Recommended Guidelines for Small to Large Running Events

updated 7-15-20 based on the Governor's Orders released on 7-15-20

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The Governor's Orders as of 7/15/20 are reflected in all numbers in this document. Changes to the original document are as of 7/15/20 and include:

1. *separating into groups of 25*
2. *post-race party*
3. *the importance of chip timing*
4. *Addendum A and D have been changed to reflect these Orders*

The current orders are:

1. *NEW! https://covid19.colorado.gov/safer-at-home-in-the-vast-great-outdoors/guidance-by-sector/professional-sports-sporting-events-and*
2. *https://covid19.colorado.gov/safer-at-home/social-distancing-calculator-for-indoor-and-outdoor-events*
3. *https://www.tchd.org/DocumentCenter/View/7345/Safer-at-Home-Public-Health-Order--Eighth-Amended-?bidId=*

Topic	Small to Large Event (physical distancing rules apply to all unrelated groups at all times) – we have two levels so that large events with increased staffing can add elements). Local government/health will need to approve numbers for permits in all cases. ☐ **Level 1 – max 700 runners with 4 start times (example 175 every 30-60 minutes, separated into groups of 25 or start times of 50 each separated in groups of 25)** ☐ **Level 2 – max 2500 runners with 14 start times (example 175 every 30-60 minutes, separated into groups of 25 or start times of 50 each separated in groups of 25)** **Mega events looking for exceptions must request variance of the appropriate government entity**
COVID-19 checklist recommended to acquire permit	☐ Official checklist form provided to event when permit requested. City/County could decide if they require checklist to be submitted to acquire permit. This document is the recommended checklist ☐ Event must request a longer event duration to handle staggered starts ☐ Event organizer must be prepared with numbers of participants, and starting plan when submitting to local authorities as rules can differ
COVID-19 Manager	☐ Dedicated to COVID-19 guideline enforcement pre-event and during the event
Overview	**Level 1 –** ☐ 700 runners maximum (4 start times 30-60 minutes apart with 175 assigned to each time, separated into groups of 25 or start times of 50 each in two groups of 25) ☐ 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) ☐ Recommend no dogs, children 14 and under (unless in a stroller) ☐ Social Contract must be signed by runner pre-race ☐ Staggered start (see Addendum A for examples) and finish. No mass start

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Overview (cont.)	**Level 2 –** ☐ 2500 runners maximum. Examples: 14 start times of 175 each (25/ group), or start times of 50 each (25/ group), or 5 start times of 500 each if state guidelines change. The runners at the start time will need to be separated further for contact tracing, such as groups of 25 ☐ Necessitates significant staffing and expertise ☐ ADD – Race Day Registration (with social contract questions), limited post-race festival ☐ 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	**During registration process, participant required to agree to Social Contract** ☐ Social distancing of 6' ☐ Face coverings required until runner crosses the start line. Runner puts back on face covering as they cross the finish line ☐ Must be "healthy" to attend (follow government guidelines for outdoor event) ☐ To ensure optimal compliance no dogs, children 14 and under (strollers are allowed if babies stay in the stroller) ☐ Guests should not be invited to the Start/Finish, but choose an alternative meeting spot ☐ Runner chooses a start time from the list provided when registering. No later changes allowed ☐ Runners bring their own pre-race and during-race hydration/nutrition ☐ Runners will be chip-timed, even at the elite level ☐ If a runner registered prior to this being incorporated into registration, there must be a way the runner has to edit their registration or complete a survey/form where they agree to the social contract **Level 2 additions** ☐ Dogs, children are ok. Guests should be minimized and discouraged from being directly at the Start/Finish ☐ Runners registering onsite still must sign Social Contract during registration ☐ Event organizers could tell runners they are providing certain hydration
Pre-event the runner is sent final logistics information and must signed electronically. This ensures runner knows what to do when they arrive	**Runner agrees to:** ☐ 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 in groups of 25 ☐ How finish line and exit works ☐ Bring pre and during race hydration/nutrition ☐ No bag check (unless long half marathon or greater) ☐ Reconfirm understanding of rules agreed upon during registration ☐ The participant must complete and agree to this questionnaire prior to bib pickup. Event organizer to oversee

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Pre-Event Notification to Vendors/ Contractors/ Public	☐ Vendors/Contractors
	    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
	☐ Public – notifications online and to neighborhoods to recommend minimal spectator gathering to follow COVID-19 guidelines

Event Plans and Event Setup *(Addendum C – Portable Restrooms)*	☐ COVID 19 Manager enforcing guidelines at the event ☐ There must be prepared and approved site plans for restrooms and start/ finish chutes ☐ 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 ☐ Only pre-trained staff and volunteers may set up, work the event, and tear down the event ☐ Only pre-approved and on-site managed vendors/contractors may set up, work the event and tear down the event

Packet pickup & Race Day Registration	**Two options for packet pickup (can choose one or both)**
	☐ 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. Set windows of time alphabetically to pick up bib to reduce peak periods
	☐ Onsite on Race morning – follow current COVID-19 guidelines for workers for distancing tables, wearing face coverings and appropriate gloves, social distancing
	    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 – see Staging at the Start
	    6. Adhere to outdoor event space calculator rules (see above in red). Current calculator has 175 people in 25,000 sf (excluding tents). To reduce this needed square footage you could increase the number of start times and decrease the number of runner per start time. For example, 100 people is 15,000 sf.
	Level 2
	☐ ADD Race Day registration with increased paid staffing
	    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

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Staging of participants prior to start and as they flow individually across the start line *(Addendum A)*	☐ Participants are pre-assigned to a start time – each start time has a unique color bib ☐ 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 ☐ Start times are 30 minutes apart (for example) ☐ Announcer invites runners to stream into 2-3 chutes (separated by 6'). Runners will maintain 6' social distancing within chute ☐ There are no traditional "corrals" of runners ☐ 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) ☐ Minimum of 2 chute managers per group of <25 to control the flow and physical distancing management ☐ Chutes must have instructional signage and/or have 6' markers ☐ Runners can be in chutes in groups of 25 max to enable contact tracing. Chip timing must be used so if contact tracing is necessary the runners that were near the infected individual can be reached. This is the most compacted area of a race, so this is the location that groups of 25 max are mandatory ☐ These groups must be staggered by at least 12' at all times ☐ Non-chip timed races or walks must create a numerical or other system to ensure they know who is in which group of 25 if contact tracing is needed at a later time. This will be much harder to manage, therefore chip timing is highly recommended ☐ See Addendum A
Course management *(Addendum D)*	☐ 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)
Water Stations *(Addendum B)*	**Level 1** ☐ For 5K's we recommend runners are required to bring their own hydration for pre-race and on-course ☐ Longer races may need to have limited water stations – see below and attached **Level 2** ☐ 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). ☐ Water source must be 4' away and uncontaminated. Water cups can be filled by pitcher, cups are placed 12" apart on the tables ☐ 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

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Finish Line Management And Post Race Party *(Addendum E)*	☐ 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 ☐ 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 ☐ 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) ☐ 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) ☐ Signage post finish – "Thank you and please leave the immediate area". Invite folks to have a safe trip home or if asked, suggest they have their family/friends gather (max 10) outside of the event finish line and activity area ☐ Post race party/festival – If the event would like a postrace party, the outdoor events orders from the governor must be followed – such as – there can be a max of 175 people in 25,000 square feet doing an activity. More area is needed if there will be tents and other items. There can be additional areas of this size with a separate activity. The entrance/exit must be monitored and a continual count of people inside the area must be kept. All outdoor event rules from the Governor must be followed. See the Governor's current orders and space calculator link in red above ☐ Awards are mailed postrace, 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	☐ Must wear provided or approved face-coverings according to current COVID-19 guidelines ☐ 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	☐ Medical and related plans must reflect current COVID-19 policy ☐ 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

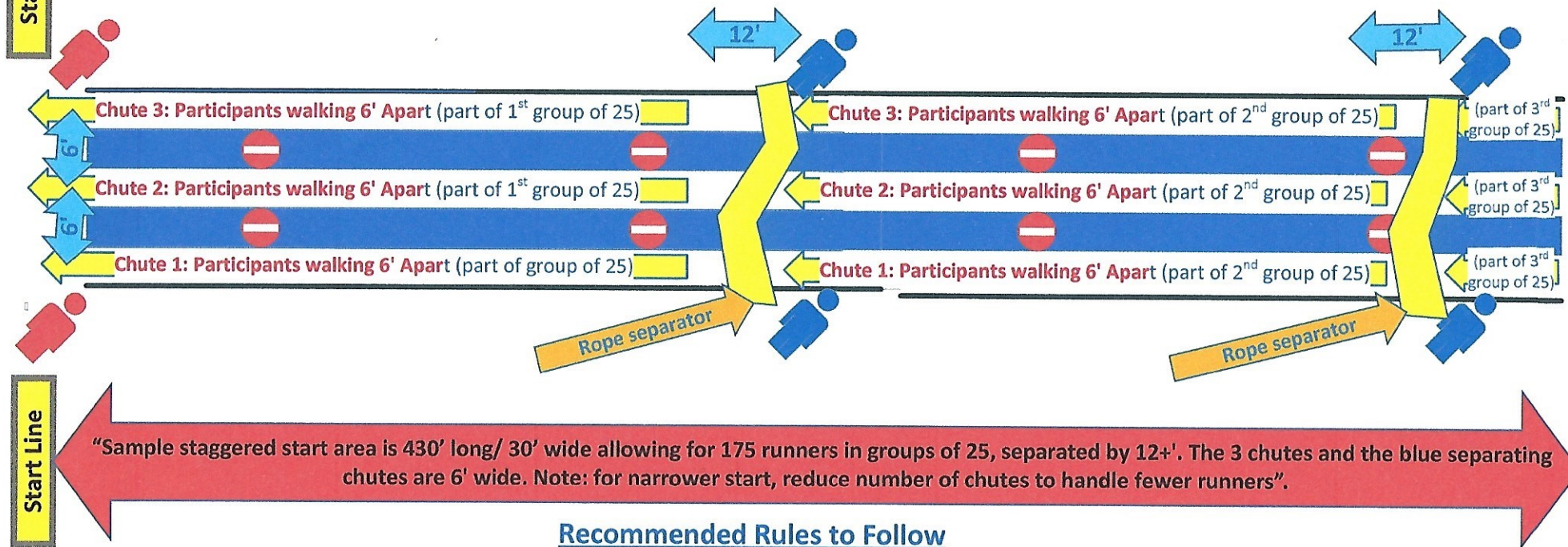List of Addendums:

A – Staggered Start

B – Water Stations

C – Portable Restroom Placement examples

D – Course Management Diagrams

E – Finish Line Diagram Examples

Addendum A: Staggered Start following orders of Groups of <25

Start Line

Chute 3: Participants walking 6' Apart (part of 1st group of 25)

Chute 3: Participants walking 6' Apart (part of 2nd group of 25)

(part of 3rd group of 25)

Chute 2: Participants walking 6' Apart (part of 1st group of 25)

Chute 2: Participants walking 6' Apart (part of 2nd group of 25)

(part of 3rd group of 25)

Chute 1: Participants walking 6' Apart (part of group of 25)

Chute 1: Participants walking 6' Apart (part of 2nd group of 25)

(part of 3rd group of 25)

Rope separator

Rope separator

12'   12'   6'   6'

Start Line

"Sample staggered start area is 430' long/ 30' wide allowing for 175 runners in groups of 25, separated by 12+'. The 3 chutes and the blue separating chutes are 6' wide. Note: for narrower start, reduce number of chutes to handle fewer runners".
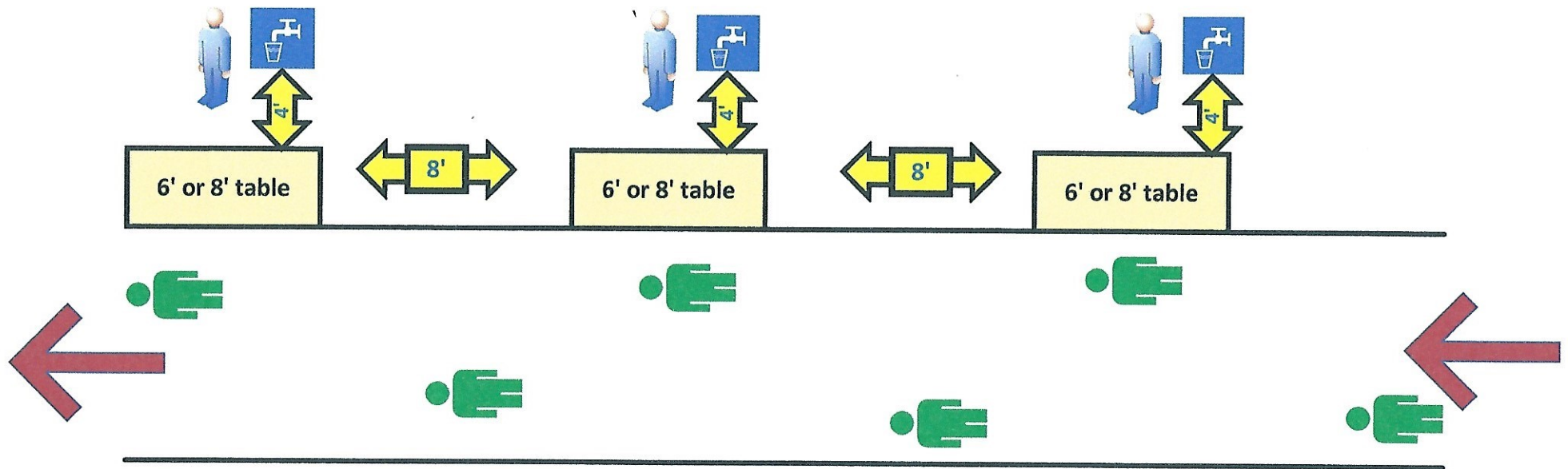
Recommended Rules to Follow

1. Runners are preassigned start times – for example, 4 start times 30-60 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). Once runners are in their respective Chute 1, 2 or 3, they will be sent out in a pulsing fashion (every 3-5 seconds) of 3 at a time until a maximum of 25 have crossed over the start line. An automatic pause will be enacted by the Start Chute Managers for a time period of at least 1 minute or by a distance specified before initiating the next group of 25. 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

3. 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.

4. The interior chutes can use fencing or vertical traffic delineators (recommended) that are connected with bright engineer tape or safety tape

5. 6' marking should be made simply by using a different bright tape tied to the engineer or safety tape every 6'

6. Event staff chute managers (4 positioned immediately outside the start chute) are provided to maintain distance and wearing of face coverings

7. Front of chute event staff (indicated in red) "pulse" 2-3 participants across the start line every 3-5 seconds

8. Rationale for using the number 175: The Governor's current orders reflect outdoor events having a max of 175. Taking into consideration Race Day packet pickup, which is an outdoor event/activity, this does require 25000sf (without tables and tents). To reduce this needed square footage for packet pickup you could increase the number of start times and decrease the number of participants at each start time. For example a start time of 100 runners would mean packet pickup area of 15000sf to service 100 runners. Or you could encourage pre-race day packet pickup to reduce the needed footprint further.

Addendum B: Water Stations

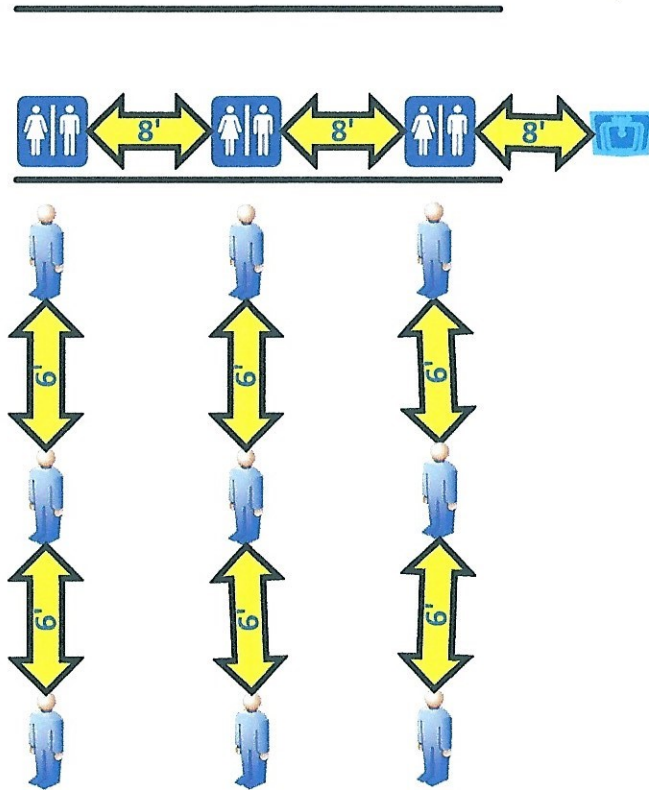## Recommended Rules to Follow

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
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
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
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
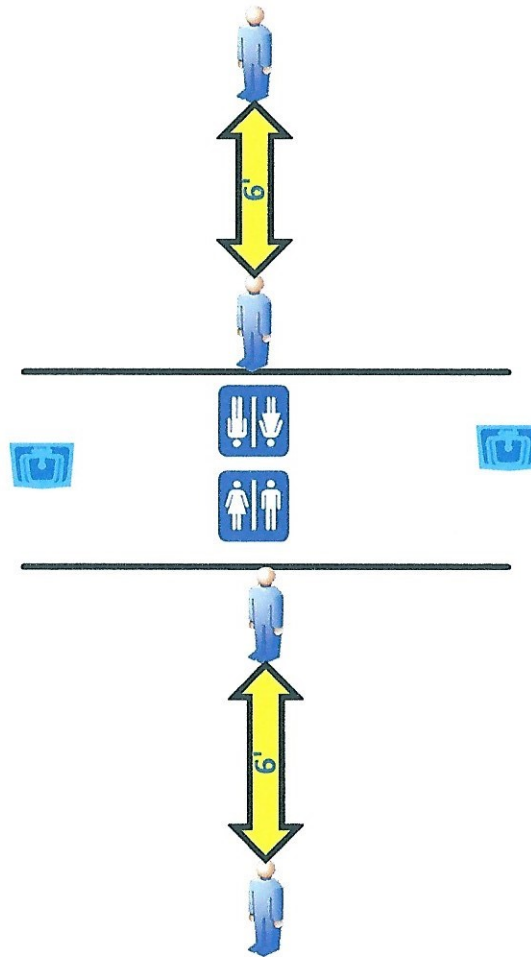10. Should Covid-19 guidelines be relaxed, the new guidelines can replace these
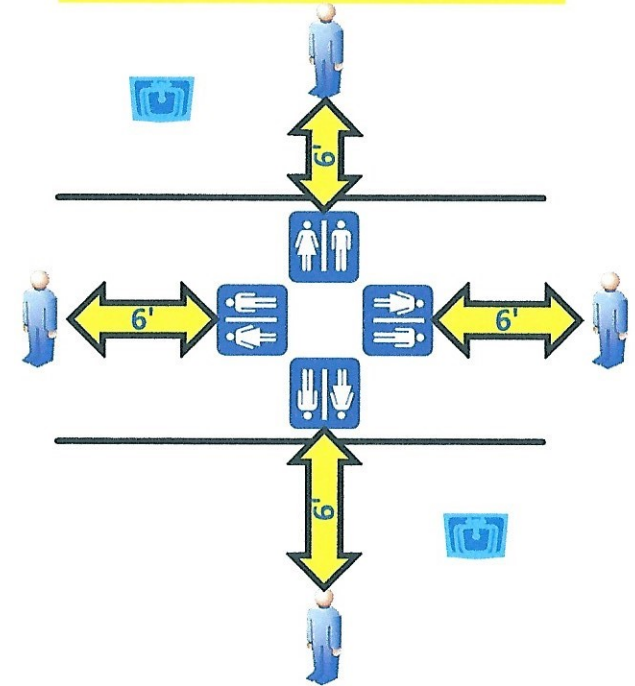
Addendum C: Portables Restroom Placement Examples

Example for a sidewalk or linear placement

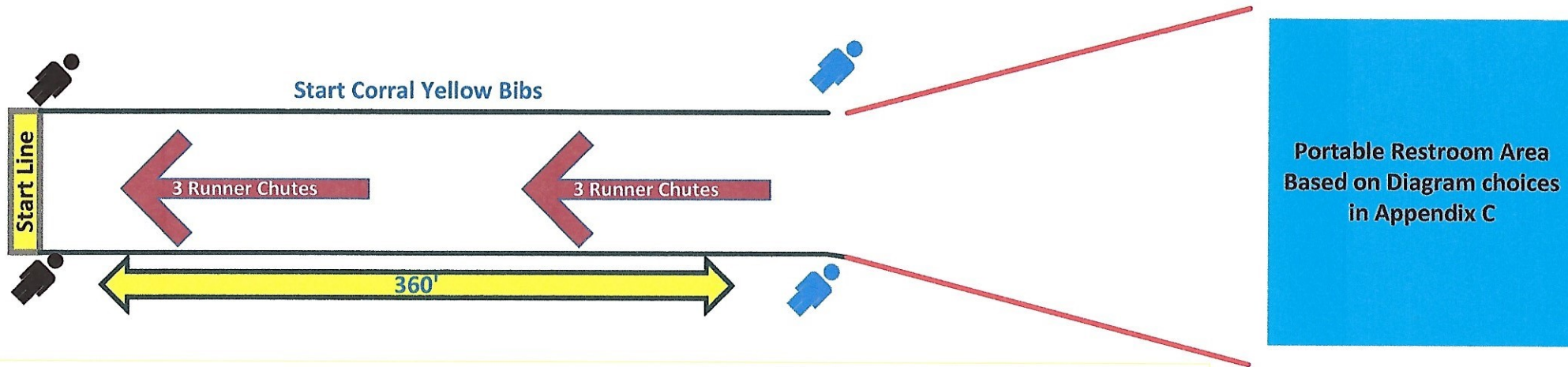**Example for a sidewalk or linear placement "back to back"**

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 may be installed with sanitized wipes or liquid hand sanitizer. If not, event manager may elect to place in each unit
4. Hand washing, hand sanitizing stations should be reasonably available to the portable bathroom units
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: Corral Examples (NOT DRAWN TO SCALE)

Start Corral Yellow Bibs

Start Line

3 Runner Chutes

3 Runner Chutes

360'

Portable Restroom Area
Based on Diagram choices
in Appendix C

Recommended Rules to Follow

1. Each Corral group is up to 175 runners and is designated by the bib color background
2. A minimum of 4 corral managers (event staff and not volunteers) are required
3. Corral managers can carry a 2' vertical and 3' lateral sign that has the correlating background color (sign should be double sided and recommended that it is mounted on an 8' pole stating "Corral Yellow" and "Maintain physical 6' distance" and "Keep face covered")
4. Corral Managers walk forward with their respective corral bib color group. When they reach the rear of the start corral, they move to the outside of the hard fencing. When they arrive at the Start Line, they are reassigned to other duties
5. Hard fencing is recommended for the start corral. The outside boundary of the group corral bib color gathering could be vertical traffic delineators with safety tape
6. This diagram assumes a 500+ person event and each color represents no larger than 175 participants.
7. With 3 operating start chutes, 175 could be released from the start line in 10-15 minutes. With 2 operating chutes, 175 could be released in 15-30 minutes
8. Consideration needs to be given to sound amplification and portable restroom placement
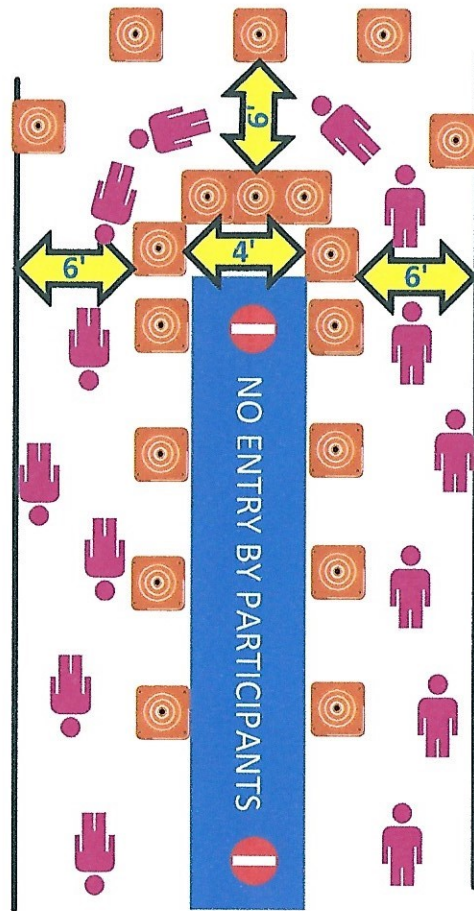
Addendum E: Course Management Diagrams

Turnaround Management

NO ENTRY BY PARTICIPANTS

Recommended Rules to Follow

1. Each of these examples provides some guidance if your course imposes the need to have one or more sections like these
2. In the case of using a park where there are no perfect loop courses (unless you go outside the park to avoid any of these issues and are willing to pay for Street use permits, traffic control devices and uniformed officers), it is likely you will have to be diligent to mitigate the potentially unsafe conditions
3. Most roadways within the municipal parks are 20' 25' wide allowing for participants to naturally spread out
4. The black lines in each diagram reflect the edge of the roadway and traffic cones or delineators are recommended for separation management
5. 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!"
6. The turnaround space could be deeper than 6' but it's human nature to "hug" the cones or control barrier

Narrow Section Management