification System and maintain updated contact information for employees.	<input type="checkbox"/> Ongoing
Provide employees with personal protective equipment.	<input type="checkbox"/> Ongoing
Encourage workers to report any safety and health concerns.	<input type="checkbox"/> Ongoing
Provide temperature and/or symptom screenings for all workers at the beginning of their shift and for any vendors or contractors entering the facility. Make sure the temperature and/or symptom screener avoids close contact with workers to the extent possible	<input type="checkbox"/> Ongoing
If providing temperature screenings on-site is not feasible, self-screening at home may be implemented. Ensure that screening is performed prior to the worker leaving the home for his or her shift and follows CDC guidelines.	<input type="checkbox"/> Ongoing
When possible, allow for flexibility in working hours so employees can commute during non-peak times.	<input type="checkbox"/> Ongoing
Encourage employees to wash their hands as quickly as possible upon entering the workplace.	<input type="checkbox"/> Ongoing

## CLEANING, DISINFECTING, AND HYGIENE CHECKLIST

Indoor and outdoor events management and employees must ensure these mandated cleaning and hygiene requirements are implemented and being followed at all times. Management should also consider implementing items listed as “Best Practices/Recommendations” when appropriate and feasible.

Mandatory Requirements	Status
<b>Ensure access to handwashing facilities on-site, including soap and running water, and allow enough break time for workers to wash hands frequently. Alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative.</b>	<input type="checkbox"/> Ongoing
<b>Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes).</b>	<input type="checkbox"/> Ongoing
<b>Post visible signage throughout the site to remind workers and event attendees of hygiene and safety protocols.</b>	<input type="checkbox"/> Ongoing

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Alcohol-based hand sanitizers with at least 60% alcohol should be made available at entrances and throughout floor areas for workers and attendees.	<input type="checkbox"/> Ongoing
Provide regular sanitation of high-touch areas, such as workstations, equipment, screens, doorknobs, and restrooms, throughout the work site.	<input type="checkbox"/> Ongoing
Conduct frequent cleaning and disinfection of the site at least daily and more frequently if feasible.	<input type="checkbox"/> Ongoing
Keep cleaning logs that include date, time, and scope of cleaning.	<input type="checkbox"/> Ongoing
Conduct frequent disinfecting of heavily transited areas and high-touch surfaces.	<input type="checkbox"/> Ongoing
In the event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with CDC guidance	<input type="checkbox"/> Ongoing
Open windows and doors to increase airflow where possible	<input type="checkbox"/> Ongoing
Best Practices/Recommendations	Status
Establish a Response Action protocol to clean spaces where there were confirmed cases of infection and/or exposure and notification to the workplace coordinator. <ul style="list-style-type: none"> <li>If management is notified of a positive case in a building, close the section of the building to which that person had access for deep cleaning.</li> </ul>	<input type="checkbox"/> Ongoing
Prohibit any mutual touching of attendee or worker equipment without sanitation between uses.	<input type="checkbox"/> Ongoing
Audience members should wear face coverings while seated during performances unless doing so is unsafe due to disability or medical condition.	<input type="checkbox"/> Ongoing

## CONFIRMED CASES CHECKLIST

Confirmed COVID cases for indoor and outdoor venues will require review and adherence to this checklist.

Mandatory Requirements	Status
<b>If the employer is notified of a positive case at the workplace</b> (including from other employees, attendees, vendors, delivery personnel, or anyone accessing the facility), <b>the employer should notify the local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise workers and others who may have accessed the space to isolate and self-quarantine. Testing of others who accessed the same space may be recommended consistent with guidance and/or at the request of the LBOH.</b>	<input type="checkbox"/> Ongoing

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<p>In the event of an employee notifying an employer of a positive COVID case, the employer should obtain consent from the employee to share his or her personal information with the Boston Public Health Commission (BPHC). If the employer does not have consent to share the employee’s information, the employer can still call BPHC for general guidance on closures and identifying close contacts. The employer cannot reveal information about the confirmed case to close contacts due to privacy concerns. This function may be supported by public health agencies other than BPHC depending on the location of the confirmed case.</p> <p>When calling BPHC, employers should be able to identify whether the employee worked 48 hours prior to onset of symptoms or was asymptomatic 48 hours prior to the test. The employer should also be able to identify if the employee was wearing a face covering at work, details of work conditions, locations of work (i.e., inside, outside), proximity to other employees or attendees, level of interaction with the public, and barriers or face coverings that were in place.</p> <p>The employer will help the LBOH to identify employee(s) who may have had contact with the confirmed case. The employer will notify these employees of the need to quarantine. The employer and LBOH will reach out to affected healthcare providers. Contacts to a confirmed case should be encouraged to have a COVID-19 test. Any employee who is identified as a close contact should not return to work for at least for 14 days.</p>	
<p><b>In the event of a positive case, shut down the site for deep cleaning and disinfecting of the workplace in accordance with current CDC guidance.</b></p>	<input type="checkbox"/> Ongoing
<p style="text-align: center;"><b>Best Practices/Recommendations</b></p>	<p style="text-align: center;"><b>Status</b></p>
<p>Workers who test positive for COVID-19 should not be allowed to return to work until cleared by a medical professional as being symptom-free for at least 3 days and having been at least 10 days since symptoms first appeared.</p>	<input type="checkbox"/> Ongoing
<p>Any previous attendee who has notified the indoor or outdoor event operator of a positive case should be encouraged to contact LBOH. The indoor or outdoor event operator should also contact any employee and known attendees who may have come into contact with that attendee.</p>	<input type="checkbox"/> Ongoing
<p>Maintain and review attendee and employee records as necessary for information to support contact-tracing efforts.</p>	<input type="checkbox"/> Ongoing

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