

COVID-19 EVENT MANAGEMENT TEMPLATE

In accordance with the state of Utah [COVID-19 Transmission Index](#), formal organizations are required to complete the following event management template to assist in their efforts to plan and execute a safe event. This document must be kept and available for inspection by the local health officer or their designee.

EVENT DETAILS			
Event Name:	Ragnar Sprint Wasatch Back		
Event Location:	Various- See Attached Supplemental Info		
	<i>Address</i>	<i>City</i>	<i>Zip</i>
	5570 W 1730 S Suite 1000	SLC	84104
Event Host	<i>Address</i>	<i>City</i>	<i>Zip</i>
	jbullard@runragnar.com		801-644-8738
	<i>Email Address</i>		<i>Phone</i>
Event Date(s):	June 12, 2021	June 12, 2021	
	<i>Start Date</i>	<i>End Date</i>	
Anticipated Number of Attendees:	1650	1650	
	<i>Per Day Total</i>	<i>Grand Total</i>	
Event Type	<input type="checkbox"/> <u>Static</u> : events where the attendees primarily enter, watch and depart <input type="checkbox"/> <u>Interactive</u> : events where attendees create a traffic flow and interact with each other <input checked="" type="checkbox"/> <u>Participant</u> : events where attendees primarily participate in an activity or production <input type="checkbox"/> <u>Community</u> : events with many activities and populations centers and likely a random traffic pattern		

Employees, volunteers, players, performers, actors, etc.

Checklist:

- | | |
|---|---|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Symptom checking symptoms checked (checklist or verbal), including temperature checks when feasible <input checked="" type="checkbox"/> Face coverings are worn in settings where other social distancing measures are difficult to maintain (exception for performers during performance) <input checked="" type="checkbox"/> Ensure that face coverings are available | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Provide accommodations to high-risk employees & volunteers; minimize face-to-face contact, assign tasks that allow these individuals to maintain a 6-foot distance from other employees or customers <input checked="" type="checkbox"/> Comply with distancing and hygiene guidelines |
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Keep a record of attendees:

Please describe how you will record the name and contact information for each attendee, along with seating assignments or designated sitting/standing areas, to help identify and contact potential exposures.

Each Ragnar participant must register with all of their contact information before joining a team. Additionally, each Ragnar captain is designated as their team representative and provides a cell phone number prior to the race so Ragnar may text/call for any needed communication.

During the event, all teams are required to social distance from other teams to limit any exposure.

Participants and volunteers are required to let Ragnar Staff know immediately if they're experiencing any COVID-19 related symptoms. Any teams suspected to have COVID-19 related symptoms will be required to leave the race.

Physical distancing

Follow physical distancing requirements according to the Transmission Index. A 6-foot distance is strongly recommended between household groups at all times, including while seated, even if not required by the Transmission Index level your county is in. Congregating at any point is strongly discouraged. Please describe your plan to maintain appropriate physical distancing throughout the event.

-All Start/Finish and exchange venues will be designed to maximize the provided space ensuring ample room for teams to social distance from one another. This includes Ragnar Sponsor/Partnership Tents, Ragnar Gear Store, onsite portable toilets, etc

- Anywhere lines are known to form will be provided with physical markings on the ground to designate the proper social distancing requirement.

- Start waves of teams will be reduced in size to prevent crowding and active runners lining up in the start chutes will be socially distanced from one another with masks on.

- Teams will be instructed to not arrive at the exchange location until 10 minutes before their active runner is estimated to arrive. Only the next runner and one additional teammate will be allowed at the runner transition point.

-Teams will be instructed that no outside spectators will be allowed at any of the race venues along the course.

Attendees at increased risk for severe illness from COVID-19

Please describe your plan to accommodate higher-risk attendees, such as setting an established window of time for higher-risk groups to come in without pressure from crowds and/or separate entrances and queues.

Due to the nature of the event, we are not able to offer a separate event experience for those of higher risk. Each participant must sign a waiver, watch the Ragnar Safety video that covers Covid protocols, and complete a health screening. Our goal is to provide a safe experience for all involved which will naturally also accommodate those of higher risk.

Signage

Post signage listing COVID-19 symptoms, asking attendees with symptoms to stay home, and encouraging physical distancing. Please describe your plan to maintain signage, including the number of anticipated signs and their locations.

Signage will be placed at the start/finish line and throughout the race to remind runners of the COVID-19 protocols.

This list is not exhaustive, but a sample of what we are producing for the event:

- Run Safe! Be Kind and Mask Up!
- STOP do not enter if you have any COVID-19 Symptoms (include symptoms on sign)
- Face Mask Required
- Social distancing 6 ft apart reminder signs
- Handwashing guidelines
- Space markers to indicate proper distancing for lines
- Hand-less water station signs (water stations to be operated with foot pedal)

Payment options

Encourage contactless payment; disinfect between transactions at facility stores/gift shops, and comply with other retail recommendations. Please describe your plan for payment if relevant.

Majority of payment will be completed prior to the race via online registrations. For onsite payments, we will encourage contactless payments or insert via Square payment application. Cards will not need to be passed between participant and employee. Hand sanitizer and wipes will be available and area will be wiped down between each transaction.

Hygiene & sanitization

Please describe your plan to provide hygiene and regular sanitization throughout the event.

- Ragnar Staff and volunteers will always be required to wear masks throughout the duration of the event.
- Gloves will be worn by Staff and Volunteers in high touch/interactive locations.
- Upon arrival at the onsite Check-in area, participants will need to be wearing masks during the check-in process. After such time, all participants will be required to wear a mask anytime they are out of their vehicles and onsite at a race venue, except for the active runner. The active runner will be required to CARRY a mask on their person in the event of encountering areas where social distancing is not possible either from other participants and/or local foot traffic.
- Participants will be instructed to bring all their own PPE and hand sanitizer/sanitizing wipes; however, Ragnar will have extra PPE on hand at all venue locations. Ragnar will also provide Hand Sanitizer stations at all race venues along the course.
- Water Stations will be either be made "touchless" (foot pedal activated), and/or manned to ensure they remain sterile and clean for participant use. Masks will be required by participants while at Water Stations (when not drinking).
- High traffic and potentially high touch point areas at all venues will be wiped down and sanitized at regular intervals throughout the duration of the event with an EPA-registered disinfectant for COVID-19.

Additional safeguards

Please share any additional planned safeguards or measures being enacted at the event.

Check in & Packet Pick Up:

Participants typically arrive on race day and go through a multi-step check-in process involving standing in lines and congregating in large groups for the standard Safety Briefing video. To prevent crowding and promote social distancing, the entire pre-race check-in procedure has been modified.

- Participants will watch the Standard Safety Briefing from the safety of their own homes (2) days before race day. They will then complete their online/remote check-in stating that they will be attending on race day and then fill out a Health Screening Declaration. This will be completed for each team member confirming no signs or symptoms of COVID-19 in the past 7 days (OR at least 7 days from the onset of any COVID-19 infection signs or symptoms AND at least 72 hours since signs/symptoms have resolved). It will also ask to confirm no close sustained contact with anyone who is sick within 14 days of the event and no travel within 14 days of the event to an international location with widespread ongoing COVID-19 transmission as determined by the CDC.

- Upon arrival for packet pick up, a single representative from the team will check in ensuring that all teammates have completed the required Safety Video and Health Screening. They will then receive their team's pre-packaged Goodie-Bags, Race Bibs and Participation Shirts. They will then be instructed to have the entire team arrive at the start line area no more than 15 minutes prior to their assigned start time.

Signature

Please provide the signature of the organizational representative who will be responsible for ensuring event oversight.

Julia Bullard

Printed Name

Race Director

Title

Julia Bullard

Signature

01/20/2021

Date