



NATIONAL WESTERN COMPLEX COVID-19 PROTOCOLS:

OBJECTIVE

National Western Complex will adhere to guidelines from local, state, national and world experts through the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO).

IMPLEMENTATION

The NW Complex will continue to stay informed of new guidelines and recommendations from local, state and national experts and encourage event promoters to activate several measures to help prevent the spread of COVID-19.

PHASES

1. The National Western Complex has implemented several protocols listed below and will mentor externally managed events on how to minimize risk. We will provide a statement from the NW Complex to share with their exhibitors, a list of instituted protocols for prevention and additional resources.
2. Based on the event, the NW Complex will provide externally-managed events a list of actions to increase safety.
3. It is the utmost responsibility of the event, event promoter, exhibitors and participants to know and adhere to any local, state and federal guidelines.

PREVENTION METHODS (cdc.gov)

1. Face coverings are required to be worn in all public indoor spaces (*Mandated for anyone over 3yrs of age by State of Colorado and City of Denver July 21, 2020*)
2. Social Distancing
 - a. Stay at least 6' away from other people
 - b. Do not gather in groups
 - c. Refrain from hand shaking, other physical contact and sharing of personal items
3. Limit Exposure
 - a. Anyone who feels sick or exhibits symptoms needs to stay home or visit a doctor
4. Good Hygiene
 - a. Wash hands often with soap and water for at least 20 seconds
 - b. Use hand sanitizer with at least 60% alcohol
 - c. Avoid touching your eyes, nose and mouth
 - d. Cover your mouth and nose with a tissue when you cough or sneeze then throw it away
5. Clean Environment
 - a. Clean and disinfect frequently touched surfaces daily (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks)

SYMPTOMS (cdc.gov)

1. Know the common symptoms
 - a. Cough
 - b. Shortness of breath or difficulty breathing
 - c. Fever
 - d. Chills
 - e. Muscle pain
 - f. Sore throat
 - g. New loss of taste or smell

NW COMPLEX STATEMENT

Attendee and staff health are of the utmost importance of the National Western Complex. We implement several preventative measures as part of our COVID-19 plan. We encourage event officials and participants to increase their awareness and institute further prevention methods to minimize the risks to protect the health and safety of our community.

WHAT WE PROVIDE

1. Staffing (includes any vendors operating onsite)
 - a. Limiting staff onsite
 - i. Staggering shifts
 - ii. Social distancing of staff
 - b. Volunteers who are not at high risk can begin to return
2. Signage across the facility with tips to help prevent the spread of disease or infection
 - a. <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
3. Heightened cleaning and sanitizing
 - a. Facility
 - i. Clean and disinfect areas to be used by event
 - ii. Hand sanitizer dispensers around the Complex
 - iii. NW Complex staff protocol includes wearing facial coverings and temperature monitoring
 - iv. Ensure ventilation at the venue is in line with or exceeds OSHA guidance
4. Limit access points and entrances to support event's limited participants
 - a. Temperature monitoring of staff and customers at each entry point and/or contact tracing
 - b. No more than 6 people grouped together at a time
5. Food service
 - a. 6' markings on floor for line spacing
 - b. No more than 10 people in a line at a time
 - c. Plexiglass separation at counters and registers
 - d. Remove all self-service condiments and beverages
6. Restrooms
 - a. Designated restrooms will be open and available
 - b. Restrooms will be cleaned/sanitized throughout the day

WHAT WE EXPECT FROM EVENTS

Create and implement a customized plan for their event to share with staff, officials and exhibitors.

Events WILL: Adhere to federal, state and local guidelines regarding safe practices from the CDC & WHO (<https://www.cdc.gov>, <https://www.who.int/>)

1. Limit capacity depending on venue size accounting for usable square footage* and appropriate limits in the current county dial level
2. Share the NW Complex Statement with their event staff, officials and exhibitors, via email, website, social media and/or other means of communication PRIOR to event arrival.
3. Collect contact information of guests or attendees through tactics like taking reservations, requiring RSVPs, or having sign-in sheets, and times of arrival and departure to help with potential exposure notification whenever possible
4. Provide generous and flexible cancellation policies so that if guests start experiencing symptoms, they can cancel
5. Post signage throughout the facility stating guidelines
6. Announce guidelines and protocols throughout event over the house sound
7. Share procedures digitally through email, social media, etc.
8. Implement one-way circulation in narrower pathways around the facility through signage and announcements
9. Utilize markers in populated areas to designate 6' separation (cones, tape, etc.)
10. Create and support a safe environment

11. Require social distancing among exhibitors and staff
12. Provide hand sanitizer
13. Temperature check and/or contact trace staff, exhibitors and customers prior to entering the facility daily
14. Limit touching of frequently handled areas or objects (tables, doorknobs, light switches, countertops, handles, desks, phones, writing utensils, toilets, faucets, sinks, etc.)
15. Do not allow multiple people to handle objects, or disinfect the objects between each person.
16. Ask staff, officials and exhibitors to bring and be responsible for their own items (clipboards, pens, water bottles, etc.)
17. Encourage exhibitors and staff to wash their hands and other surfaces or objects often
18. Keep frequently used interior doors open to reduce contact
19. Use floor markers to spread out shoppers, wash their hands frequently, provide hand sanitizer, wear facial covers, utilize online payment options only, etc.
20. Group employees into teams or shifts that stick together
21. Attendees should refrain from mixing and mingling with others not in their household during events as much as possible