



City of Keizer

Event Guidelines under Marion Co. Phase 2/OHA

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Thank you for trusting the City of Keizer with your event and meeting needs during this unprecedented time. We are doing everything we can to keep everyone as safe as possible and reduce the spread of Covid-19 and are asking all of our clients to do the same. These guidelines are subject to change based on the most recent orders set forth by the Oregon Governor's Office and Oregon Health Authority (OHA). **All guidelines apply to both public and private events.**

THE FOLLOWING MUST BE STRICTLY ADHERED TO FOR YOUR EVENT ON ALL CITY PROPERTIES

- ➔ **Physical Distancing:** Maintain a physical distance of at least six (6) feet from others during the entirety of the event (including in the parking lot and other public areas). Small groups (10 or less) may sit together when table sizes allow, however, they must stay together throughout the whole event. Small groups must be physical distanced from any other small groups.
- ➔ **Physical Distancing Monitor:** Each group must assign a physical distancing monitor(s) to ensure compliance with all distancing requirements in the event space and also including entrances, exits, restrooms and any other area where people may congregate. The monitor(s) will also ensure that the guests keep all chairs and tables as positioned by City Staff throughout the event.
- ➔ **Maximum Gathering Size:** All gatherings are limited to a specific number of guests based on the area rented. Failure to maintain this maximum gathering size designated may result in your group being asked to leave the event venue. Gatherings cannot exceed the group estimate provided on your application. ***The maximum total includes city hosting staff, caterers, bartenders, or any other person on the property during your event.***
- ➔ **Guests with Covid-19 Symptoms:** Signs are posted at all venues stating that if any of your guests are showing symptoms of Covid-19 they cannot enter the venue and should return home or seek medical attention.
- ➔ **Documenting Guest Names:** All events (public and private) are responsible for obtaining and maintaining a log of all attendees for 60 days. Including full name, home address, phone number and seating area (if known). Government agencies may need access to this list in case of virus exposure during your event. If you need an attendance log please contact City Staff prior to your event or visit keizer.org/community-center
Note: A copy of the completed attendance log must be provided to City staff after the event.
- ➔ **Face Coverings:** All event attendees are REQUIRED to wear a mask, face shield, or face covering while inside the Keizer Civic Center. Physical distancing is still required even while wearing face coverings. Persons under the age of 5 and persons who require an accommodation or exemption under federal or state law will not be required to wear face coverings.
- ➔ **Hand Sanitizing:** Strongly encourage attendees/participants to wash hands with soap and water for at least 20 seconds or to use hand sanitizer (60-95% alcohol content) regularly.
- ➔ **Food Service:** All food and non-alcoholic beverages must be prepared for individual consumption. **PROHIBITED:** All self-service operations. Including but not limited to buffets, shared condiments, communal food or utensils, salad bars, dessert bars or beverage stations. No pre-set tableware is allowed. **Our warming kitchen is open in a limited capacity. The ice machine and water fountains are currently unavailable for use in our venue.**
- ➔ **Restrooms and Public Areas:** Physical distancing and face covering practices must also be maintained in restrooms and public areas (both inside and outside).
- ➔ **A/V Equipment:** If your event is using City provided A/V equipment it is the clients responsibility to ensure that only one person use each piece of equipment unless properly sanitized in-between each user.
- ➔ **Prohibited Activities for our Venue:** Any activities causing physical exertion such as singing, playing instruments, exercising and certain types of dancing.