



## **Appendix F – Legend Character Protocol for Pandemic/COVID-19**

Saint Paul Festival and Heritage Foundation is committed to providing a safe and healthy environment for all of our Legend Characters and all that they interact with. To ensure we have a safe and healthy environment, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Members of the various leadership teams are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our communities, and that requires full cooperation among our Legend Characters. Only through this cooperative effort can we do our part to establish and maintain the safety and health of all persons they come in contact with.

Management, employees, legend characters and volunteers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Saint Paul Festival and Heritage Foundation managers and leaders have full support in enforcing the provisions of this policy, and we encourage everyone to be transparent in asking questions, raising safety and health concerns and offering suggestions related to the plan and its implementation.

Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

- If a character contracts Covid-19
- Procedures for
  - Appearances, parades and events
  - Knightings
  - Distribution of materials to the public
  - Travel
  - Photography
- Social Media Guidelines

### **If a Legend Character contracts Covid-19**

The Saint Paul Festival and Heritage Foundation has implemented leave policies that requires characters to stay at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household. The Saint Paul Festival and Heritage Foundation follows the City of Saint Paul's rules for ESST Enforcement.

The Saint Paul Festival and Heritage Foundation has also implemented a policy for informing characters if they have been exposed to a person with COVID-19 at an appearance and requiring them to quarantine for the required amount of time.

- Legend Characters have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess Legend Characters health status prior to any Carnival events or appearances and for characters to report when they are sick or experiencing symptoms.
- If a character has a temperature or answers yes to a question on the checklist, they must communicate this to Boreas, Vulcanus, Prime and/or the SPFHF CEO. Boreas, Vulcanus & Prime will then communicate with the SPFHF CEO for next steps.
- If a character comes to an appearance and then starts to feel sick, they must communicate with Boreas, Vulcanus or Prime and leave. Boreas, Vulcanus & Prime will then communicate with the SPFHF CEO for next steps.
- If the character is feeling healthy but has come in contact with a known COVID-19 positive person, they cannot attend an appearance or gather with other legend characters and must self-quarantine for 14 days, or get a COVID-19 test 5 days after contact and provide negative results to the SPFHF CEO.
- If a member of the legend characters is notified that another character suspects they are COVID-19 positive, the character will contact the SPFHF CEO immediately. The CEO will contact all parties the character has come in contact with and notify them of their possible contact with the character.
- In addition, a policy has been implemented to protect the privacy of the characters' health status and health information. When the CEO notifies other parties about possible contact, they will not provide specific characters names.
  - **This information will not be shared publicly by any of the legend characters, and the only communication on this matter will come from the SPFHF Foundation CEO.**
- Depending on the contact and relationship to the group of Legend Characters, groups may be asked to quarantine for an extended period of time, for everyone's safety.

## **Appearances**

All appearances must be approved by the Board Chair, SPFHF CEO, and/or Protocol and Exchange Committee Chair.

- **Face Masks:**
  - Face Masks must be worn at all times when representing the SPFHF. Masks should be medical grade, surgical mask, cloth or other designed as a face mask.
  - No bandanas allowed.
  - Masks can be provided if needed.
- **Temperatures & Health Screening Survey**
  - Each Character will be responsible for filling out a health screening survey prior to each appearance.
  - Temperatures will be taken before each appearance and recorded on your health screening.
  - We recommend that family members, significant others and guests that are participating in the appearance fill out the health survey and have their temperature taken as well.
  - Report this information to:
    - Royal Family – Prime Minister
    - Vulcans – Prime Minister
    - Seniors – Prime Minister
    - Juniors – Junior Coordinator / Chaperon for the appearance
  - Thermometer will be provided by SPFHF.

- **Parades:**
  - Gathering before & after:
    - Masks and social distancing are required in line up and dispersal areas.
    - Once you are out of uniform, crown, sash and polos are off, we recommend following CDC or State guidelines.
  - Float / Luverne
    - Masks are not required when riding on the Royal Family Float or Luverne, as long as there is less than 12 characters on the float/truck, and is moving.
    - Those walking next to the float / Luverne do not need to wear a mask but must stay within 15 feet of the float / fire truck and away from the crowd of patrons watching the parade.
    - Social distancing of 6 ft should be adhered at all times.
  - Walking
    - Social distancing of 6 feet should be adhered to in a walking parade.
    - Must stay at least 15 feet from the crowd of patrons watching the parade
  - Driving (Cars)
    - One character per vehicle for drive by parades
    - Masks are not required
    - When gathering before the event, please wear a mask and social distance as much as possible, until the event starts.
  - Fire Truck / Guard Trooper
    - Masks are not required when riding on the fire truck, as long as there is less than 12 characters on the fire truck, and is moving.
    - No more than 12 people are allowed in a fire truck / trooper at one time.
    - Social distancing of 6 ft should be adhered at all times.
    - Pub Crawls are not allowed at this time
- **Nursing Homes / Schools:**
  - Follow CDC guidelines and facility rules

## Knightsings

- Social Distancing
  - When space allows for social distancing the whole family may participate.
  - If space is limited, only the King (Boreas or Vulcanus), the Queen, Prime and one Guard or Vulcan would be permitted.
  - Person(s) who are being knighted, should also be socially distant
- Masks & Sanitizer
  - Masks should be worn for all knightsings.
  - We recommend the folks that are being knighted also wear masks.
    - King, Queen, Prime, & Pillow Guard should sanitize their hands prior to and after a knightsing ceremony.
      - Anyone else involved in a Knightsing ceremony, or touching items involved in the knightsing should also sanitize their hands prior.
- The Septor / Sword
  - Must be cleaned with disinfectant before and after appearances.
  - Cannot touch the person you are knightsing.

- Pillow
  - A clear plastic pillow case should be added, so the pillow can be easily disinfected between uses if pillow is used within 10 ft of a knighting and if people are to touch it-during a knighting.
  - Hands should not touch when on the pillow for a knighting
  - Pillow could also be held up with no one touching it as a symbol.
- Knighting Medals & Certificates
  - Knighting medals can not be pinned to someone after the knighting
  - Medals should be in plastic and the certificate should be in a plastic sleeve
  - Medal and certificate should be handed out together.
  - If you are knighting a group, give a packet of medals and certificates to the group leader, and let them distribute at a different time.
  - Email and Mailing options could be used in certain circumstances.

## **Cleaning & Sanitizing:**

- **Supply Kit:**
  - Each group should have a tote that includes, thermometer, batteries, hand sanitizer, antibacterial cleaning wipes, cleaning spray, extra masks and the health screening forms.
- **Vehicles:**
  - All vehicles used in an appearance, such as the float, fire truck, etc should be have all the touch points cleaned and sanitized prior to the event.
- **Costumes, Apparel & Masks:**
  - Costumes, apparel and masks should be cleaned and sanitized before each appearance.

## **Distribution of Items to the Public**

- Items should be requested, and not handed out or tossed without permission from the person collecting the items.
  - Adults must request the items for their kids.
- We recommend character buttons, pins, are combined together into one bag, and handed out when possible.

## **Markings or stickers:**

- Characters can not place any stickers or markings on a person's face, hand, or other body part.
  - I.E. Snowflakes, peppers, V's, etc.
- No stickers can be used or handed out at this time.

## **Travel:**

- Buses
  - Max of 25 people on a coach bus for blitz days, etc.
  - Riders should sit with seats between other riders,
  - Adhere to the 6ft social distancing as much as possible.
  - Bus should be sanitized prior to riding, please check with bus company on their cleaning standards.
- Travel to festivals or events outside of the Twin Cities
  - Will be determined on a case by case basis and need to be approved by the SPFH Board of Directors at least 10 days in advance.

## **Photography:**

- Any photos posted on social media, must demonstrate proper compliance of the COVID-19 protocols above, this includes group and individual pages.
- Photographers should follow same protocol if they are at an official appearance or event with legend characters

## **Social Media Policy:**

“Social media” is the term used to describe a range of online tools or activities, including but not limited to:

- Blogs (web-based journals); personal web pages
- Social/professional networking sites (e.g., Facebook, Instagram, TikTok, Snap Chat, LinkedIn);
- Message boards; Twitter
- Texting
- Wikis (collaborative web sites, e.g., Wikipedia);
- Video sharing (e.g., YouTube); and
- Podcasts (multimedia files distributed over the internet).

As a Legend Character, you must comply with the following with respect to the use of social media to communicate information regarding your association with the Saint Paul Winter Carnival:

1. The use of social media is not at the direction of the Foundation and is not part of your duties and obligations in fulfilling your role as a Legend Character.
2. You assume full personal responsibility and liability for any content that is disseminated by you or by anyone at your direction or with your consent.
3. You must not communicate disparaging, disrespectful, obscene, threatening, inflammatory, harassing or discriminatory statements, material or information that might reflect negatively on yourself, your Legend Character role, other groups or individuals associated with the St. Paul Winter Carnival, and/or the St Paul Festival and Heritage Foundation.
4. You must not communicate content that shows or describes yourself engaging in any illegal activity or an act inconsistent with the standards set forth in the Protocol Manual. This includes, but is not limited to, posting pictures on your own site or an official Winter Carnival site.
5. If you come across negative or disparaging posts about the Foundation of any of the affiliated groups within the Saint Paul Winter Carnival, do not post a personal response. The official spokesperson for the respective organization is responsible to review and react appropriately.
6. You must report to the President/CEO of the Foundation any content posted by a fellow Legend Character that is in violation of the Social Media policy.
7. You must immediately remove any content at the direction from the Saint Paul Festival and Heritage Foundation President/CEO.

***The Saint Paul Festival & Heritage Foundation Board of Directors, will continue to update the COVID-19 protocols as CDC and Minnesota state guidelines change.***