



Drive-Thru Ice & Snow Sculpture Park COVID-19 Preparedness Plan January 28-February 7, 2021

COVID-19 Preparedness Plan for the 2021 Drive-Thru Ice & Snow Sculpture Park taking place Thursday, January 28 through Sunday, February 7, 2021

Prepared by the Saint Paul Festival & Heritage Foundation (SPFHF) for the Saint Paul Winter Carnival

INTRODUCTION AND THE WHY

At the Saint Paul Winter Carnival, getting our community safely back to celebrating winter is our highest priority. Over the previous months, our team has worked judiciously to create a safe plan for our event. This plan has been designed to hold the event as safely as possible, meeting strict government requirements and keeping all staff, volunteers, and participants protected throughout event activities.

During the COVID-19 pandemic, there have been numerous studies showing the negative effects that isolation and quarantine measures can have on mental health. Social events can combat some of these issues while still being safe for all. For Minnesotans, winter is already a long, daunting season that can be stressful for individuals. The Saint Paul Winter Carnival has always been about getting outside during winter, and this new drive-through experience will allow Minnesotans to enjoy the winter while keeping the community safe and healthy.

- We believe drive-through events are a safe alternative to gathering in-person
- We believe in the math behind social distancing and have been employing formulas to keep people separated in order to achieve the exact results that we need and expect
- We believe the current circumstances present a great opportunity to educate and inform others of the importance of healthy lifestyle choices

As identified in the Minnesota Department of Health's *Guidance for Vehicle Gatherings, Parades, and Drive-Ins* pertaining to Executive Order 20-99 and updated on November 18, 2020, "Holding car gatherings for events is one way to participate and show support to each other and still avoid close contact with others." Generally, events associated with a low or very low risks of COVID-19 transmission and low strain on the health system have been considered sufficiently safe to proceed during this time. Our plan will reproduce our beloved annual activities in a safe environment. It has been designed to ensure all staff, volunteers, and participants meet strict government requirements and allow the event to be held as safely possible.

This is our plan to safely conduct the Drive-Thru Ice & Snow Sculpture Park event from Thursday, January 28 – Sunday, February 7, 2021.

PLAN DEVELOPMENT

SPFHF has used the guidance of the Minnesota Department of Health to develop this plan and is committed to providing a safe and healthy venue for all staff, volunteers, artists, and participants. While the Saint Paul Winter Carnival holds responsibility for event and participant safety, staff, volunteers, artists, and participants are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this plan.

In developing and implementing a successful COVID-19 Preparedness Plan, we have collected information from national events industry experts, state officials, and production teams as to how their operational area can incorporate mitigation procedures.

This plan follows the industry guidance developed by the State of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders.

It addresses:

- Ensuring sick staff, volunteers, artists, and participants stay home
- Prompt identification and isolation of sick persons
- Social distancing of staff, volunteers, artists, and participants
- Hygiene and source controls for staff, volunteers, artists, and participants
- Venue cleaning and disinfection protocol
- Communications, training practices and protocols

The plan incorporates industry guidance provided by the State of Minnesota for recreational entertainment venues and other applicable circumstances. This includes additional protections and protocols for:

- Staff, volunteers, artists, and participants
- Personal protective equipment (PPE)
- Access and assignment
- Sanitation and hygiene
- Hand-washing

- Social distancing and barriers
- Managing occupancy
- Limiting face-to-face interaction
- Executing a safe outdoor event

To assess staff, volunteers, artists, and participant health status, the following policies and procedures are being implemented:

- Staff, volunteers and participants have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Prior to reporting to their event shift, they are required to report if they are sick or experiencing symptoms that may be associated with COVID-19 contraction, and/or if they have been directly exposed to an individual who has tested positive for COVID-19.
- Volunteers are asked to sign and date a volunteer waiver and health screening indicating they agree that they have not been exposed to COVID-19 and that they do not have any symptoms on the day of the event.
- Staff, volunteers, and participants who have tested positive for COVID-19 during the prior 4 weeks, are instructed not to come to the event site.
- Staff, volunteers and participants who have been in a large group setting on or after January 14th that is not in compliance with the State of Minnesota guidelines are asked not to be a part of this event.
- Additional information about COVID-19 can be found at <https://mn.gov/covid19/for-minnesotans/if-sick/is-it-covid/index.jsp>.

START CORRAL

The staging area of the event will be accessible by vehicle only. A volunteer will encounter each vehicle as they arrive into the corral space to check them in and provide important safety details regarding the experience. The masked volunteer will provide the driver with a safely-packaged-in-advance swag bag for passengers and will direct participants to their appropriate queues, where they will line up in their vehicles ahead of their start time. Portable restrooms will be available throughout the queues, but spaced approximately 10' apart to avoid contact with other attendees.

At the wave start time, participants will be released from the queue and allowed to begin driving the identified event route. Throughout the route, there will be designated areas where participants can pull to the side to order food from vendors, take photos from within their vehicle, and purchase merchandise. All necessary safety protocols will be followed to ensure these are contactless interactions and to minimize safety risks. With the exception of the use of restrooms, participants will not be allowed to exit their vehicles during the event, including during these ordering processes. Volunteers and staff will be placed throughout the route to ensure these rules are followed, in addition to monitoring for general safety requirements.

CONCESSIONS

Food concessions will be available for participants to purchase food and beverage at the beginning of the route and minimally throughout the event. All vendors will be required to follow Minnesota Department of Health guidelines. Transactions will occur at the vehicle window and food workers will be required to wear a mask and serving gloves through each service transaction. Drivers or passengers

who will be placing orders must do so while wearing a mask and ordering through the vehicle window. Food workers will also be required to sanitize work surfaces and hands frequently.

A merchandise tent will be placed at the exit of the event route. Transactions will take place at the vehicle window and all merchandise displays will be visible from the vehicle window. All store workers and guests placing orders will be required to wear masks throughout the transaction. Staff and volunteers will be required to wear gloves while handling any consumer goods.

TICKET PURCHASE & EVENT ARRIVAL

Online ticketing only – Ticket purchase will only be allowed online. There will be no event day purchase in person at the event.

Swag Bag Pickup & Check-In – Each participant will receive a bag of items when they arrive at the event. Event personnel will provide these bags at the participants' window while wearing a face mask and gloves. Participants must also wear face masks during this interaction to ensure proper safety.

Concessions & Merchandise – Participants will have the opportunity to purchase food and/or merchandise during the event at the beginning and at the end of the route to minimize congestion in between. All orders will be placed and fulfilled from the driver's window. Participants and event personnel will be required to wear masks during this interaction, and event personnel will be required to wear gloves while handling any consumer goods.

EVENT SETUP / TEARDOWN

Setup for the event will take place in the three weeks prior, beginning January 4, 2021. Teardown will begin on February 7 and end by February 10, 2021. All staff and volunteers onsite will be required to follow the safety protocols as outlined below during all onsite activities. Interactions between workers will be kept to a minimum and crews will be appropriately spaced throughout the venue to minimize any potential contact. Masks and gloves will be required.

Setup and teardown activities are autonomous in nature with minimal contact between individuals. SPFHF will take extra precautions to limit the number of individuals onsite at any given time to further limit potential exposure.

EVENT FOOTPRINT

The event route is identified below. The green dotted and straight lines designate entry and exit areas, and those that include minimal contact risks including proximity to staff and volunteers, portable restroom use, and food vendor placement. The yellow lines indicate the driving portion of the event route, which is intended to be contactless and does not include sanctioned activities or positioning for contact with other individuals.



STAFF & VOLUNTEER PROTECTIONS & PROTOCOLS

Staff and volunteers will be present during setup and tear down for the event, in addition to supporting operational tasks onsite during the event. All staff and volunteers will follow the below protocols throughout these designated shifts.

HYGIENE AND SOURCE CONTROLS

In addition to our standard hygiene measures, these additional steps will be taken:

- Staff and volunteers are instructed to use hand sanitizer frequently throughout the event.

- Hand-sanitizer with more than 60% alcohol will be available at various locations throughout the event in areas where staff and volunteers frequent. Hand-sanitizer is to be used for hand hygiene in place of soap and water, if hands are not visibly soiled. Due to expected cold weather, gloves are likely to be worn consistently throughout shifts.
- Staff and volunteers will be asked to sanitize their hands upon entering the event site at the beginning of their shift and encouraged to do so regularly during their shift.
- All staff and volunteers are required to wear face coverings and gloves while on the event site.
- Staff and volunteers are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands in times where they may not be wearing a face covering.
- Staff and volunteers are expected to dispose of waste in provided trash receptacles and sanitize their hands immediately afterward.

These instructions will be communicated by email before the event and via announcements onsite.

VENUE CLEANING AND DISINFECTION PROTOCOL

This event will take place outdoors and participants will remain within their vehicle for the entirety of the experience, with the exception of using the designated restrooms. To conduct appropriate cleaning and disinfection of the event site, SPFHF will:

- Carry out frequent cleaning and sanitization of staff and volunteer touch points during the event.
- Encourage participants to arrive at the event site having recently used the restroom to reduce use on-site.
- Any equipment known to be touched by a participant or volunteer ill with COVID-19 will be pulled from commission as soon as possible and cleaned and disinfected in compliance with relevant CDC guidelines.
- Staff and volunteers will be responsible for cleaning their own equipment during use and before returning it.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets, and manufacturer specifications. Cleaning and disinfecting will be performed with required personal protective equipment.

Cleaning supplies used will meet the EPA's requirements for use against COVID-19 and used to frequently clean all equipment and surfaces touched by participants, staff, and volunteers. Any volunteers responsible for cleaning will receive training beforehand.

SOCIAL DISTANCING AND FACE MASK PROTOCOL

Social distancing of at least six feet will be implemented and maintained between staff, volunteers, and participants at any designated cross points throughout the venue through the following controls:

- At restrooms where queues may form, markings at a minimum of 6' apart that participants will be required to stand on while waiting.

- No spectators or patrons on foot will be allowed in the event vicinity. Those without tickets to the event will be guided offsite promptly.
- At least 10 feet of spacing will be provided between portable restrooms.
- Ample hand-sanitizer stations will be placed around the event site with extra focus on areas where there will be interaction between participants, staff, and volunteers.
- Volunteers will collect any discarded trash while wearing the appropriate PPE at the end of the event.
- All staff and volunteers will be instructed that they are to wear face coverings while on the event site.

Staff and volunteers will be instructed to take any concerns to the event director or their designee who will address them as needed and possible.

COMMUNICATION

This COVID-19 Preparedness Plan will be communicated via email to all staff and volunteers within two weeks of the event commencement on January 28, 2021. Additional communication and training will be held by webinar, as needed. Training will be provided to all volunteers 15 minutes prior to the start of their shift for those who did not receive the initial training prior to assignment. This Preparedness Plan will also be available to event participants upon request.

Instructions will be communicated to all participants and volunteers about protections and protocols, including:

1. Social distancing protocols and practices
2. Practices for hygiene and respiratory etiquette
3. Recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by participants, staff, and volunteers

All staff and volunteers will also be advised not to perform their duties or participate in the drive-thru experience if they are experiencing symptoms or have contracted COVID-19.

A full copy of this plan will be available on the Saint Paul Winter Carnival website for viewing, as well as distributed to all ticket holders in their final contact email ahead of the event.

All staff and volunteers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, and training as necessary.

ARTIST PROTECTIONS & PROTOCOLS

Carving artists will be present onsite in the week prior to the event to design their sculptures. All artists will be provided with instructions prior to their arrival to ensure proper safety protocols are met while onsite.

HYGIENE AND SOURCE CONTROLS

In addition to our standard hygiene measures, these additional steps will be taken:

- Artists are instructed to use hand sanitizer frequently throughout their time onsite.

- Hand-sanitizer with more than 60% alcohol will be available at various locations throughout the event in areas where artists may frequent. Hand-sanitizer is to be used for hand hygiene in place of soap and water, if hands are not visibly soiled. Due to expected cold weather, gloves are likely to be worn consistently throughout carving shifts.
- All artists are required to wear face coverings and gloves while on the event site.
- Artists will be instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands in times where they may not be wearing a face covering.
- Artists are expected to dispose of any waste in provided trash receptacles and sanitize their hands immediately afterward.

These instructions will be communicated by email before the event and via announcements onsite.

SOCIAL DISTANCING AND FACE MASK PROTOCOL

Social distancing of at least six feet will be implemented and maintained between staff, volunteers, and artists at any designated cross points throughout the venue setup process through the following controls:

- At restrooms where queues may form, markings at a minimum of 6' apart that artists will be required to stand on while waiting. At least 6 feet of spacing will be provided between portable restrooms.
- No spectators or patrons will be allowed in the event vicinity during setup.
- All artists will be instructed that they are to wear face coverings while on the event site and coming in potential contact with event staff and volunteers.
- Artists will be instructed to take any concerns to the event director or their designee who will address them as needed and possible.

PARTICIPANT PROTECTIONS & PROTOCOLS

As this is a drive-through event, all participants will remain in their vehicles for the entirety of the experience, with the exception of restroom use, which will follow all safety protocols as outlined by the MDH.

HYGIENE AND SOURCE CONTROLS

In addition to our standard hygiene measures, these additional steps will be taken:

- All participants are required to wear face coverings and gloves while waiting for the restrooms and while windows may be drawn throughout the event.
- All participants shall be instructed that they are always to wear face coverings while interacting with event staff and volunteers through their car window. This includes, but is not limited to, as they are waiting in their vehicle for concessions or for restrooms.
- Extra face coverings will be available for purchase by the event organizers for any participants who have forgotten or lost theirs.

- Participants will be instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands in times where they may not be wearing a face covering.
- Participants are expected to dispose of participant waste in provided trash receptacles or to hold onto waste in their vehicle to dispose of properly offsite.

SOCIAL DISTANCING AND FACE MASK PROTOCOL

Social distancing of at least six feet will be implemented and maintained between staff, volunteers, and participants at any designated cross points throughout the venue through the following controls:

- At restrooms where queues may form, markings at a minimum of 6’ apart that participants will be required to stand on while waiting. At least 10 feet of spacing will be provided between portable restrooms.
- No spectators or patrons on foot will be allowed in the event vicinity. Those without tickets to the event will be guided offsite promptly.
- Participants will be encouraged to discard trash in receptacles or to keep in their vehicle to dispose of properly offsite.
- All participants will be instructed that they are to wear face coverings while coming in potential contact with event staff and volunteers.
- Participants, workers, and volunteers will be instructed to take any concerns to the event director or their designee who will address them as needed and possible.

All arrival and necessary logistics information will be sent to staff and volunteers in advance, posted at WinterCarnival.com, and shared with participants on request. Participants will also have to signify their understanding that the event could be cancelled entirely if the State of Minnesota, County or City guidelines change.

ADDITIONAL PROTECTIONS AND PROTOCOLS

Other conditions and circumstances addressed in this plan that are specific to the event include:

- The event will comply with current gathering size guidelines.
- Any participant, artist, or volunteer not in compliance may be ‘Trespassed’ from the event site.

COVID-19 Waiver for Event Volunteers

The below waiver will require a signature from all event volunteers before they may begin their shift onsite.

Assumption of the Risk and Waiver of Liability Illness/COVID-19

As a volunteer for the Saint Paul Festival & Heritage Foundation and the Saint Paul Winter Carnival (herein referred to as SPFHF), I fully understand and appreciate the inherent risks involved in participating/representing the SPFHF including, but not limited to risk of illness.

In accordance with Government regulations and recommendations, SPFHF have mandated protocols intended to reduce the spread of COVID-19; however, SPFHF cannot guarantee that you or any family members will not become infected with an illness, including, but not limited to COVID-19. Further attending events could increase your risk of contracting and spreading illness, including but not limited to COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I myself and other family members may be exposed to or infected by illness, including, but not limited to, COVID-19, by attending events/appearances. Such exposure may result in personal injury, illness, permanent disability, and death.

I understand the risk of becoming exposed to or infected by illness, including, but not limited to COVID-19, may result from the actions, omissions, or negligence of myself and other, including, but not limited to the SPFHF, family members or the general public.

I voluntary agree to assume all risks and accept sole responsibility for any illness, including, but not limited to, COVID-19, I may experience or incur in connection with participating in events for the SPFHF. I hereby release, covenant not to sue, discharge, and hold harmless SPFHF, Board, representatives from all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the SPFHF, Employees, Board, representatives, volunteers, and other participants whether an illness, including but not limited to, COVID-19, infection occurs before during or after participating in events/appearances for the SPFHF.

Name _____ Date _____

Signature _____

EVENT GOAL SUMMARY

The Saint Paul Festival & Heritage Foundation believes this plan will help execute a successful and socially responsible drive-through event. We believe it will provide a safe, comfortable experience for individuals to participate in an event within CDC and MDH guidelines. We have judiciously looked for ways to reduce risk and hope for it to become a prominent model for other organizations to host beneficial community events safely during the COVID-19 pandemic.

Certified by: