



Beverly Hills City Council Liaison / Rodeo Drive/Special Events/Holiday Program Committee will conduct a Special Meeting, at the following time and place, and will address the agenda listed below:

CITY HALL
455 North Rexford Drive
Beverly Hills, CA 90210
Teleconference/Video Conference Meeting

Beverly Hills Liaison Meeting
<https://www.gotomeet.me/BHLiaison>

You can also dial in by phone:
United States (Toll Free): 1-866-899-4679 or United States: 1-646-749-3117
Access Code: 660-810-077

Wednesday October 28, 2020
4:30 PM

Pursuant to Executive Order N-25-20 members of the Beverly Hills City Council and staff may participate in this meeting via a teleconference. In the interest of maintaining appropriate social distancing, members of the public can participate in the teleconference/video conference by using this link: <https://www.gotomeet.me/BHLiaison> or by phone at 1-866-899-4679 or 1-646-749-3117, Access Code: 660-810-077. Written comments may be emailed to mayorandcitycouncil@beverlyhills.org and will be read at the meeting.

AGENDA

- 1) Public Comment
Members of the public will be given the opportunity to directly address the Committee on any item listed on the agenda.
- 2) Los Angeles Marathon 2021
- 3) Adjournment

George Chavez, City Manager

Posted: October 23, 2020

A DETAILED LIAISON AGENDA PACKET IS AVAILABLE FOR REVIEW AT
WWW.BEVERLYHILLS.ORG



Pursuant to the Americans with Disabilities Act, the City of Beverly Hills will make reasonable efforts to accommodate persons with disabilities. If you require special assistance, please call (310) 285-1014 (voice) or (310) 285-6881 (TTY). Providing at least forty-eight (48) hours advance notice will help to ensure availability of services.



CITY OF BEVERLY HILLS
POLICY AND MANAGEMENT

MEMORANDUM

TO: City Council Liaison/Rodeo Drive Committee/Special Events

FROM: Magdalena Davis, Special Event and Filming Coordinator

DATE: October 28, 2020

SUBJECT: Los Angeles Marathon 2021

ATTACHMENT:

1. Letter from LA Marathon to Beverly Hills City Council
2. 2021 Los Angeles Marathon Course Map with Beverly Hills Segment
3. COVID plan from the LA Marathon

INTRODUCTION

The McCourt Foundation (TMF) Los Angeles Marathon is requesting support of its annual 2021 race “Stadium to the Stars”. This race has taken place with Beverly Hills support over the last eleven years. TMF requests to have the route, with street closures, continue to go through Beverly Hills, along with the cities of Los Angeles, West Hollywood, and now ending with the finish line in Century City.

The Los Angeles Marathon is also requesting support to hold the race on **Sunday, March 21, 2021**, with a contingency date of **Sunday, May 23, 2021**. The choice of final dates will be based on the most current information and approval from the Los Angeles County Department of Public Health.

Although typical to seek a multi-year agreement of support for the LA Marathon as in prior requests, with this unique situation of multiple dates TMF has sought to only seek support for the proposed 2021 dates.

DISCUSSION

Each year, the City receives a request from race organizers to confirm both a route and date for the annual event. TMF is seeking to continue the inclusion of Beverly Hills in the Los Angeles Marathon (“LA Marathon”). This event has been reviewed annually by the City Council Liaisons and taken to the full City Council for the past ten-plus years, typically with multi-year agreements of support. With the fluid situation that Coronavirus Pandemic (“COVID-19”) reopening brings to the 2021 race, organizer seek instead to request the support of the proposed dates for the next year only.

As a response to COVID-19, The McCourt Foundation requests that two dates be approved to hold the Marathon: the original date of **Sunday, March 21, 2021**, or the first contingency date of **Sunday, May 23, 2021**. If neither are approved as a viable date, another contingency, most likely in November, will be brought back to Council for review. The McCourt Foundation expects to inform the City of the most appropriate race date as soon as the County allows.

COVID and Contingency Plans

Public safety continues to remain the utmost priority for TMF, the City, and all involved in the LA Marathon. Organizers continue to work closely with the County of Los Angeles and other medical professionals to ensure the safety of event participants and spectators by forming a Medical and Operations Advisory Group, including the International Institute of Race Medicine, to help guide a return to safe racing. The organizers continue to observe that status on availability of COVID 19 vaccines and rapid result testing in coming months.

All parties recognize that this request is dynamic and the COVID response situation is fluid. The LA Marathon has developed a 16 page draft COVID plan (Attachment 2) and continue to work on it with LA County Department of Public Health. The plan has specific details to plan for the safety of participants, staff, and volunteers, as well as recommendations for spectators as highlighted below:

- A requirement that all participants and volunteer be vaccinated, have an immunity certificate, or pass a rapid testing protocol
- Practical requirements pertaining to physical distancing, masking and hygiene including
- Revising start and finish line to better space out runners
- Reducing the size of the race field for increased spacing on the race course
- Prepackaging of all food and beverage to minimize contact

The support of the City may be withdrawn at any time due to a local, state or federally declared emergency, and in accordance with all LA County Department of Public Health directives. The request for a second date comes as the LA Marathon organizers are working to secure various Cities' support, and plans with County health officials.

The event organizers have developed, and are seeking support for a series of contingency dates outlined as follows:

Contingency Date #1 - May 23, 2021

Trigger Date: No later than November 1, 2020

Event Organizers will notify the City as soon as possible of a decision to postpone the Marathon from March 21, 2021 to May 23, 2021.

May 23, 2021 is the latest spring date available given Dodger Stadium home dates. Due to weather considerations, it is also the latest date the race can be held until the end of October when temperatures historically cool.

Contingency Date # 2 – November 2021

Trigger Date: March 1, 2021

If the race can't be held safely on May 23, 2021, the Marathon will be postponed a second time to a Fall dates depending upon availability of City Partners and Dodger Stadium:

- November 7
- November 14

The decision to postpone to the second Contingency Date will be made no later than March 1, 2021. Organizers indicated October 31, 2021 in their original emailed letter to Council (Attachment 1), they have since withdrawn that date as a possibility after discussions with City staff regarding the availability of personnel and activities within City limits, and adjacent in West Hollywood.

If there is a decision to host the Los Angeles Marathon in the Fall, this item will return to the Council Liaisons for approval at a later date.

Route and Schedule

The LA Marathon is requesting to take place on Sunday, March 21 or May 23, 2021, with street closures in the City from 5:00 am - 1:00 pm. The street closures will continue to be the same as previous years within City limits and include portions of Doheny Drive, Burton Way, S. Santa Monica Boulevard, Rodeo Drive, and Wilshire Boulevard. The overall route for 2021 has been updated however to now end in Century City (Attachment 3). While the finish line itself will be in Century City, there is the possibility that traffic detours will impact the City at our Western borders and require additional traffic control resources at up to three intersections until 6:00 pm, or when the roads are allowed to open completely. This schedule will be confirmed by LA Marathon with City staff including BHPD.

Based on feedback and reports from the March 8, 2020 marathon, the event is considered one of the most well-attended with over 25,000 participants. As in years past, City staff coordinated with LA Marathon organizers to limit impacts and ensure streets were opened no later than 1:00 pm. LA Marathon representatives have confirmed that all streets in the City will open no later than 1:00 pm still, although as the part of the updated route City traffic control resources may be necessary until 6:00 pm. on the North or West borders of the City.

Notification, Marketing, and Partner Support

Extensive notification is provided throughout the Beverly Hills community, which include information for residents, businesses and churches and temples along the route. Both the Rodeo Drive Committee (RDC), Conference and Visitors Bureau (CVB), Beverly Hills Chamber of Commerce (Chamber) have previously indicated their support for the event, and LA Marathon representatives will solicit official letters of support before bringing this item to a City Council meeting.

RDC businesses have requested that the Marathon maintain opening streets by 1:00 pm., and Rodeo Drive is still scheduled for an earlier opening time of 12:00pm. The Marathon representatives will ensure that the CVB knows the new route may attract more hotel and hospitality business to the City, with the finish line now closer to Beverly Hills.

Additionally, the RDC has also requested in the past that as a condition of their support, the Marathon continue to promote Rodeo Drive as a prominent course segment in the organization's marketing and publicity initiatives. In previous years, the Los Angeles Marathon's website and marketing materials have featured Beverly Hills (hotels, sites to visit, such as Rodeo Drive, Greystone Mansion, etc.) including links to the City of Beverly Hills and CVB websites.

This year, wide-ranging broadcast coverage of the Marathon will continue not only through local channel KTLA, but nationally and worldwide as well on channels including International Fox Sports channels, and Star/WGN Networks.

In August 2017, as a condition of approval the Council advised race organizers to coordinate between both the Metro Purple Line Extension (PLE) and the now completed N. Santa Monica Boulevard Reconstruction projects. City staff, Metro and LA Marathon have reviewed the course, and will continue to monitor any new developments. There are no issues anticipated with the current course through the City, as it is the same route from last year. City staff will continue to work closely with Project Managers for Metro and any other construction related projects within the City of Beverly Hills. (It should be noted, that Metro staff has regularly attended LA Marathon hosted meetings.)

An independent unaffiliated social media bike ride group known as the ‘wolfpack’ have participated on their own. Last year, they did not enter the Beverly Hills segment of the course and traveled through without incident. City staff will continue to monitor the groups participating this year as well as the dynamic impact that a fluid COVID response brings.

The Marathon’s charity program provides a platform for approximately 70 nonprofits to raise millions of dollars each year through the Marathon. Since the marathons inception in 1988, its charitable impact has exceeded \$50,000,000. In 2019, the marathon raised over \$2.7M, including local Beverly Hills based recipient Concern Foundation, which raised \$194,000 in a single year, and over \$1 million to date since partnering as an Official Marathon Charity.

Operated by a nonprofit, the LA Marathon would receive, according to the City’s Schedule of Fees, a non-profit rate on the street closures for the event, as it benefits local health related causes and programs through-out the Greater Los Angeles Area, including the Concern Foundation. Now as a nonprofit, TMF is required to file with the City’s Charitable Solicitations Commission.

FISCAL IMPACT

All City permits and fees and any associated costs have been the responsibility of The McCourt Foundation, and include full cost recovery for personnel costs, equipment, signage, etc. There is no waiver of fees, however the Marathon does qualify for the non-profit rate for street closures.

For the 2021 event, the only increase in personnel would be to staff the traffic detours on the West side of the City while street closures are still in place near the finish line, until approximately 6:00 pm. This additional cost to the Marathon is expected to only apply to BHPD and BHFD personnel at an hourly rate.

The 2020 costs were \$152,438.00 and are provided to the LA Marathon as a 2021 estimate, but may change based on the traffic detours mentioned above, or other requests from race representatives. Please see chart below for breakdown based on current rates:

| Fee | Estimated Cost |
|-----------------------------------|-----------------------|
| Permits | \$3,197.00 |
| Street Closure | \$3,493.00 |
| Police Department | \$85,428.00 |
| Fire Department | \$18,923.00 |
| Public Works Department | \$32,178.00 |
| Other Departments | \$3,900.00 |
| Equipment, No Parking Signs, etc. | \$5,319.00 |

The City's Risk Manager has also recommended General Liability Insurance in the amount of \$3 million dollars (per occurrence) naming the City of Beverly Hills as an additional insured, as a requirement to be provided by The McCourt Foundation.

RECOMMENDATION

City Council Liaisons feedback and approval is respectfully requested regarding support of The McCourt Foundation Los Angeles Marathon on Sunday, March 21, 2021 or May 23, 2021 on the new "Stadium to the Stars" route with street closures as described above. Unless Liaisons have any questions or concerns, City staff will bring the completed proposal to City Council at a November or December 2020 meeting.

Attachment 1



October 21, 2020

The Honorable City Council
City of Beverly Hills
455 North Rexford Drive
Beverly Hills, CA 90210

Dear Councilmembers:

I hope this letter finds each of you well.

Hard to believe that the last major participatory event in our community was the 2020 Los Angeles Marathon. This year's event was one of the best and went off without any issues. On behalf of all involved, thank-you for the City's continued support and enthusiasm for the Los Angeles Marathon. For 11 years now, we have developed and maintained an outstanding relationship with the team in Beverly Hills spearheaded for the last two years by Magdalena Davis. This relationship has been based on trust, hard work, problem solving, and commitment to the Beverly Hills Community and our participants. We would like to continue this outstanding track record of success in 2021 and 2022.

As we approach further uncertain times, we must plan for a 2021 event. After consultation with medical professionals regarding the likely deployment of COVID 19 vaccines and rapid result testing in coming months, we believe that staging the 2021 Los Angeles Marathon on March 21st is in doubt. Given the nature of the event and the expectations of our runners/participants, a decision to postpone the race to later in the year should be made no later than November 1st. For this reason, we have developed the following contingency/ postponement date plan as follows:

Contingency Date #1 -- May 23, 2021

Trigger Date: No later than November 1, 2020

We will notify the City as soon as possible but not later than November 1st of our decision to postpone the Marathon from March 21 to May 23.

May 23rd is the latest spring date available given Dodger Stadium home dates. Due to weather considerations, it is also the latest date the race can be held until the end of October when temperatures historically cool.

Contingency Date # 2 – October/ November 2021

Trigger Date: March 1, 2021

If circumstances are such that the race can't be held safely on May 23rd the Marathon will be postponed a second time to a fall one of these dates depending upon availability in all partner cities and Dodger Stadium:

November 7th

November 14th

The decision to postpone to Contingency Date #2 will be made no later than March 1st.

This plan assumes that the race can be held in full compliance of then applicable state and local health guidelines.

We hope and expect to be back on normal schedule in 2022 with a March 20th race date.

The 2020 Marathon raised around \$4M to support mostly local causes. The Marathon annually donates \$900,000+ in goods and services to grade school and high school programs through our partnerships with LAUSD and Students Run LA. New in 2020 is that the Marathon is now operated by The McCourt Foundation a 501(c) 3 nonprofit with the vision to empower communities to build a healthier world.

Also new in 2021 is that Marathon finish line moving to Avenue of the Stars in Century City. While this move does not entail any changes to the Beverly Hills section of the course – including the course routing and street reopening times -- the change of Finish Line to Century City will bring substantially more business to Beverly Hills hotels, restaurants and retail due to proximity to the Finish Line and ancillary events.

The 1.8 miles of Marathon course that passes through the City of Beverly Hills is a critically important part of the Marathon experience. The Beverly Hills course section, including Rodeo Drive, is iconic and an ideal local, national and international spotlight for Beverly Hills' signature style and renowned businesses. Rodeo Drive is routinely and overwhelmingly voted "Favorite Landmark" by participants over the entire 26.2-mile course, and one of the driving factors many choose to participate in the Marathon.

To further support our City partners, we are working, and will continue to work with, the City and the Chamber of Commerce to highlight Beverly Hills businesses and attractions to our entire database and online social community. As proud members of the Chamber, we will continue to expand that relationship and provide opportunities to increase visibility of local businesses and offer a point of economic development.

Again, we respectfully request a two-year extension to our operating agreement to include the 2021 and 2022 Marathons.

Thank you for your tremendous support in making the 2020 Los Angeles Marathon a huge success. We look forward to meeting with you and the Beverly Hills team to further build on our partnership and its successful future!

Sincerely,



Murphy Reinschreiber
Chief Operating Officer

Cc: Magdalena Davis
Howard Sunkin

Attachment 2

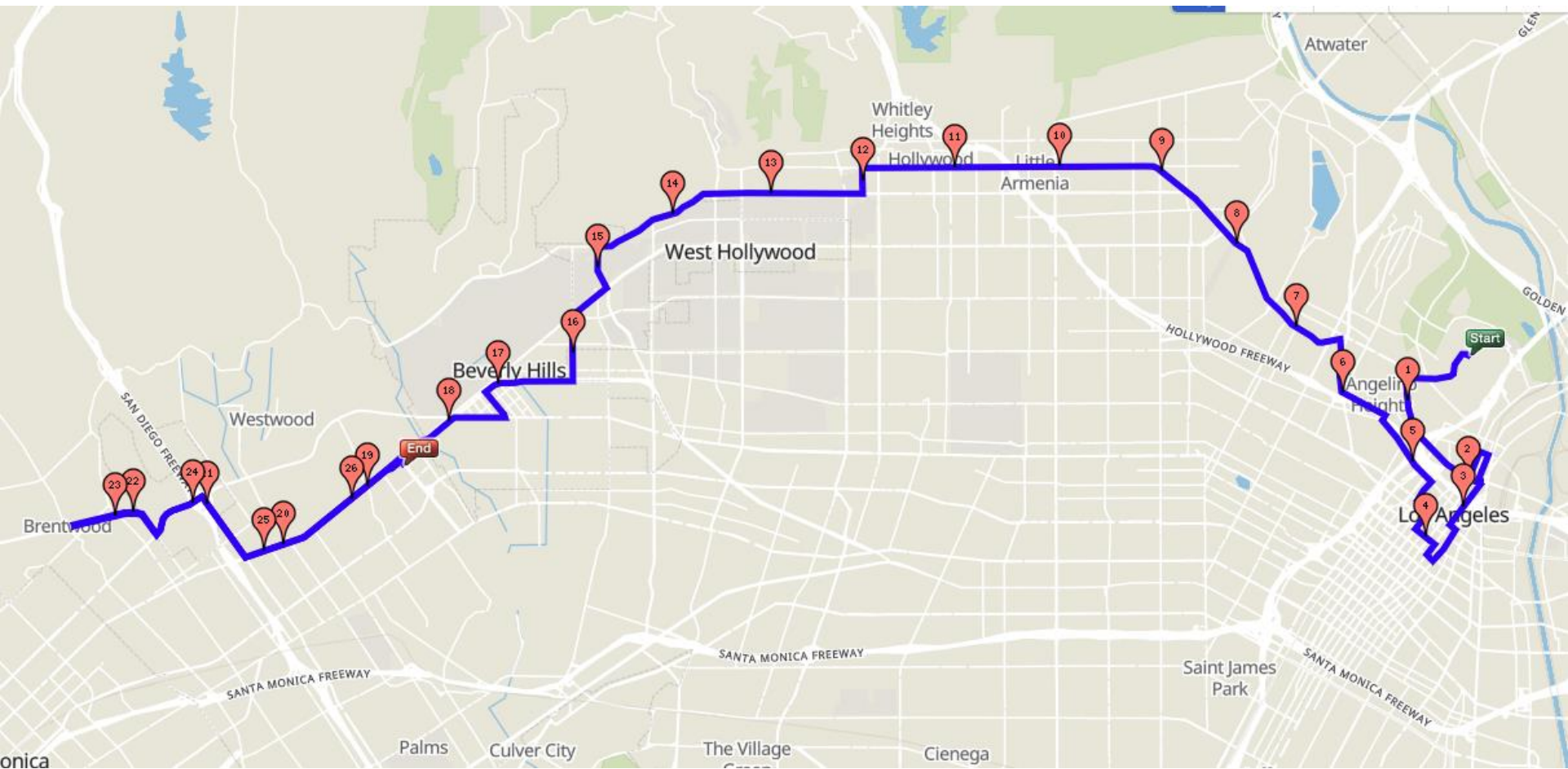


LOS ANGELES MARATHON

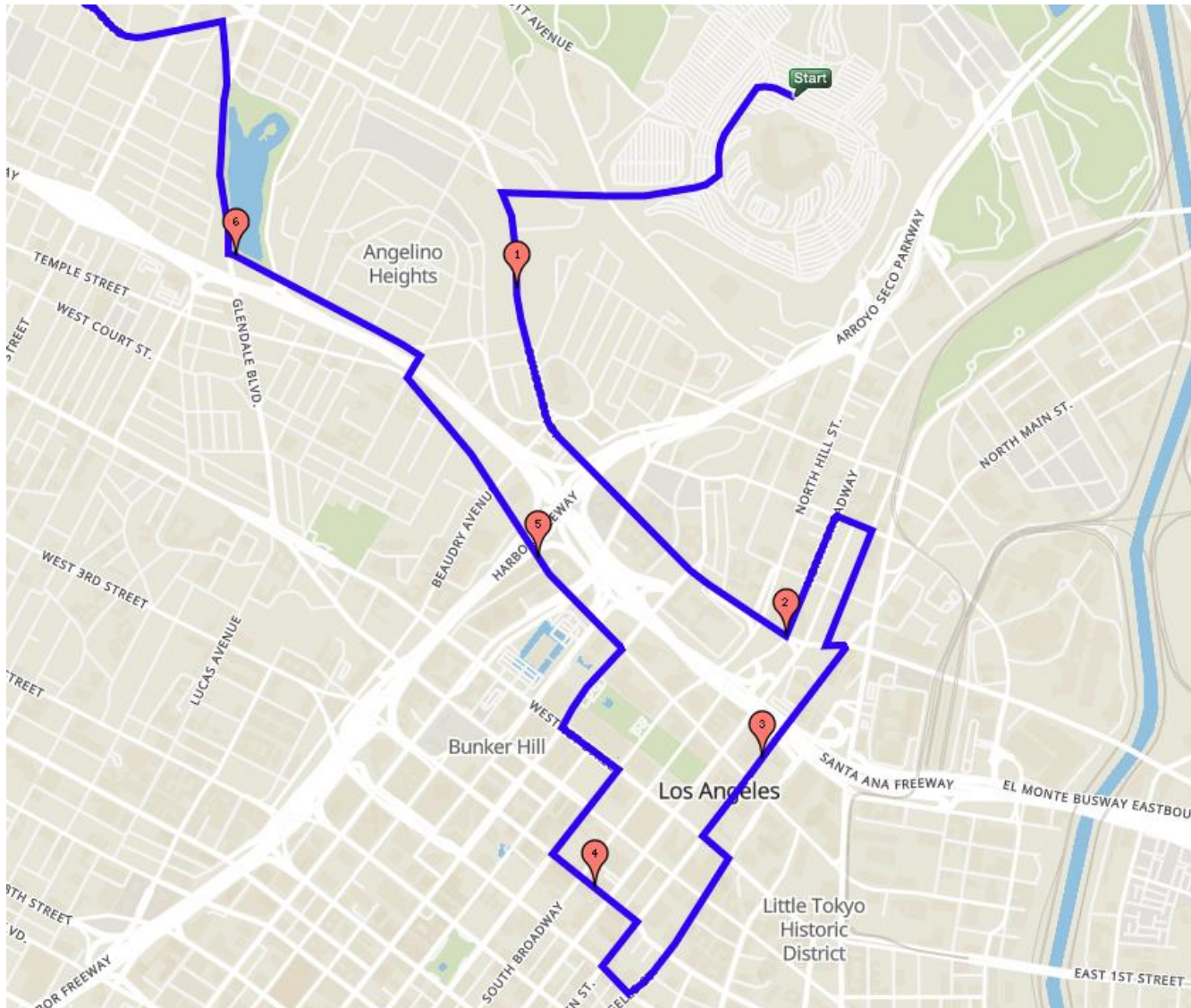
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2021 Los Angeles Marathon – Proposed Course

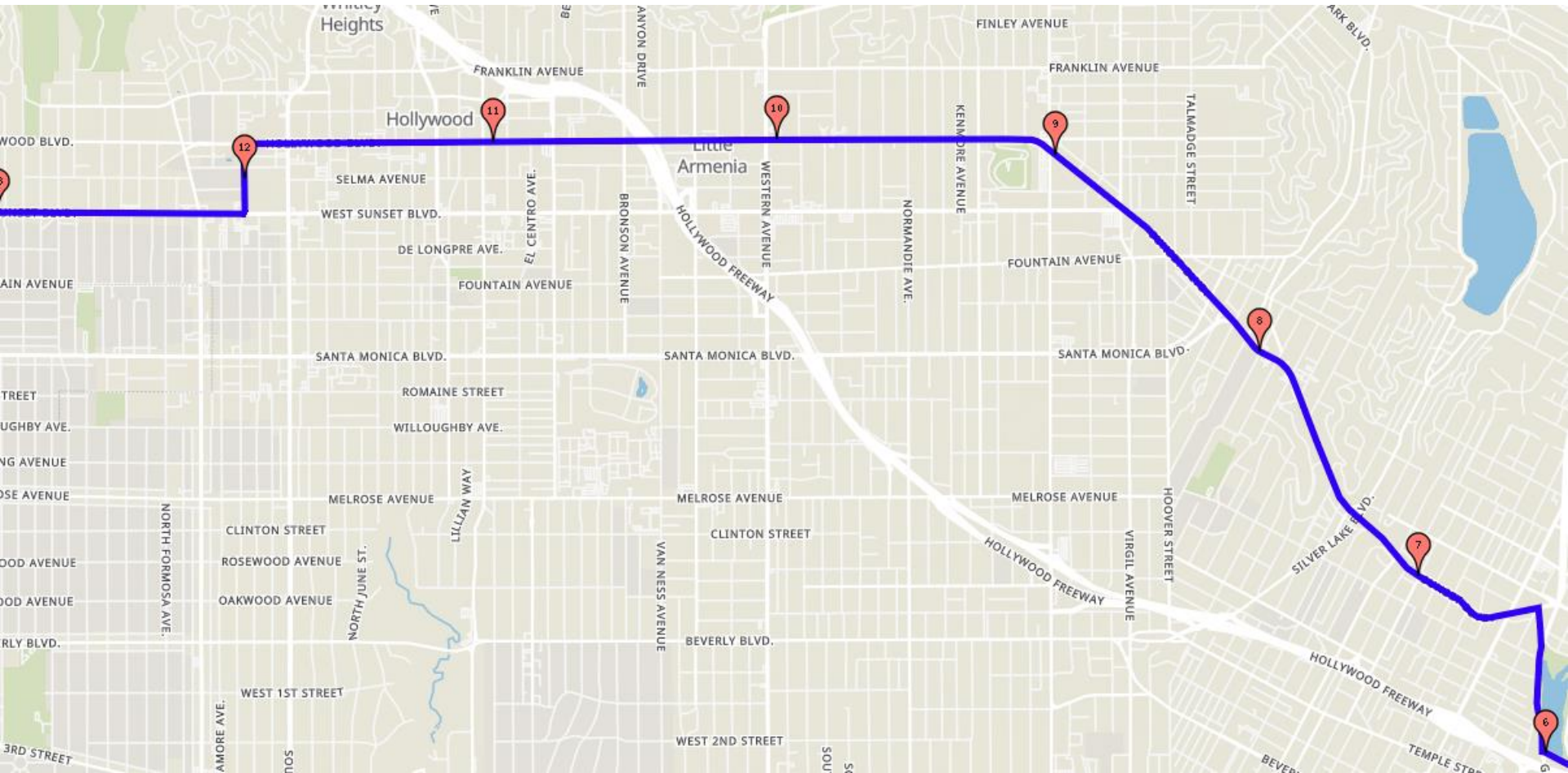
2021 Los Angeles Marathon – Course Overview



2021 Los Angeles Marathon – Dodger, Stadium, Chinatown, DTLA Miles 1-6

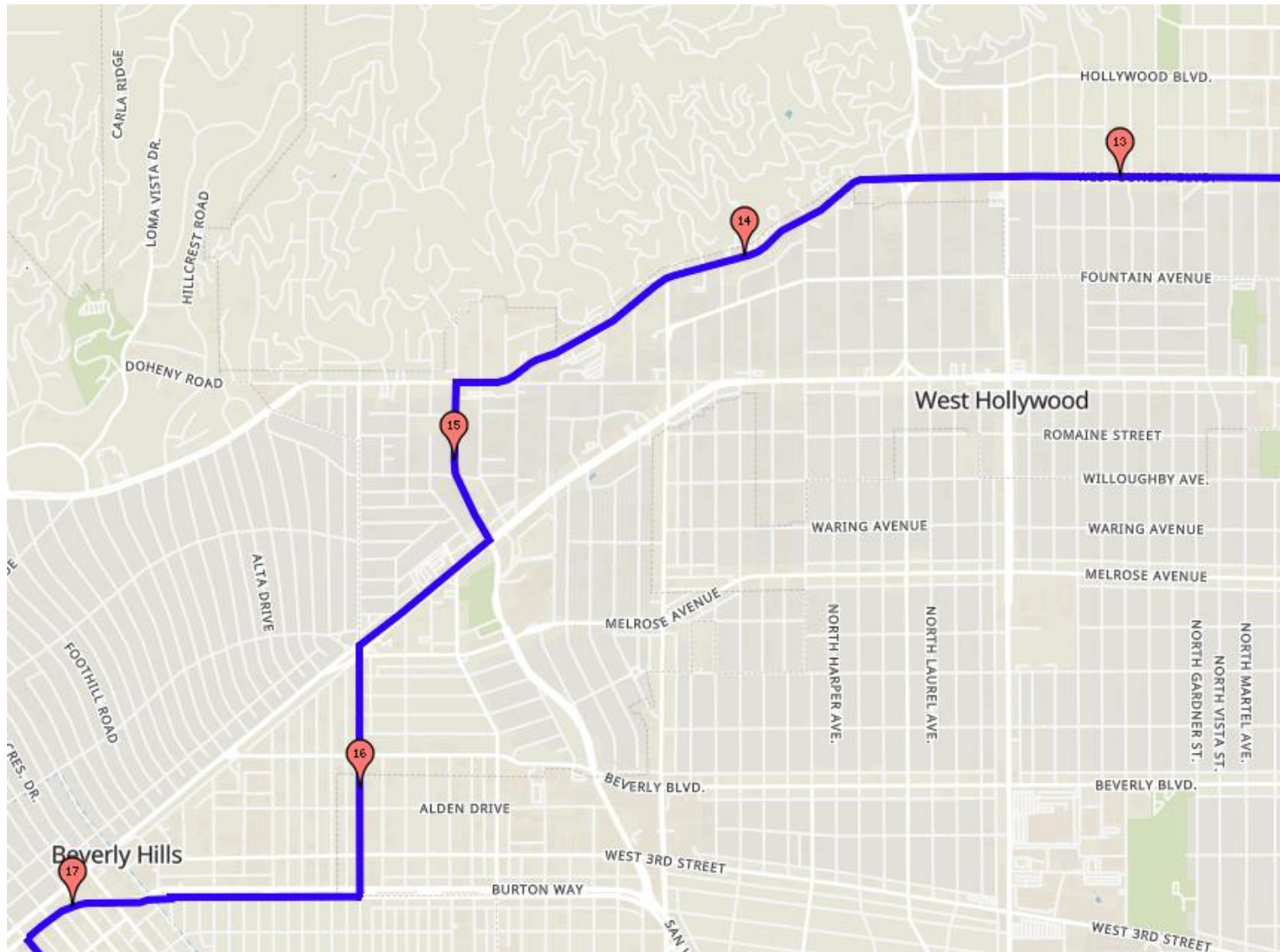


2021 Los Angeles Marathon – Silver Lake, Hollywood Miles 7-13



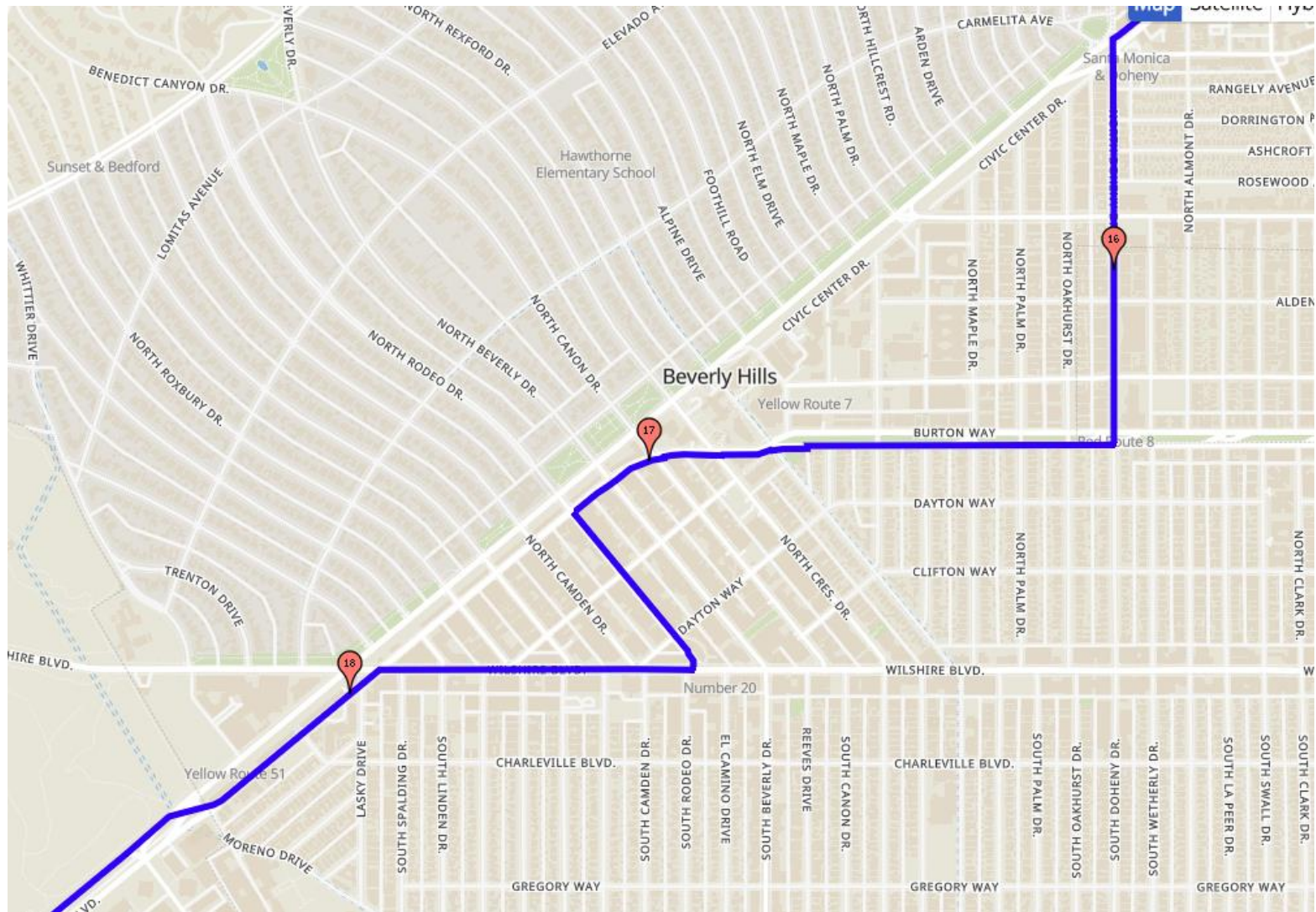
2021 Los Angeles Marathon – West Hollywood

Miles 13-16



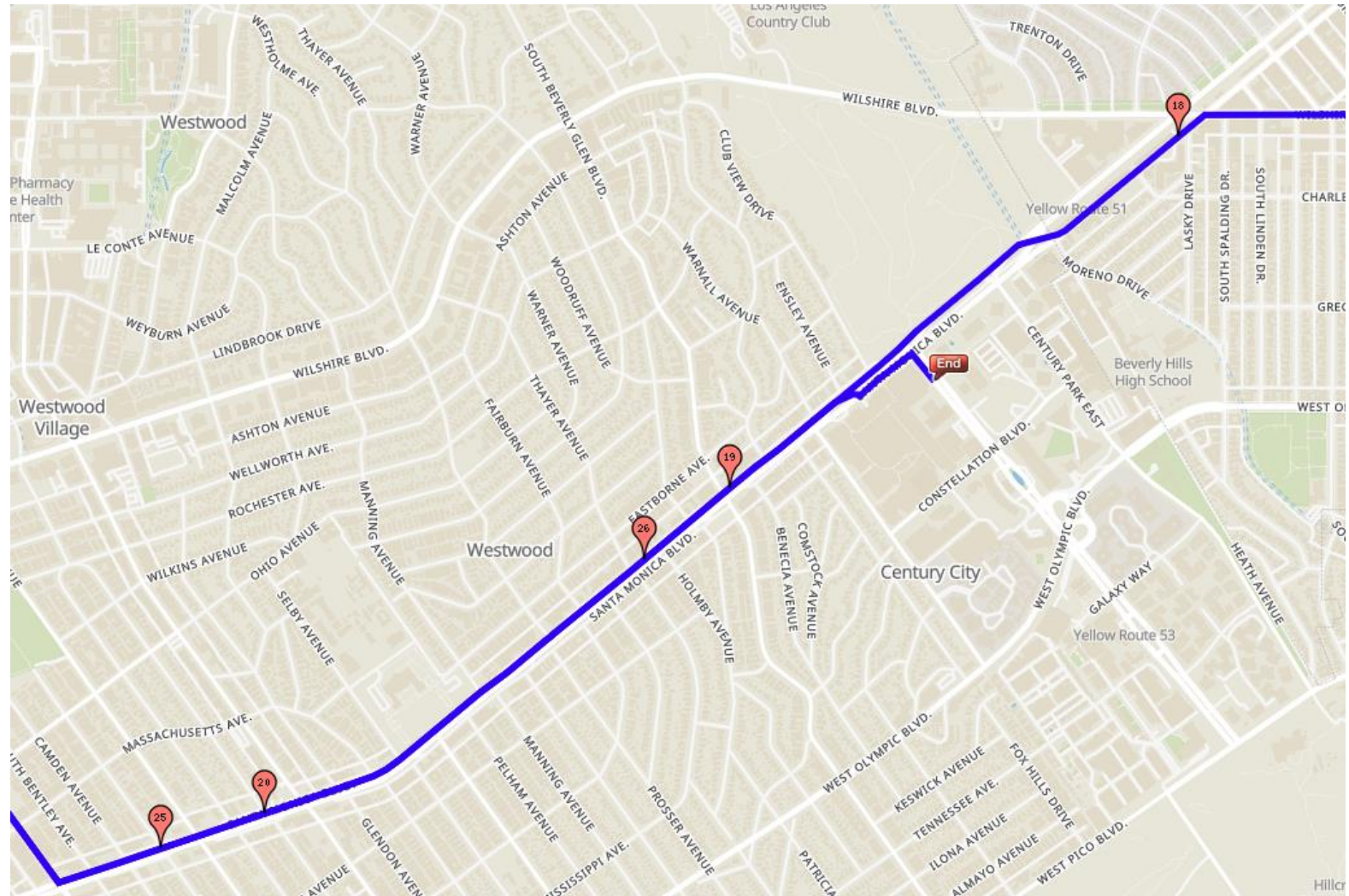
2021 Los Angeles Marathon – Beverly Hills

Miles 16-18



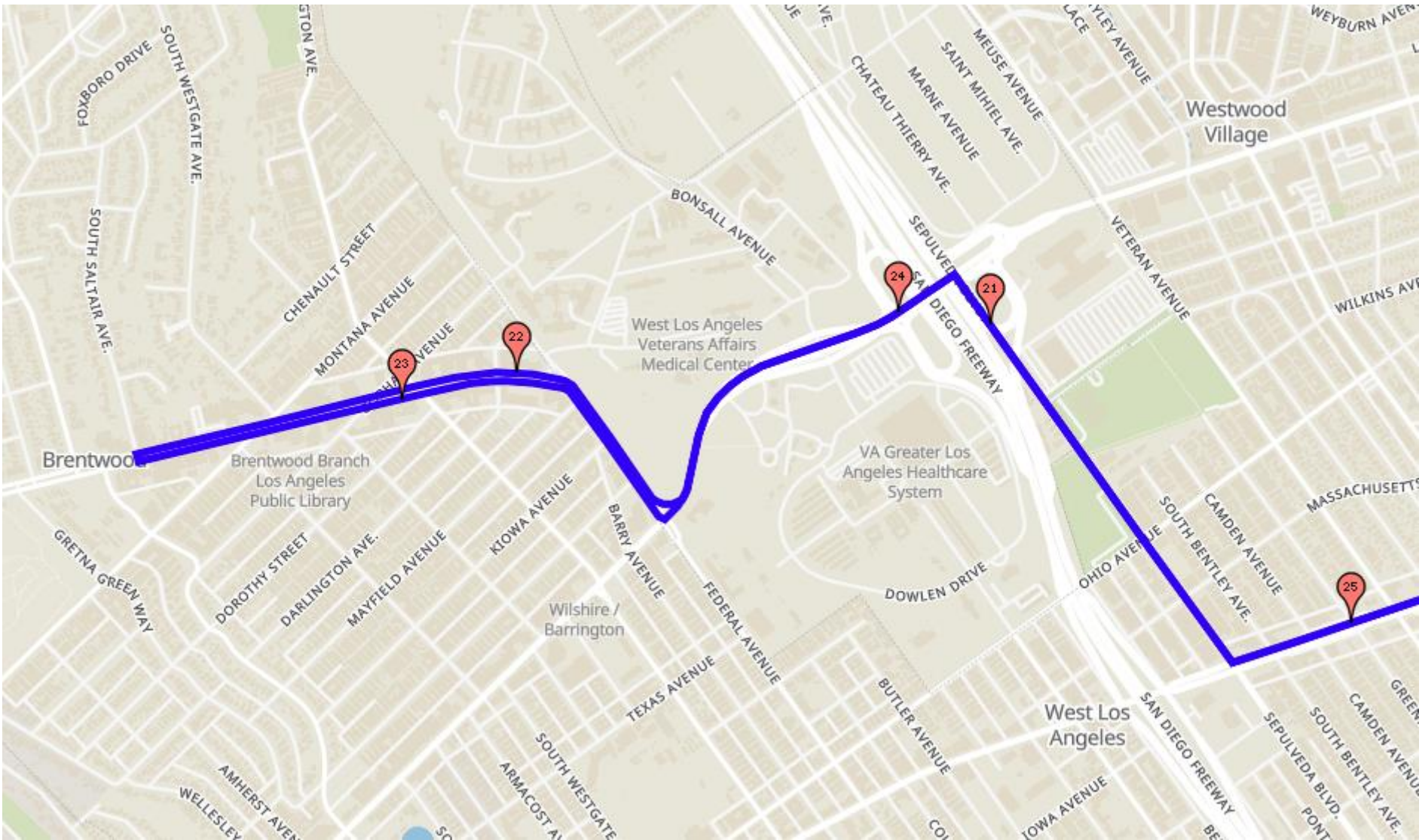
2021 Los Angeles Marathon – Century City

Miles 18-20, 25-Finish



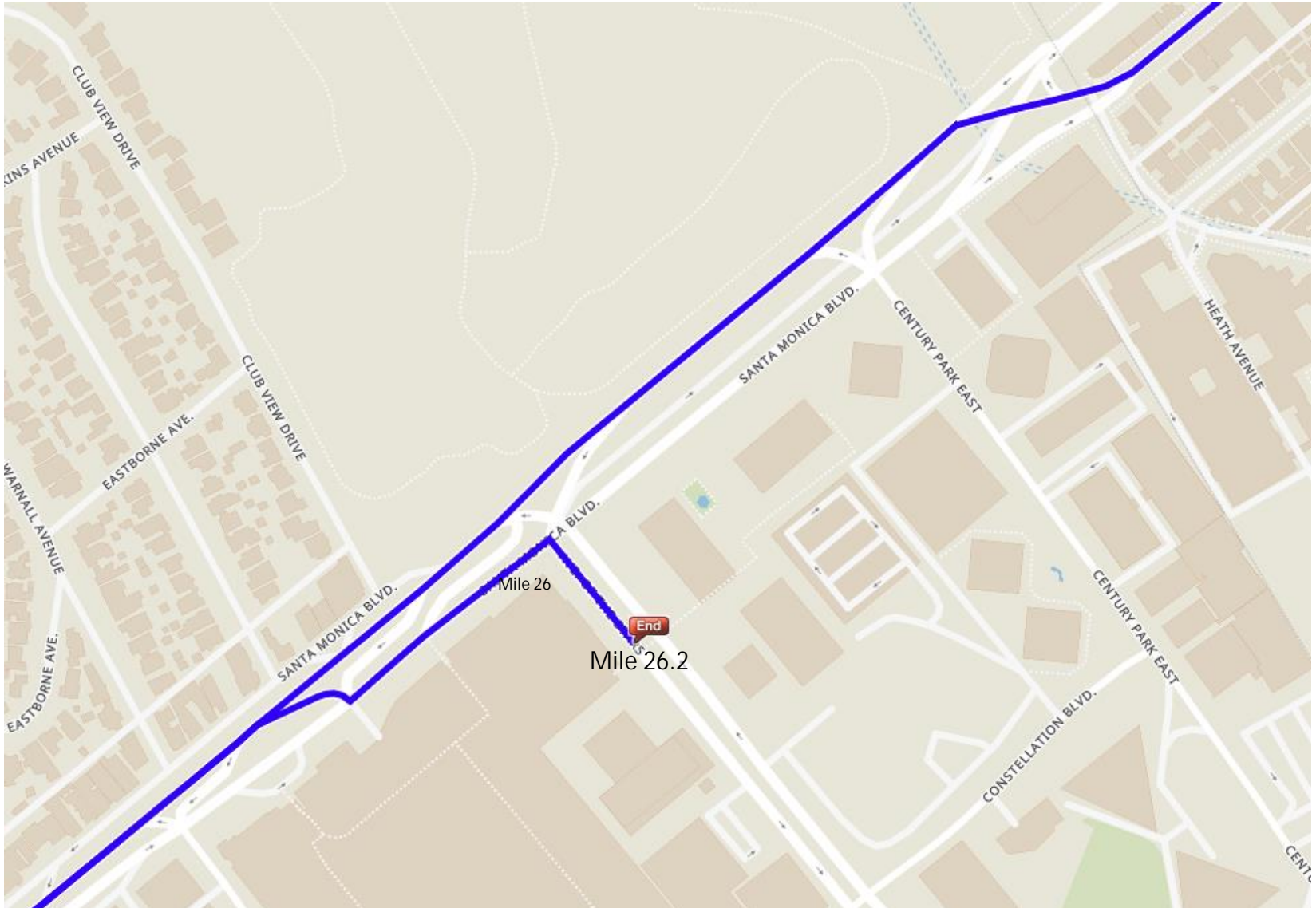
2021 Los Angeles Marathon – West LA, Brentwood

Miles 21-24



2021 Los Angeles Marathon – Finish Line

Avenue of the Stars



Attachment 3



2021 Los Angeles Marathon COVID 19 & Safety Planning

The McCourt Foundation's Operations Team has been involved in planning safety protocols since April. We meet regularly with other large marathons (such as Boston and Chicago) and other mass participation events to share information and plans to safely return to racing -- when the time is right. We have formed a Medical & Operations Advisory Group to help guide us to a return to safe racing. The Advisory Group is led by Beverly Hills resident Dr. David Agus, Professor of Medicine and Engineering at USC and Founding Director of the Lawrence J. Ellison Institute for Transformative Medicine of USC. The Group also includes USC Keck Medicine and the L.A. Department of Public Health. The Los Angeles Marathon is a member of, and gets support from, the International Institute of Race Medicine. For example, we are taking part in the *IIRM and World Athletics Washington, DC Webinar Conference Endurance Medicine & COVID-19: The Way Ahead on November 6-7, 2020*.

Parallel with the Boston Marathon, we are developing a checklist of information and actions necessary to produce a safe event (See Attachment 1). This checklist is a living document and will be revised as circumstances change due to vaccines and rapid testing options.

We are also a member of the California Coalition for Endurance Sports that includes endurance sports organizations throughout the State. The Coalition's purpose is to work with state and county representatives to create a dialog and a roadmap to resume safe, responsible, and successful participant events.

We are also monitoring guidelines and mitigations that are being implemented in other states where racing has already returned. See for example, Recommended Guidelines for running events developed by RunColfax, the producers of the Denver Marathon (Attachment 2).

Planning for 2021 Los Angeles Marathon

Until such time as the State and LA County Health Department issue guidelines for large scale outdoor gatherings and outdoor sporting events, we are unable to create a specific plan. That said, we are developing plans based on the assumption that the guidelines in effect on May 23rd or in November (2nd Contingency date) will include –

- A requirement that all participants and volunteers be vaccinated, have an immunity certificate, or pass a rapid testing protocol; and
- Practical requirements pertaining to physical distancing, masking, and hygiene.

Based on these assumptions we are exploring for example:

- Revising start procedures to better space out runners
- Moving the expo/race number pick-up outdoors
- Reducing the size of the race field for increased spacing on the race course
- Reviewing busing policies and procedures
- Revising post-race activities to maximize spacing
- Prepackaging of all food and beverages to minimize contact
- Use of rapid testing for entrance into VIP and controlled spectator areas

While there much unknown about 2021, what we know for certain is that the 2021 Los Angeles Marathon will happen only if:

1. State and local guidelines allow it to happen; and
2. The State and local guidelines are not so burdensome that the event can't be held successfully from all perspectives – participant, stakeholders and financially.

ATTACHMENT 1

COVID 19 Mass Participatory Event Guidelines, Medical Operations, and Logistics

Planning Phase: Period of weeks and months before the event begins. Operational plans for health and security services during the event are developed and revised based on the event type and size. Considerations are recommendations that events may consider taking during the planning phase of your event.

Platforms

PRE-EVENT PLANNING CONSIDERATIONS

Event Assessment

Organization seeks, and is approved by local and national standards set by government and local municipalities in advance of the event. Events should continue to check with authorities as the health concerns may change.

Event Assessment

Event should perform appropriate WHO risk assessment tool three months, one month, and one week prior to event date and again one week prior to event.

Event Assessment

Continue to conduct event Risk Assessment Evaluations, which include potential medical surge capacity based on weather conditions and field size.

Event Assessment

Survey volunteers, including medical volunteers, regarding their willingness to support the event. From this survey, determine if you can safely conduct your event. For example, if you normally have 100 medical volunteers and now only have 80 (or fewer), can you offer the same level of medical care?

Event Assessment

Conduct pre-event meetings with both pre-hospital (EMS support) and local hospitals during your normal medical planning and for all COVID 19 mitigation plans.

Event Assessment

Conduct discussions with all sponsors and event vendors to determine interest in returning and to share mitigation plans.

Event Assessment

While further study is needed, events will need to evaluate and determine

strategies to support social distancing. Specific considerations will be needed to support athlete transportation, start areas, post event areas and family meeting

Communications Platform

Design and distribute information on COVID 19 consistent with CDC, World Health and local guidelines to all stakeholders*.

**Athletes, Volunteers, Public Safety, Sponsors, and Vendors*

Communications Platform

Identify local healthcare resources (e.g., urgent care facilities, emergency rooms, ambulance services), notify all to event time and location. Developed the event medical plan with their input, create information and contact numbers for all local healthcare resources.

Communications Platform

Using multi-modal communications strategies, (social media, website, emails, text messaging) encourage individuals at high risk for severe illness not to attend the event. Include Risk factors, identify high risk candidates (both athlete and spectator population) and other COVID 19 mitigation plans.

Communications Platform

Implement text messaging program for the event. Allow for push notifications to support normal operations, but also be able to provide emergency content and post event info on COVID 19 concerns. Potential to use systems to assist with Contact Tracing

Communications Platform

Depending on the geographic nature of the event and participants, program may be need to assist with language translation. This ability is vital in multinational event.

Education Platform

Considerations should be in place as events design their Event Medical Protocols. Athletes that had the virus or are carriers may be susceptible to unknown medical conditions not normally seen in event medical tents. Protocols should be reviewed by all involved on the medical team, as well as your EMS and Hospital Partners.

Education Platform

When the race includes international participants, evaluations by the event

organizer and medical director should take place to determine if the athlete is traveling from a viral hot spot. Decisions should be made by the event to accept those athletes into the competition.

Education Platform

Similar determinations should be made if athletes from domestic locations will be traveling to your event. If domestic or regional hotspots exist, a plan in place to deny the athlete entrance into the event should take place.

Education Platform

When appropriate, events will need to develop protocols and communications for its para-athlete populations. Strategies may include separate staging and post event areas from the other athletes.

Education Platform

Develop protocols for event day COVID 19 screening* of all volunteers working the event. Will need dedicated medical/volunteer staff to perform this task. All screeners should be in full PPEs.

**Temperature Assessment, Questionnaire, Oxygen Sat.*

Education Platform

Reduce areas of congestion or interactions between athletes and volunteers. Maintain social distancing when possible or provide PPE's to all staff, vendors and volunteers.

Education Platform

Event Organizers should have discussion with their legal team regarding liability concerns, insurance issues and implementation of new athlete and volunteer waivers. New waivers must include language that reduces event liability. Strong language regarding assumption of risk.

Education Platform

Working with event vendors and sponsors, share mitigation strategies and messaging. Work with both groups to develop an agreed to strategy that can be supported by all parties.

Education Platform

Design COVID 19 Plan with medical director, or event medical lead along with local public health and hospitals regarding the identification of an athlete with

suspected viral symptoms. Which may include a safe space for the patient and treating onsite medical team. It should be clear that the event medical team only acts as an identifier to the situation and is not considered a viral treatment team.

Education Platform

Train event staff on how to properly don and doff event requirements for PPE use- and make sure they are wearing PPE at appropriate times as outlined by the event and local health organizations.

Education Platform

Make adjustments to runner and volunteer online applications (should be approved by event legal team) to include COVID 19 risks as an informed consent.

Education Platform

All event materials (website, social media, emails) should support information listed above.

Event Staffing

Establish Infection Mitigation Coordinator for the event. This would include providing dedicated team to assist coordinator with event day messaging, compliance and cleaning protocols.

Event Staffing

Establish dedicated Medical Director and Event Medical Team for your event. This group should be able to assist with permitting application, program design and event day care of your athletes. Consideration should be in place that will allow the Medical Director to cancel the event based on input from the local public health and governmental agencies.

Event Staffing

When no dedicated medical team is in place, and EMS is your primary means of medical coverage - ensure hired EMS staff shares Covid 19 plans with event director. Ensure EMS company is communicating with local hospitals and health departments.

Event Staffing

Establish new guidelines for event security program - event volunteers or outside organization to assist with COVID 19 concerns during the event.

Supplies/Equipment If PPEs (Personal Protective Equipment) are required by local health authorities or your medical team, will the event be able to secure and purchase enough supplies to support the event? Develop trusted supply source and secure PPE's well in advance.

Supplies/Equipment All Medical Screeners should be in full PPE (Mask, face shield or goggles, and gloves). Number of screening sites will vary based on total number of individuals needed to be tested. Social Distance guidelines should be strictly adhered.

Supplies/Equipment Develop Signage/Messaging a key areas of the event. Start, Finish Area, Medical Tents to support COVID 19 Mitigation Strategies

Supplies/Equipment Considerations to change normal approach for all hydration stations. Potential use of single serve bottles (smaller size/8 fluid ounces/Mini Bottles). Or for smaller events, place hydration needs squarely on the athletes

Supplies/Equipment Event should establish clear means to secure PPE's for the event in advance, with the understanding of what budget concerns will be in play.

Supplies/Equipment Determination, which should PPE information be outlined in the Operations and Medical Plan on how to best utilize and distribute these supplies.

Supplies/Equipment Sanitation/Cleaning procedures should be in place for event day. With emphasis on the control of infectious waste (medical and contaminated PPE's)

Supplies/Equipment Develop Hand Sanitation Areas for Athletes, separate areas for volunteers. Number of locations will depend on event size to address social distancing concerns.

Data Collection Conduct volunteer surveys to volunteers (general and medical) to assess comfort level of all to return to the event. Specific questions regarding their PPE needs and

requirements. Information will give event organizers information regarding if they can support the event.

Data Collection Registration process for volunteers, sponsor, vendors and staff should now consider questions related to the virus and vaccine. HIPAA Considerations will apply, as will who will store and maintain the data.

Data Collection Runner surveys to assess interest in returning to event, and to demonstrate obstacles that athletes may be concerned about.

Data Collection Similar pre-event surveys should be conducted with vendors and sponsors to gauge their interest in supporting the event. This is also a good opportunity to have the event share your mitigation strategies.

Data Collection Medical Encounter Forms should now include information on COVID 19. Questions regarding past infections, and other medical history should be included.

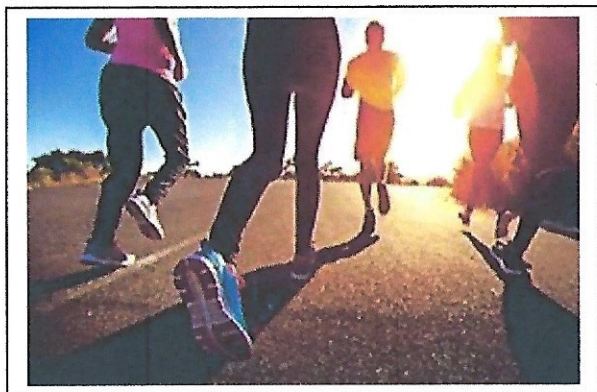
Data Collection Consider collecting medical history of your athletes and volunteers prior to event. Legal and HIPPA considerations should be addressed with legal team. Would only suggest this step if formal medical team (director) is in place. Process could be designed into your registration process.

Data Collection If pre event medical history is obtained, and the athlete indicates a documented COVID 19 infection, they need to provide a note from their doctor indicating they are cleared to participate in competition.

Data Collection Post event communications/questionnaire should be considered to evaluate results of your mitigation plan.

Data Collection Events, regardless of dedicated medical program, should have a post event medical encounter form prepared. Which can be reviewed by the event director and event legal. Data can be shared with local health department.

RECOMMENDED GUIDELINES FOR SMALL TO LARGE RUNNING EVENTS



Prepared by:

Andrea Dowdy

Andrea@runcolfax.org

303-587-6676

Creigh Kelley

Creigh@runcolfax.org

303-667-2131

Recommended Guidelines for Small to LARGE Running Events

| | |
|---|---|
| Topic | <p>Small Event (physical distancing rules apply to all unrelated groups at all times)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Level 1 – max 700 runners with 4 start times (175 each) <input type="checkbox"/> Level 2 – max 2500 runners with 14 start times (175 each) <p>Larger events must request variance of the appropriate government entity</p> |
| COVID-19 checklist recommended to acquire permit | <ul style="list-style-type: none"> <input type="checkbox"/> Official checklist form provided to event when permit requested. City/County could decide if they require checklist to be submitted to acquire permit <input type="checkbox"/> Event must request a longer event duration to handle staggered starts |
| COVID-19 Manager | <ul style="list-style-type: none"> <input type="checkbox"/> Dedicated to COVID-19 guideline enforcement pre-event and during the event |
| Overview | <p>Level 1 –</p> <ul style="list-style-type: none"> <input type="checkbox"/> 700 runners maximum (4 start times 30 minutes apart with 175 assigned to each time) <input type="checkbox"/> Eliminate race day registration, pre-race and post-race expo/festival, on-course water stations for 10K distance and less. (See attached diagram for water stations for longer events) <input type="checkbox"/> Recommend no dogs, children 14 and under (unless in a stroller) <input type="checkbox"/> Social Contract must be signed by runner pre-race <input type="checkbox"/> Staggered start (see Addendum A for examples) and finish. No mass start <p>Level 2 –</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2500 runners maximum (examples: 14 start times of 175 each, or, for example, it could be 5 start times of 500 each if state guidelines change) <input type="checkbox"/> ADD – Race Day Registration (with social contract questions), limited post race festival <input type="checkbox"/> ADD - Limited number of water stations - 1-2 on a 5K, 2-3 on a 10K, 5-6 on a half marathon (see Addendum B for acceptable examples) |
| Participant agrees electronically to Social Contract | <p>During registration process, participant required to agree to Social Contract</p> <ul style="list-style-type: none"> <input type="checkbox"/> Social distancing of 6' <input type="checkbox"/> Face coverings required until runner crosses the start line. Runner puts back on face covering as they cross the finish line <input type="checkbox"/> Must be "healthy" to attend (follow government guidelines for outdoor event) <input type="checkbox"/> To ensure optimal compliance no dogs, children 14 and under (strollers are allowed if babies stay in the stroller) <input type="checkbox"/> Guests should not be invited to the Start/Finish, but choose an alternative meeting spot <input type="checkbox"/> Runner chooses a start time from the list provided when registering. No later changes allowed <input type="checkbox"/> Runners bring their own pre-race and during-race hydration/nutrition <input type="checkbox"/> Runners will be chip-timed, even at the elite level <p>Level 2 additions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dogs, children are ok. Guests should be minimized and discouraged from being directly at the Start/Finish <input type="checkbox"/> Runners registering onsite sign Social Contract during registration <input type="checkbox"/> Event organizers could tell runners they are providing certain hydration |

Recommended Guidelines for Small to LARGE Running Events

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| <p>Pre-event the runner is sent final logistics information and must signed electronically. This ensures runner knows what to do when they arrive</p> | <p>Runner agrees to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> How the start line works: Where to arrive, which starting time they were assigned, what time to arrive, and where to pick up their bib (if needed), and how staggered start works <input type="checkbox"/> How finish line and exit works <input type="checkbox"/> Bring pre and during race hydration/nutrition <input type="checkbox"/> No bag check (unless long half marathon or greater) <input type="checkbox"/> Reconfirm understanding of rules agreed upon during registration <input type="checkbox"/> The participant must complete and agree to this questionnaire prior to bib pickup. Event organizer to oversee |
| <p>Pre-Event Notification to Vendors/ Contractors/ Public</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Vendors/Contractors <ol style="list-style-type: none"> 1. Contracts/agreements must include current social distancing and face covering guidelines 2. Must agree to follow event rules for load-in/load-out/onsite activation/cleaning etc <input type="checkbox"/> Public – notifications online and to neighborhoods to recommend minimal spectator gathering to follow COVID-19 guidelines |
| <p>Event Plans and Event Setup <i>(Addendum C – Portable Restrooms)</i></p> | <ul style="list-style-type: none"> <input type="checkbox"/> COVID 19 Manager enforcing guidelines at the event <input type="checkbox"/> There must be prepared and approved site plans for restrooms and start/ finish chutes <input type="checkbox"/> Portable restroom management plan in accordance with current government guidelines (see Addendum C for suggested placement diagrams). All portable restrooms must have sufficient hand sanitizer to accommodate the size of the event or provide additional hand washing/sanitizing stations <input type="checkbox"/> Only pre-trained staff and volunteers may set up, work the event, and tear down the event <input type="checkbox"/> Only pre-approved and on-site managed vendors/contractors may set up, work the event and tear down the event |
| <p>Packet pickup & Race Day Registration</p> | <p>Two options for packet pickup (can choose one or both)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Day(s) before the Race – Outdoors at a Running store or other location over one or more days. Social distancing and COVID 19 rules apply. ID's must be shown to pick up bib. <input type="checkbox"/> Onsite on Race morning – follow current COVID-19 guidelines for workers for distancing tables, wearing face coverings and appropriate gloves, social distancing <ol style="list-style-type: none"> 1. Allow 30-60 minutes for bib pickup – must be included in runner instructions 2. Runners must wear face coverings according to COVID-19 guidelines 3. Pick up area must be placed away from the starting chutes. 200' or more 4. To pick up bib, runners must be approved (they signed the social contract and read the logistics pre-race email). ID must be shown 5. After picking up bib, runners head towards the starting chutes and feed in single file <p>Level 2</p> <ul style="list-style-type: none"> <input type="checkbox"/> ADD Race Day registration <ol style="list-style-type: none"> Step 1 – based on current Covid-19 guidelines, temperature checks may be warranted Step 2 – read and agree to social contract and logistics during electronic registration Step 3 – tables must be distanced and masks worn. Runners pay and receive bib |

Recommended Guidelines for Small to LARGE Running Events

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| <p>Staging of participants prior to start and as they flow individually across the start line (Addendum A)</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Participants are pre-assigned to a start time – each start time has a unique color bib <input type="checkbox"/> Runners are instructed pre-race as to when to arrive (30-60 minutes earlier if they need to pick up a bib), or at their start time if they picked up a bib the day(s) before <input type="checkbox"/> Start times are 30 minutes apart <input type="checkbox"/> Announcer invites runners to stream into 2-3 chutes (separated by 6'). Runners will maintain 6' social distancing within their chute. <input type="checkbox"/> There are no traditional “corrals” of runners <input type="checkbox"/> Event must create a plan, including personnel, to move runners down the linear Start Chutes at least 6' between runners (number to be determined based on the width of the start line) <input type="checkbox"/> Minimum of 2 chute managers per chute to control the flow and physical distancing management <input type="checkbox"/> Chutes must have instructional signage and/or have 6' markers <input type="checkbox"/> See Addendum A |
| <p>Course management (Addendum D)</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Out and back sections on the course, turnaround points, and narrow course areas must be reviewed to ensure they will allow for runners to physically distance from each other (see suggested Addendum D diagram for examples) |
| <p>Water Stations (Addendum B)</p> | <p>Level 1</p> <ul style="list-style-type: none"> <input type="checkbox"/> For 5K's we recommend runners are required to bring their own hydration for pre-race and on-course. <input type="checkbox"/> Longer races may need to have limited water stations – see below and attached <p>Level 2</p> <ul style="list-style-type: none"> <input type="checkbox"/> Can have limited number of water stations - 1-2 on a 5K, 2-3 on a 10K, 5-6 on a half marathon (see Addendum B for recommended examples). <input type="checkbox"/> Water source must be 4' away and uncontaminated. Water cups can be filled by pitcher, cups are placed 12" apart on the tables <input type="checkbox"/> Event staff and/or pre-trained volunteers will fill water cups and have them placed on tables for runners to pick up. Tables must be distanced by 8', and pre-sanitized. Water bottles are NOT recommended due to trash issues and foot safety of runners will be compromised |
| <p>Finish Line Management (Addendum E)</p> | <ul style="list-style-type: none"> <input type="checkbox"/> After a runner crosses the Finish Line, their face covering must be put back on. Have new face coverings on hand should a runner drop their face covering during their run <input type="checkbox"/> There needs to be a runway of 50' after the finish line before runners are broken into chutes to pick up hydration and sealed bag of medal and/or prepackaged food items to avoid clogging/backups. <input type="checkbox"/> After the runway runners are streamed into 2 - 4 channels at a minimum to enable social distancing and avoid bottlenecks back into the finish line (recommend 4 very wide chutes with 2 chutes sharing same hydration/bag distribution) (see Addendum E diagram examples) <input type="checkbox"/> Event staff and/or pre-trained volunteers will hand out hydration/items (face coverings and gloves to be worn in accordance with current COVID-19 guidelines) |

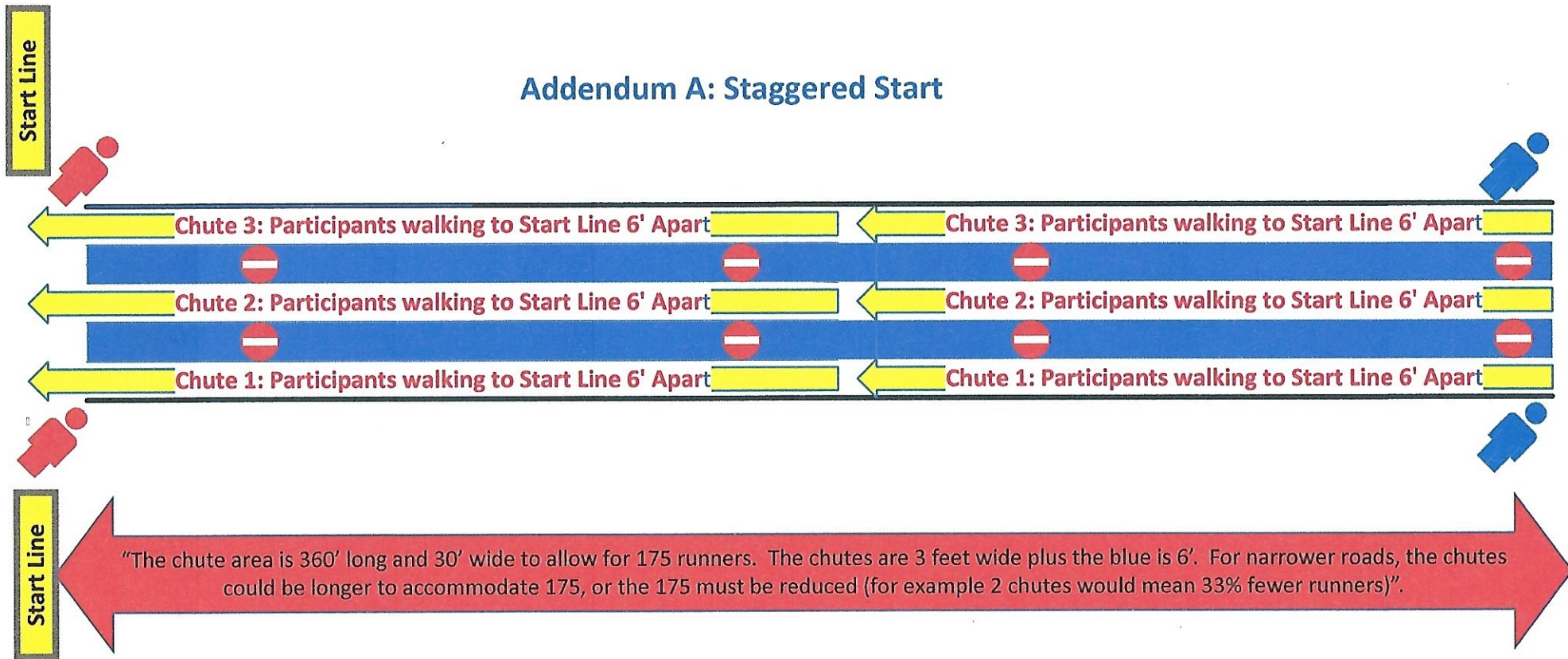
Recommended Guidelines for Small to LARGE Running Events

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| | <input type="checkbox"/> Signage post finish – “Thank you and please leave the immediate area”. Invite folks to have a safe trip home or have their small group gather (max.10) in the vicinity <input type="checkbox"/> Awards are mailed post race, no onsite ceremony Level 2 Assuming larger numbers approved by the Governor, the finish line could be handled like an outdoor festival |
| Staff and volunteers | <input type="checkbox"/> Must wear provided or approved face-coverings according to current COVID-19 guidelines <input type="checkbox"/> Staff and volunteers must be trained in person prior to race day– and have face coverings approved and be given credentials/shirts to wear during set up, the event, and teardown |
| Medical Plan | <input type="checkbox"/> Medical and related plans must reflect current COVID-19 policy <input type="checkbox"/> Collect and maintain list of all event day (s) employees, event staff, contractors, volunteers, vendors and participants for 30 days following the event to support Covid-19 contact tracing |

List of Addendums:

- A – Staggered Start
- B – Water Stations
- C – Portable Restroom Placement examples
- D – Course Management Diagrams
- E – Finish Line Diagram Examples

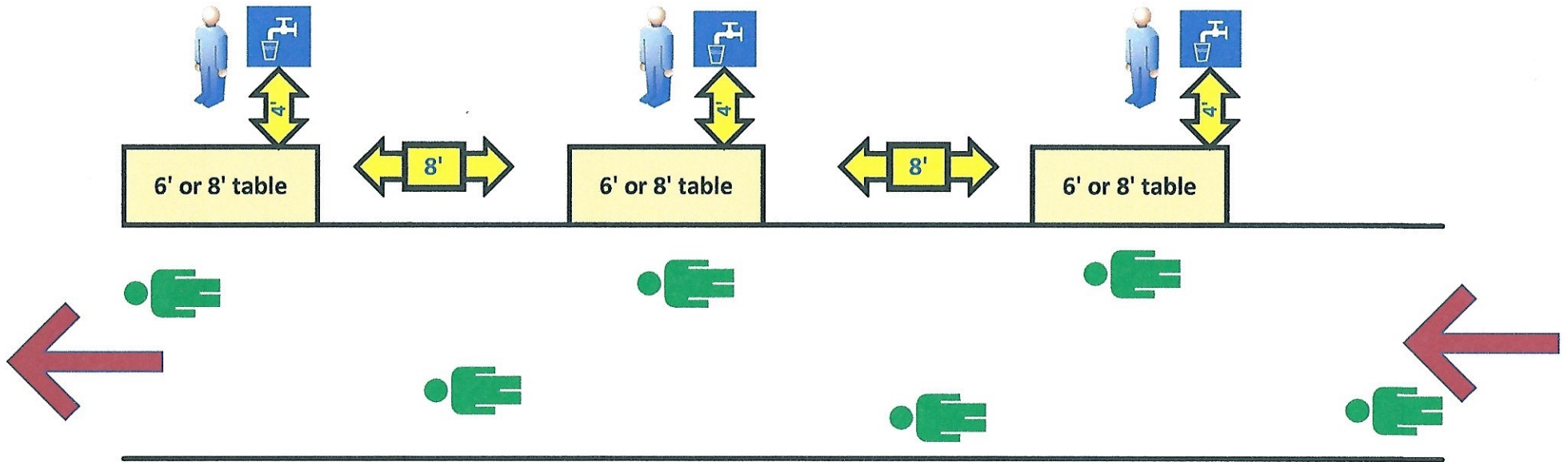
Addendum A: Staggered Start



Recommended Rules to Follow

1. Runners are preassigned start times – for example, 4 start times 30 minutes apart each have 175 runners. Each start time has a unique bib color. Runners are provided an arrival time of 30-60 minutes pre start time (subject to whether they need to pick up a bib). With just 175 runners going down 2-3 chutes, there is plenty of time for the chutes to empty before the next group arrives.
2. Black, outside lines are hard fencing
4. Dark Blue chutes areas between Chute 1, 2 and 3 are empty (no entry) and all chutes are 6' wide (in this case requiring a start area that is 30' wide). To use a start roadway that is 18' wide would use two available participant chutes. Runners entering the start Chutes are in single file with 6' social distancing. 2-3 runners are released at a time at the Start.
5. The interior chutes can use fencing or vertical traffic delineators (recommended) that are connected with bright engineer tape or safety tape
6. 6' marking should be made simply by using a different bright tape tied to the engineer or safety tape every 6'
7. Event staff chute managers (4 positioned immediately outside the start chute) are provided to maintain distance and wearing of face coverings
8. Front of chute event staff (indicated in red) "pulse" 2-3 participants across the start line every 3-5 seconds

Addendum B: Water Stations

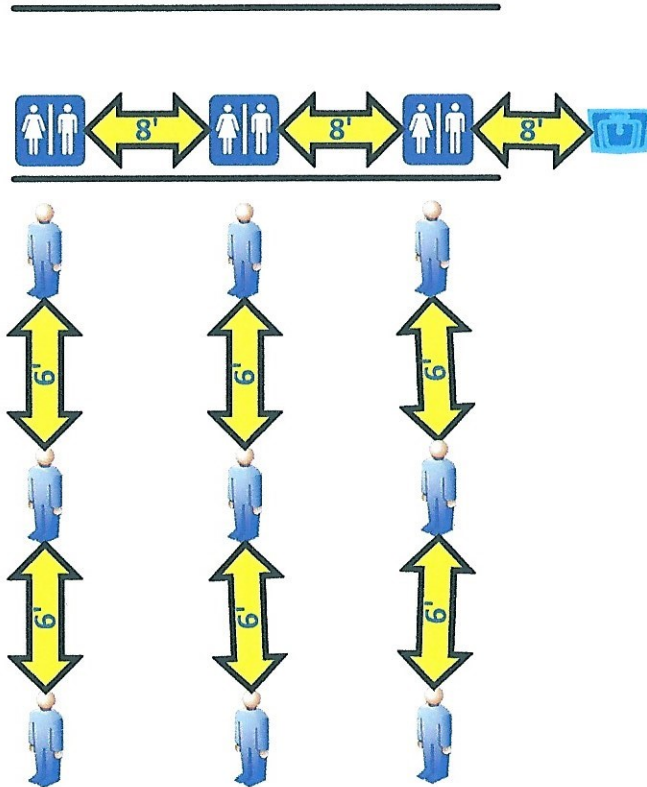


Recommended Rules to Follow

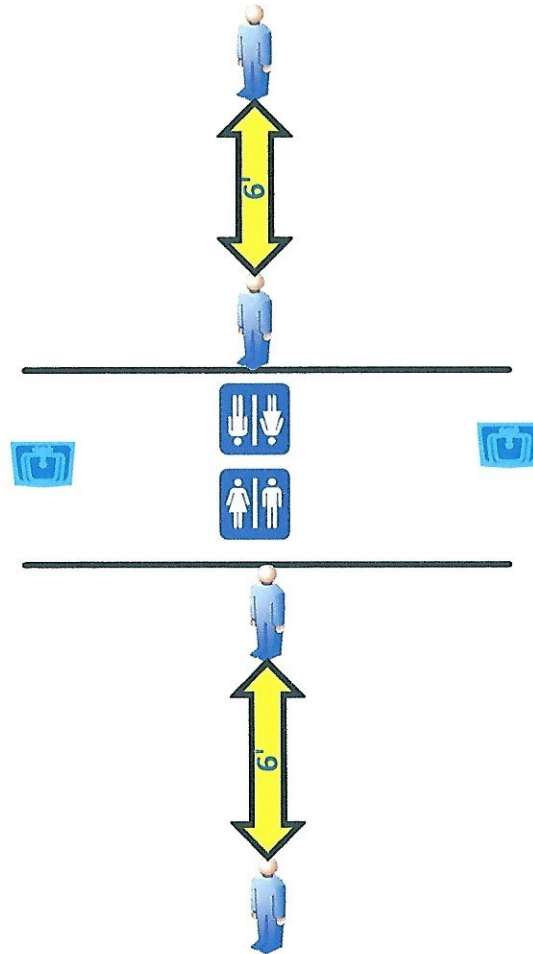
1. Water tables must be at least 8' apart and the number of tables will vary up or down depending on the number of participants
2. Tables may be on either side of roadway and will be sanitized prior to placing cups on the table surface to be filled. Tables will be wiped down and sanitized as needed
3. Water station staff must stay behind tables at all times and must wear gloves and face covering
4. Water station personnel will fill water cups in a safe handling fashion at all times. Cups should be placed at least 12" apart
5. Trash boxes must be placed conveniently on both sides of roadway following the water station
6. Tables are self-served. At no time can a water station worker hand a cup to the runner/ walker.
7. The uncontaminated water source must be at least 4' behind the table edge
8. Plastic water pitchers may be used to pour the water into the water cups provided. Sanitized water containers will be brought to the event site and will be managed by event staff using appropriate PPE
9. The use of plastic water bottles is discouraged since the probability of uncontrolled trash is high and the foot safety of other participants will be compromised
10. Should Covid-19 guidelines be relaxed, the new guidelines can replace these

Addendum C: Portables Restroom Placement Examples

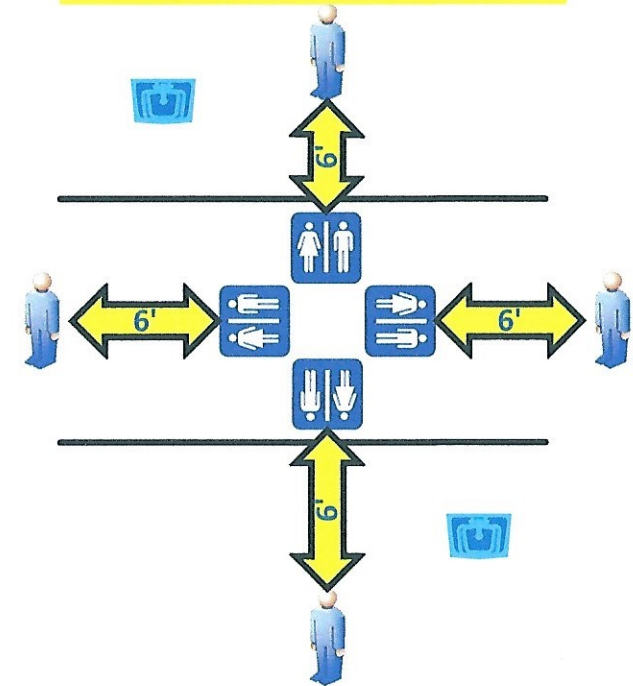
Example for a sidewalk or linear placement




Example for a sidewalk or linear placement "back to back"



Example for a "Foursquare" placement

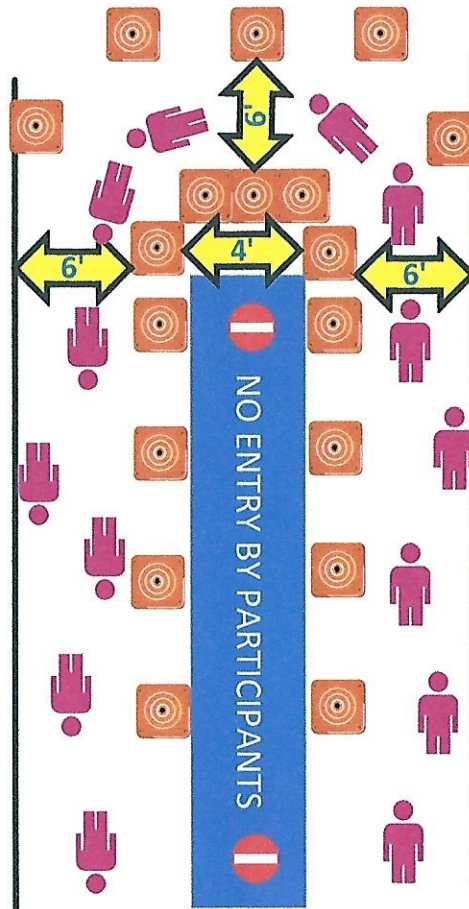


Recommended Rules to Follow

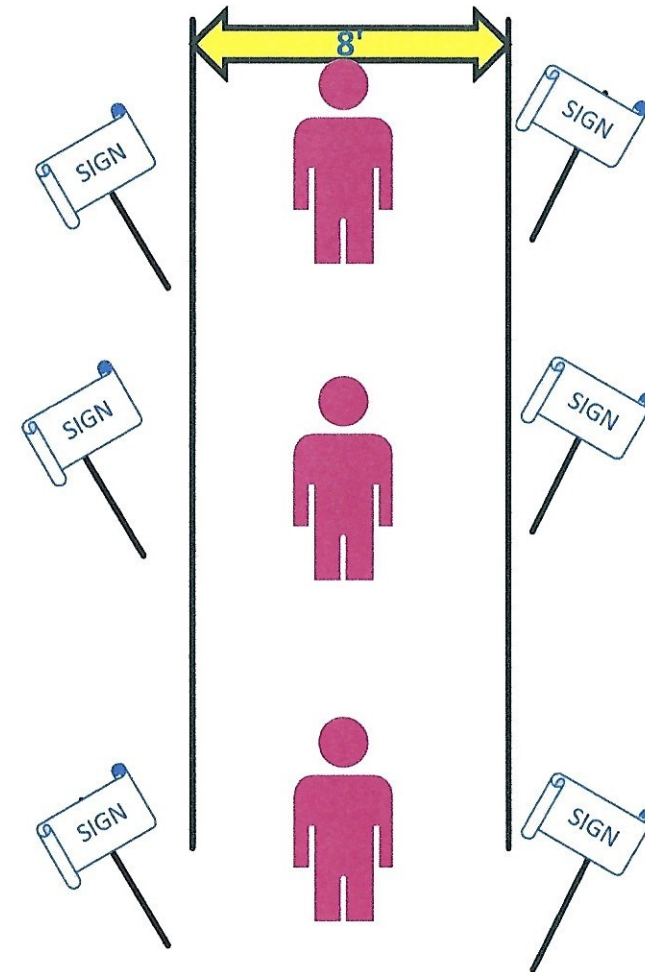
1. Portables restrooms must be at least 6' apart if positioned in a straight line
2. If portable restrooms are positioned in a cluster (if in a park setting, observe park rules as to the placement on approved ground surfaces) the key is to allow the lines forming at each door to be completely separated
3. All restroom units should each have sanitized wipes or liquid hand sanitizer
4. Hand washing and/or hand sanitizing stations  should be reasonably available to the portable bathroom units for supplemental purposes. Talk to your restroom provider prior to event day to get latest recommendations from CDC
5. Consideration should be given to increasing the number of available units. If the event manager normally provides 1 unit/ 80 participants, consider changing the ratio to 1 unit/ 50 participants. The object is to increase the ingress and egress flow to avoid long lines

Addendum D: Course Management Diagrams


Turnaround Management



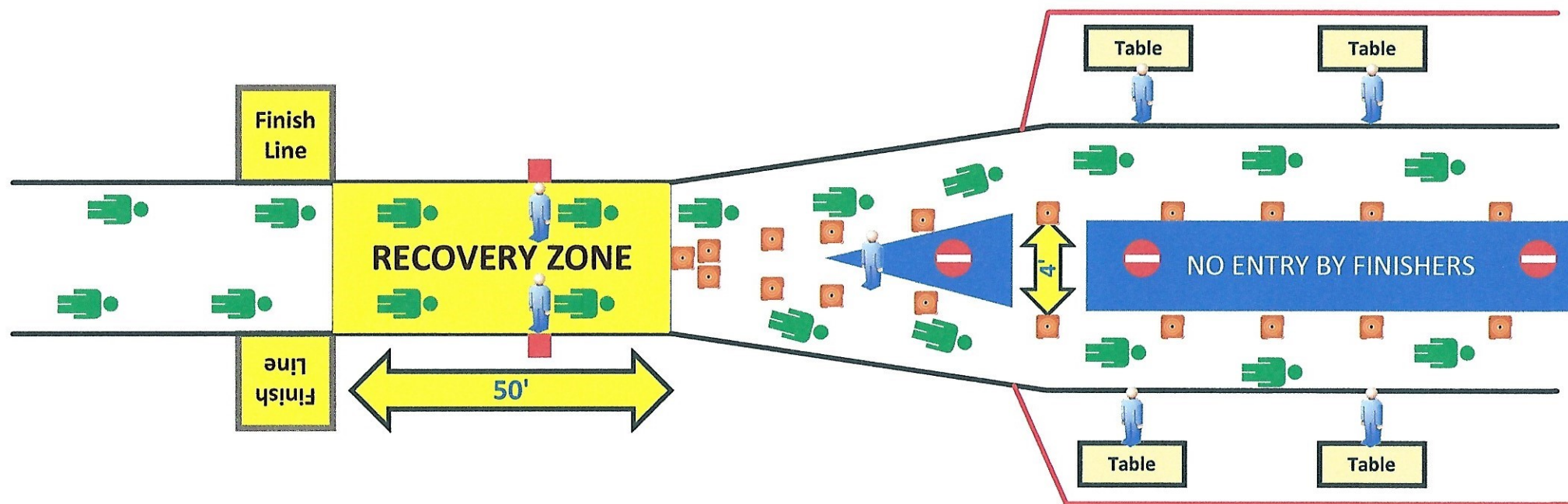
Narrow Section Management



Recommended Rules to Follow

1. Each of these examples provides some guidance if your course necessitates a narrow section and/or an out and back
2. The black lines in each diagram reflect the edge of the roadway and traffic cones  or delineators are recommended for separation management
3. In each case represented, consider using clearly marked signs to be placed on both sides of the roadway/ path along the narrow section and at least 100 yards in advance of the section. The signs could state: "Caution! Narrow section ahead! Please physically separate and use face covering if necessary!"
4. The turnaround space could be deeper than 6' but it's human nature to "hug" the cones or control barrier

Addendum E: Finish Line Diagram Examples (NOT DRAWN TO SCALE)



Recommended Rules to Follow

1. The goal is to move finishers rapidly through this area to maintain physical distancing and to reactivate wearing of face coverings
2. All staff and trained volunteers must wear gloves and face coverings at all times
3. Tables must be sanitized in advance of the arrival of the first finisher. Since the runners cannot get near the tables and the staff are wearing PPE, there is no need to re-sanitize the table as the runners are handed the items
4. Any items prepared for the finishers must be handed to the finisher by event staff or trained volunteers. This is not a "self-serve" zone
5. Prior to handing out items, provide space (50'+ is recommended) for finishers to recover and assist in organizing them into 2 "Flow/ Exit Lanes" (this could easily be expanded to 4 or more flow lines if the event is larger). This will insure that there is no backup or clogging of runners
6. If a finisher has lost their face covering, be ready to hand a replacement mask prior to leaving the recovery zone. The 2 event staff positioned in the "Recovery Zone" will each have a box of masks ■ should they be needed
7. The "Flow/ Exit Lanes" are designed for 1 finisher following another single file maintaining physical distance
8. Tall cones, traffic delineators ■ or other separating devices are used to make the "Flow/ Exit Lanes". Fencing (Black Line above) is used to separate the Event Staff/ volunteers from the finishers as they hand out the items. A simple "Do Not Enter" line of tape (red line above) can be used behind the serving tables