

TO: AJ Oskuie, Chair, VIVA Vienna
FROM: Leslie Herman, Director Parks & Recreation
DATE: January 26, 2021
RE: VIVA Vienna



In preparation for the Town conference session on February 8, the VIVA Vienna Committee needs to develop and present an event plan for Town Council that addresses all of the following aspects that are planned to take place at the 2021 VIVA Vienna (entertainment, vendors, amusement rides, etc.) in order to present a safe festival in relation to COVID safety precautions as identified by the CDC and the Governor's Forward Virginia guidelines.

In addition, Council will want to know:

- What is VIVA Committee/Rotary asking the Town to provide?
- How much will it cost the Town?
- What is the return on investment (cost vs. the number of people potentially served, Economic Development, Community Building benefits, etc.)

Event Plan Check List

- Attendance – How many participants will be allowed to attend?
 - Currently, the Governor's restriction is 250 people at an event at any one time.
 - Suggestion - Pre-registration for 2-hour time period.
 - How to remove current participants from festival and allow new participants to enter.
 - Town Residents only?
- Perimeter- How will the festival's perimeter be enforced to be able to control the # of participants attending at any given time?
 - Fencing
 - Gates
 - Entrances with Volunteers confirming registration
 - Recommendation Oktoberfest footprint to include Dominion from Church to Ayr Hill.
- Crowd Flow Plan/Ensuring Social Distancing/Lines/Entrances and Exits- how will the festival control crowds to avoid lines forming/bottle necks etc.? Where will entrances and exits be located and how will they be monitored? (applies to Amusement Rides also)
 - How will social distancing be enforced where lines do/must form?
 - How will the committee mitigate the need for lines in festival areas?
 - Will participants be assigned specific entrances and exits? Will they enter and exit from the same location?
 - Must be coordinated and approved with Health Department and Fire Marshal's Office
- Face Masks must be worn
 - How will this be enforced?
 - Will face masks be provided for participants who don't bring their own?
- Volunteers/Staff
 - How many are needed and what will it cost?
 - Are volunteers and staff included in the maximum # of people gathering determined by the Governor's order?

- Plastic Shields/Barriers- where will it be necessary to provide plastic barriers for safety? Where will participants be interacting with people outside their household?
 - o Entrances (volunteers)
 - o Festival/Vendor Booths
 - o Entertainment/Ceremony
 - o Amusement Rides
- Bathrooms/Trash
 - o How many bathrooms are needed to ensure that lines do not form, or social distancing can be enforced for lines to bathrooms?
 - o Sanitizing bathrooms and high touch surfaces (how often does this need to be done)?
 - o Hand sanitizer should be placed outside of bathrooms for after participants touch door handles.
 - o Automated soap, sink faucets and paper towel dispensers should be provided when possible
- Sanitizing- high touch surfaces and hand sanitizer
 - o What will the protocol for sanitizing high touch surfaces and who will be responsible for this (needs to be considered for amusement rides, vendors, bathrooms, doors, tables etc.)
 - o Will the committee provide hand sanitizer and hand sanitizing stations. Where will these be located?
- Vendors
 - o Must be distanced from one another, 6 – 10 feet.
 - o Recommended vendor set-up to provide social distancing for shoppers. Recommend table set-up along perimeter of vendor space keeping shoppers outside of the interior of the vendor space. No U shape set-up.
 - o How many can fit in the space available.
 - o If event is allowing a certain # of attendees in per 2-3 hour shifts- what is a good number of vendors to include to allow participants time to visit and support high volume of vendors?
 - o Does the number of vendors who participate included in the maximum # of people gathering determined by the Governor's order?
- Entertainment/Memorial Day Ceremony:
 - o 140 people can fit socially distanced on Town Green. Recommend- Rotary to rent chairs and place them 6 ft apart on Town Green for Memorial Day Ceremony.
 - o No stage on Town Green- no more than 3-4 people, 10 feet apart on stage area at a time.
 - o Recommend- Pipe in music and have DJ at event vs. live entertainment. (discuss other options).
- Amusement Rides
 - o What is the Governor's restriction on Amusement Rides?
 - o Crowd Flow/Social distancing. Recommend marked spacing on ground.
 - o What will the protocol for sanitizing high touch surfaces and who will be responsible for this?
- First Aid/COVID Screening
 - o How will this be handled during COVID?
 - o What happens if someone gets sick at the event or arrives at the event sick?
 - o Will participants need to sign a COVID waiver or have their temperature checked at the gate?
- COVID Signage
 - o Signage will need to be placed at the entrances and exits and through-out the event to indicate: masks and social distancing are required, if you are sick do not enter festival and to direct crowd to enforce social distancing as needed. (we can provide you with exact wording)