

## PCDC COVID-19 Indoor Events Policy – Organizers

This policy defines the process and requirements for holding PCDC indoor events during the COVID-19 pandemic. It remains in place until modified or discontinued by the PCDC Board. We know this is a lot to read. Please read all of it and [contact us](#) with any questions.

### WELCOME BACK!

PCDC is pleased to have resumed dancing and non-dancing indoor events. During this time of COVID-19, your health and safety continue to be our top priority. PCDC is committed to following the guidelines from the CDC, and State/local government.

You can see details and explanation of our main COVID-19 General Policy on our [website](#). In a nutshell, be fully vaccinated, wear a well-fitted mask, and sign an events waiver.

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### INFORMATION FOR ATTENDEES

Refer to the [PCDC COVID-19 Indoor Events Policy – Attendees](#) document for requirements and information regarding guests, talent, and other participants.

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## PCDC COVID-19 Indoor Events Policy – Organizers

### GENERAL REQUIREMENTS FOR ORGANIZERS

#### Before an event

- 1) Determine the allowed attendance for the event and whether pre-registration is needed.
- 2) If pre-registering...
  - a) Setup an on-line preregistration system for the event - PCDC has templates available for this.
    - i) Contact Mike Goren for assistance / access.
    - ii) Gather all information from the template. All information must be entered/validated after the event on the master “Verified attendee” list.
  - b) Send email to the event contact list to “open registration” - include all COVID-19 policies in the email.
  - c) Setup waiting list (giving registration priority to PCDC Members).
  - d) If event is oversubscribed, setup Lottery to determine who will attend (giving registration priority to PCDC Members).
  - e) Confirm registration via email - include attendee requirements info in the confirmation email
- 3) Prepare check-in lists for event.
  - a) Print out PCDC “Verified attendee” list.
  - b) Be ready to verify Booster if needed for “Verified attendee” list.
- 4) Print out a registration list to have at the event.

#### At the event

- 1) Have masks and hand-sanitizer available.
- 2) Have blank Waivers for attendees to sign as needed.
- 3) Setup volunteers to check-in 1<sup>st</sup> time attendees to a PCDC indoor non-dance event:
  - a) Check ID (if needed).
  - b) Confirm preregistration contact information.
  - c) Verify Full COVID-19 vaccination status (2 doses Moderna or Pfizer, or 1 doses Johnson & Johnson, and at least one booster, if eligible).
  - d) Accept signed Waiver.
  - e) Mark registration sheet as having accepted / verified all information.
- 4) Setup volunteers to check-in verified attendees:
  - a) Check ID (if needed).
  - b) Verify that they are on the “Verified attendee” list.
  - c) Verify that they have had ~~their~~ at least one booster, if eligible.
  - d) Mark any updates on the printed check-in sheet.
- 5) Setup chairs to meet social distance needs - also see specific event spacing policy.
- 6) Provide ventilation (open doors / windows - Setup fans if available).
- 7) Monitor open doors to make sure all attendees have met the COVID-19 policies.

#### After the event

- 1) Send email to attendees requesting that they let the Organizers should they develop symptoms of COVID-19 or test positive for COVID-19, within 10 days of the event.
- 2) Update master “Verified attendee” list with new or changed information gathered at check-in.
- 3) Keep attendee list on file in case contact tracing needs to occur.
- 4) Send signed Waivers to Christine Appleberry.

## PCDC COVID-19 Indoor Events Policy – Organizers

### SPECIFIC REQUIREMENTS FOR ECD ORGANIZERS

*(From PCDC English Dance committee COVID safety policy – revised 2022-04-28)*

#### Requirements for Performers

- Refer to PCDC [COVID-19 Indoor Events Policy – Attendees](#) regarding requirements for Performers
- **Note:** Laura Kuhlman will book musicians so there is agreement about masking requirements for comfort levels or masking option.

#### Preregistration

Based on our experience in reopening the dance in July 2021, we feel that there is very little risk in too many people attending the dance.

- The ECD committee is not planning to restrict attendance or require pre-registration.
- ~80% of our regular dancers attended events in July/Aug 2021
- We have Waivers, Contact information and Vaccination status
- We will need to gather booster information

#### Hall Accommodations:

- Masks will be available in the hall in the case someone needs one
- Hand sanitizer will be available in the hall
- Ventilation will be provided by opening windows in the Hall.
- Prepacked snacks may be available to take outside at the break.
- Attendees should bring personal water bottles

#### Organization Accommodations:

- The Door at the English dance will have someone at it until the end of the 1<sup>st</sup> dance after the break. For the rest of the evening, a temporary barrier (Chair) will be placed at the entry table with a sign that says “Please wait here until the end of this dance and we can admit you.”
- Plan to have 3 volunteers who will rotate in/out during the dance.
- Door setup will include:
  - Blank Waivers
  - Blank registration forms
    - Area to check-in “verified attendee”, gather required information from new attendees, take admission (cash or check)
    - Check-in area will have the current “verified attendee” list printed.
    - Current = Thursday noon prior to the dance.
- Announcements prior to the dance starting will include:
  - COVID safety reminders
  - Buy-in that all dancers must wear masks correctly and that everyone should feel comfortable reminding others to “please fix mask”
  - Reminder that not everyone is at the same comfort level.

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### **SPECIFIC REQUIREMENTS FOR ECD ORGANIZERS** (continued)

- After event:
  - Update “Master Verified Attendee list by Saturday noon, so Contra dances have the most up to date information from the Friday night dance.
  - On Tuesday after the dance, send reminder email “If you’re not feeling well, please let us know”
    - If available, we’ll use the template Sherry Nevins put together and provided CDSS
- Scan new waivers and post to DropBox

## PCDC COVID-19 Indoor Events Policy – Organizers

### **SPECIFIC REQUIREMENTS FOR PORTLAND CONTRA ORGANIZERS**

*(From PCDC Portland Contra Dance committee COVID dance policy proposal – revised 2022-03-11)*

In addition to meeting all the requirements set forth in the **General Requirements for Organizers** above, the Portland Contra Committee proposes these additional safeguards for contra dances at Fulton Hall during COVID:

- Limit attendance to 100 dancers.
- Have more than one table at the door so there aren't long wait lines at check-in.
- Have all four double doors open and four fans on the dance floor.
- Have door watchers to be sure everyone checks in at the registration table.
- Space chairs against the wall in small pods.
- Provide unscented hand sanitizer at both ends of the lines and at the registration tables.
- Provide extra masks so folks can change if theirs gets soggy and they forgot to bring a spare (we'll tell them to bring more than one in communication with them).
- Have ribbons or similar items that folks can wear if they don't want to do close swings or other close moves.
- Have dance floor host(s) checking that everyone is wearing their mask properly.
- Announce before the dance begins about safety and consent including: wearing masks properly and changing if wet, washing/sanitizing hands frequently, respecting the request of those who don't want close swings, respecting those who decline a dance, asking permission before hugging, requesting they email ASAP if they become ill or test positive within 10 days after the dance.