

COVID-19 Preparedness Plan Guidance: Requirements for Indoor Venues

03/31/2021

Executive Order 21-11 began Monday, Mar. 15, 2021 at 12 p.m. (noon) and does not have an end date. Effective March 31, 2021 at 11:59 p.m., larger venues, restaurants, gyms and pools will be able to expand their occupancy per the [Stay Safe Guidance \(staysafe.mn.gov/industry-guidance/index.jsp\)](https://staysafe.mn.gov/industry-guidance/index.jsp). Effective April 14, 2021 at 11:59 p.m., the requirement to work from home shifts to a strong recommendation.

The Stay Safe MN website may be updated with frequently asked questions about the Governor's Executive Orders and related industry guidance. These frequently asked questions may also include clarifications to the requirements and recommendations in Executive Orders and guidance. See [Frequently Asked Questions about Stay Safe MN \(mn.gov/covid19/for-minnesotans/stay-safe-mn/faq.jsp\)](https://mn.gov/covid19/for-minnesotans/stay-safe-mn/faq.jsp) or [Stay Safe Guidance for Businesses and Organizations \(staysafe.mn.gov/industry-guidance/index.jsp\)](https://staysafe.mn.gov/industry-guidance/index.jsp).

March 31, 2021 updates to this document include:

- ✓ Eliminating maximum occupancy requirements in effect prior to March 31, 2021 (See Pages 8-10).
- ✓ Updating social distancing requirements for presentation ceremonies (See Page 17).

Requirements under EO 21-11

The full executive order (EO) with all requirements can be found at [Executive Orders from Governor Walz \(mn.gov/governor/news/executiveorders.jsp\)](https://mn.gov/governor/news/executiveorders.jsp).

For the duration of EO 21-11, indoor venues must comply with the following requirements:

- ✓ **Workers:** Through April 14, 2021 all people who can work from home must continue to do so. Effective April 15, 2021, working from home is strongly recommended, and businesses are strongly

INDOOR VENUES

encouraged to provide reasonable accommodations under existing federal and state law for at-risk employees or employees with one or more members of their household who have underlying medical conditions and are not yet eligible for vaccination.

- In-person meetings and training sessions involving workers are permitted but must be limited to as few workers as possible.
 - Through April 14, 2021, workers who can work from home must do so. Meetings and training sessions must be held virtually whenever possible.
 - Effective April 15, 2021, working from home and virtual alternatives to in-person meetings are strongly recommended.
- ✓ **Indoor Venues may be open:** Indoor venues must follow the requirements under “Managing Access and Occupancy” to determine maximum occupant capacity for the venue.
- ✓ **Drive-Thru Experiences** are encouraged and are not subject to the capacity requirements applicable to venues, provided that:
- All patrons and spectators remain within their vehicles at all times, unless leaving the vehicle is permitted in the [Guidance for Vehicle Gatherings, Parades, and Drive-ins \(www.health.state.mn.us/diseases/coronavirus/vehiclegather.pdf\)](http://www.health.state.mn.us/diseases/coronavirus/vehiclegather.pdf).
 - Food, beverages, merchandise, and other goods must be offered to the patrons and spectators while they remain within their vehicle, and not require or permit that patrons leave their vehicle.
 - The event adheres to all requirements in [Guidance for Vehicle Gatherings, Parades, and Drive-ins \(www.health.state.mn.us/diseases/coronavirus/vehiclegather.pdf\)](http://www.health.state.mn.us/diseases/coronavirus/vehiclegather.pdf). If these guidelines cannot be followed, the capacity limitations in this document apply to the event.
- ✓ **Food and Beverage:** On-site consumption of food and beverage is limited as follows:
- On-site consumption of food and beverage is only permitted between the hours of 4:00 a.m. and 11:00 p.m. Water is permitted after 11:00 p.m. and before 4:00 a.m., but individuals must be socially distanced from others when removing a face covering to drink water.
 - Patrons must be seated in designated seating areas whenever eating or drinking on-site. The venue must comply with all other requirements applicable to outdoor dining found at [Stay Safe Guidance for Restaurants and Bars \(staysafe.mn.gov/industry-guidance/restaurants-bars.jsp\)](http://staysafe.mn.gov/industry-guidance/restaurants-bars.jsp) unless inconsistent with this document (in which case, this document controls). The different occupancy limitations and face covering requirements in the Stay Safe Guidance for Restaurants and Bars do not apply to indoor and outdoor events, even if held in a restaurant or bar.
- ✓ **Face-Coverings:** Face coverings are required at all times for patrons and workers of outdoor venues, unless the individual is exempt or permitted to temporarily remove their face covering under Executive Order 20-81 (as amended by 21-11). For example, Executive Order 20-81 permits individuals to remove face coverings when eating or drinking.

- ✓ **Plan Guidance** requirements: Businesses must follow requirements in the “COVID-19 Preparedness Plan Requirements Guidance for Indoor Venues” below, unless revised or modified by the above provisions. If the requirements set out below have been revised or modified by the above provisions, the above provisions must be followed.

COVID-19 Preparedness Plan Guidance: Requirements for Indoor Venues

This document applies to places of public accommodation identified as “indoor venues.” For requirements involving outdoor venues, see [Stay Safe Guidance for Entertainment and Meeting Venues \(staysafe.mn.gov/industry-guidance/entertainment.jsp\)](https://staysafe.mn.gov/industry-guidance/entertainment.jsp).

Prevent the spread of COVID-19

The requirements and recommendations in Preparedness Plans will help reduce the spread of COVID-19 and are based on the core principles below. Following the requirements and recommendations will reduce the risk of exposure to COVID-19 but will not eliminate it. COVID-19 is primarily spread through respiratory droplets produced when an infected person coughs, sneezes, or talks. Anytime people gather, the risk of spreading COVID-19 increases for everyone.

The best way to reduce your risk of getting sick from or spreading COVID-19 is to:

- Wear a well-fitting face covering;
- Keep at least 6 feet of physical distance from people not in the same household;
- People who are sick or exposed to someone with COVID-19 must stay home; and
- Wash hands often.

Covid-19 vaccines are being administered across Minnesota. Get vaccinated when it is your turn. Even after a person has recovered from COVID-19 or is fully vaccinated they should still continue to stay distanced, wear a mask that fits well, wash their hands often, and follow other precautions. For more information, see the [MDH COVID-19 Vaccine webpage \(www.health.state.mn.us/diseases/coronavirus/vaccine/index.html\)](https://www.health.state.mn.us/diseases/coronavirus/vaccine/index.html).

Definitions

When used in this document the following terms have the following meaning:

Indoors

A space is “indoors” if the space is:

INDOOR VENUES

- Between the ground or other natural surface or a floor or similar surface and an overhead barrier, including but not limited to: a canopy, cap, awning, ceiling, roof, retractable barrier, or similar structure, whether opened or closed, and
- Bounded by a physical barrier, including but not limited to walls, partitions, retractable dividers, doorways, garage doors or windows, whether opened or closed, that cover more than 50% of the combined surface area of the vertical planes constituting the perimeter of the space.

Indoor spaces may be temporary or permanent, finished or unfinished. A physical barrier bounding a space may be made of natural and manufactured materials. A 0.011 gauge window screen with an 18 by 16 mesh count is not a barrier. Examples of spaces that are or can be indoor spaces include, but are not limited to, buildings, towers, stadiums, arenas, theaters, rotundas, domes, tents, pavilions, gazebos, igloos, trailers, and other enclosures.

Potentially Infectious

A worker or person who is “potentially infectious” includes a worker or person who:

1. Is experiencing symptoms of COVID-19 and has not completed their isolation period;
2. Has been in close contact with or directly exposed to a person who is experiencing symptoms of COVID-19 or has tested positive for COVID-19, and has not completed their quarantine period since the close contact or direct exposure;
3. Has tested positive for COVID-19 and has not completed their isolation period; or
4. Has been tested for COVID-19 because they meet one or more of the conditions set out in 1, 2, or 3 and are waiting for the test results.

Venue

A “venue” is a physical space or area used to perform activities or conduct events. A venue may be space or area that is public or private, indoors or outdoors, with defined or undefined perimeters and accessible with or without a cost to an attendee. A physical space or area is a venue if the actions, conduct, or decisions of a business or other entity, including an event organizer, result in members of the public assembling or gathering in a space or area for a common or collective activity or event.

COVID-19 Preparedness Plans

As required by the Executive Orders (also referred to as “EOs”) issued by Governor Tim Walz under the Peacetime Emergency, all businesses, both critical or non-critical, and other entities identified in the EOs, are legally required to develop and implement COVID-19 Preparedness Plans (also referred to as “Plan” or “Plans”). Under the EOs, a “business” and “businesses” include entities that employ or engage workers, including private-sector entities, public-sector entities, non-profit entities, and state, county, and local governments. “Worker” and “workers” are broadly defined by the EOS to include owners, proprietors, employees, contractors, vendors, volunteers, and interns.

For purposes of this Plan Guidance, “other entities” includes those entities identified in the EOs that are not covered by the definition of a “business” but are also required by an EO to develop and implement Plans. Other entities include places of public accommodation, establishments, institutions, facilities, venues, and organizers identified in the EOs. Plan Guidance is designed to protect workers, customers, and other members of the public from the transmission of the virus that causes COVID-19.

This Plan Guidance constitutes the “Plan Guidance” referred to in EO 21-11 and applies to all identified businesses and other entities. **Businesses and other entities must develop and implement COVID-19 Preparedness Plans that address the following:**

- ✓ The requirements of EO 21-11,
- ✓ The requirements included in the Universal Plan Guidance for COVID-19 Preparedness Plans found at Stay Safe Guidance for All Business Entities (staysafe.mn.gov/industry-guidance/all-businesses.jsp), and
- ✓ The requirements included in this Plan Guidance that are applicable to their business or entity.

Unless clearly indicated that an action is recommended and included under “Recommendations,” **businesses and other entities should understand that the Plan Guidance imposes legally enforceable requirements.** In instances where a requirement uses language “to the extent possible,” the action is required, to the extent it is possible for the business or entity to implement the requirement.

Depending on the activities engaged in by a business or other entity, it may be required to comply with additional industry or activity specific plan guidance, such as plan guidance applicable to bars and restaurants, if the facility serves food and beverages or plan guidance applicable to businesses that provide personal services, if the facility has a hair salon.

Frequently Asked Questions have been posted to respond to questions about provisions of Executive Orders and Plan Guidance. The following is a link to current [Frequently Asked Questions about Stay Safe MN \(mn.gov/covid19/for-minnesotans/stay-safe-mn/faq.jsp\)](https://mn.gov/covid19/for-minnesotans/stay-safe-mn/faq.jsp).

Who is required to have a written COVID-19 Preparedness Plan?

- ✓ Businesses and other entities who maintain any level of authority, responsibility, or control over workers, work performed, work locations, or venues are required to develop and implement a COVID-19 Preparedness Plan according to this and other applicable industry guidance.
 - More than one business or other entity may have a level of authority, responsibility, or control. For example, an owner of a place of public accommodation, facilities manager, retail tenant, entertainment business, cleaning services contractor, event organizer, and catering service may have a level of authority, responsibility, or control of activities in mall.
 - Where there is more than one business or other entity with authority, responsibility, or control over workers, work performed, work locations, or venues, they must coordinate their implementation of these requirements.

- Staffing and temporary labor brokers and agencies are businesses required to develop and implement COVID-19 Preparedness Plans and workers who must be covered by COVID-19 Preparedness Plans include seasonal, part-time and temporary workers.

Required Plan Sections

Follow the requirements included in the Universal Plan Guidance for COVID-19 Preparedness Plans found at Stay Safe Guidance for All Business Entities on the [Stay Safe Guidance for All Business Entities \(staysafe.mn.gov/industry-guidance/all-businesses.jsp\)](https://staysafe.mn.gov/industry-guidance/all-businesses.jsp) and the following:

1. [Health screening and “stay at home”](#)
2. [Managing Occupancy](#)
3. [Access, arrival, and checkpoints](#)
4. [Seating and assignment for indoor venues](#)
5. [Hand hygiene practices](#)
6. [Use of face covering](#)
7. [Cleaning and disinfecting](#)
8. [Food service, concessions, and merchandising](#)
9. [Live entertainment](#)
10. [Incident management](#)

Requirements and Recommendations

1. Health screening and “stay at home”

Requirements

- ✓ Establish and implement health screening for all persons entering the business or venue, including customers, clients and visitors, and establish and implement procedures for addressing customers, clients and visitors who may be potentially infectious
 - Expressly advise patrons when they are being issued tickets or making reservations not to come to the venue if they are potentially infectious.
 - Post health screening questions at entrances and access-points to the venue.
 - If medical screening is performed, conduct medical screening as close to a patron’s point of entry onto the property as possible, and conduct medical screening immediately prior to entering the venue, as to minimize symptomatic persons comingling with non-symptomatic persons within the venue.

Recommendations

- Have patrons review and respond to the health-screening-survey questions upon arrival and check-in, and verify that they are not potentially infectious.
- Establish a process for providing refunds for patrons who are not able to attend due to the patrons being potentially infectious.

2. Managing occupancy

A Venue Occupancy Calculator and a COVID-19 Venue Capacity Guide are tools available to determine occupant capacity on the [Stay Safe Guidance for Entertainment and Meeting Venues webpage \(staysafe.mn.gov/industry-guidance/entertainment.jsp\)](https://staysafe.mn.gov/industry-guidance/entertainment.jsp).

Requirements

- ✓ **Determining Occupant Capacity:** Unless otherwise expressly permitted under these requirements, indoor venues must reduce the occupant capacity for the entire venue to that which is necessary to meet the social distancing requirements in this guidance at all times.
 - To calculate the permitted maximum occupant capacity for the venue, venues must begin with the normal occupant capacity of the venue whenever required or established by applicable state or local authorities in accordance with established codes and requirements. A business may not use other metrics (e.g. ticket-sales, previous year’s attendance) as a basis for determining capacity unless expressly provided within this document. If a business is unsure of its occupant capacity, the business must consult with the applicable state or local authorities with jurisdiction.
 - **Workers and Performers:** Subject to the requirements in this paragraph, workers do not need to be counted toward venue occupancy. In addition, performers do not need to be counted as occupants if the venue implements the separation measures in the “Live Entertainment” section below. However, if the spaces accessible only by performers or workers only (e.g., kitchens, offices, locker rooms, fields, stages, etc.) are also part of the space used to calculate rated occupant capacity, the venue must either reduce the rated occupant capacity to exclude worker- or performer-only space before calculating maximum occupancy under this section, or must include performers and workers as “occupants” of the venue.
 - **Parents/Guardians of Minors:** If a patron is a minor that requires supervision, the minor and the parent or guardian are each counted as individual occupants.
 - **Bleacher Capacity:** The identified seating capacity for bleachers or bench-style seating cannot be used to determine occupant capacity for a venue.
- ✓ **Indoor Non-Seated Venues:** Occupancy for indoor non-seated venues cannot exceed the maximum number of persons as determined by the following:
 - **Less than 500 persons:** If the rated occupant capacity of an entire indoor non-seated venue is 500 persons or less, then the occupancy for the entire venue cannot exceed **50%** of the rated occupant capacity or **250** people at any time, whichever is less.

INDOOR VENUES

- **Greater than 500 persons:** If the rated occupant capacity of the entire indoor non-seated venue is greater than 500 persons, then business must use the following calculation to determine the maximum occupancy for the entire venue:
 - Step 1: Start with the rated occupant capacity for the entire venue and **subtract 500**.
 - Step 2: Take the difference and **multiply it by 10%** (0.10).
 - Step 3: Take the number and **add 250**.
 - Step 4: If the sum is less than **1,500**, then the resulting calculation is the maximum number of persons allowed within the entire venue at any given time. If the sum is greater than **1,500**, then the maximum number of people **may not exceed 1,500** at any given time.
 - EXAMPLE: An indoor recreation center maintains an occupant capacity of 3,000 patrons. The maximum capacity permitted is 500.
 - $3,000 - 500 = 2,500$;
 - $2,500 \times 0.10 = 250$;
 - $250 + 250 = 500$.
- ✓ **Indoor Seated Venues:** The below requirements establish maximum occupancy in a “seated venue” only, and such venues must effectively implement the requirements set forth in the “Seating and Assignment” section below. Occupancy for indoor seated venues cannot exceed the maximum number of persons as determined by the following:
 - **Seated Venue:** For the purposes of these requirements, a “seated venue” is a venue within which every patron in attendance maintains an individually allocated, reserved, or assigned seat or similar accommodation, which is located at a designated location and fixed space within the venue. Patrons at seated venues must remain seated throughout their attendance at the venue, except when entering and exiting, using the restroom, or purchasing merchandise or concessions.
 - **Less than 500 persons:** If the rated occupant capacity of an entire indoor seated venue is 500 persons or less, then the occupancy for an indoor seated venue cannot exceed **50%** of the rated occupant capacity or **250** people at any time, whichever is less.
 - **Greater than 500 persons:** If the rated occupant capacity of the entire indoor seated venue is greater than 500 persons, then businesses must use the following calculation to determine the maximum occupancy for the entire venue:
 - Step 1: Start with the rated occupant capacity for the entire venue and **subtract 500**.
 - Step 2: Take the difference and **multiply it by 15%** (0.15).
 - Step 3: Take the number and **add 250**.
 - Step 4: If the sum is less than **3,000**, then the resulting calculation is the maximum number of persons allowed within the entire venue at any given time. If the sum is greater than **3,000**, then the maximum number of people **may not exceed 3,000** at any given time.

INDOOR VENUES

- EXAMPLE: An indoor theater maintains an occupant capacity of 3,000 patrons. The maximum capacity permitted is 625
 - $3,000 - 500 = 2,500$;
 - $2,500 \times 0.15 = 375$;
 - $375 + 250 = 625$.
- ✓ **Indoor Venues with No Occupant Capacity:** If an indoor venue does not maintain an occupant capacity that is required or established by applicable state or local authorities (e.g., warehouse, indoor field), the venue must use the following calculation to determine the maximum occupancy allowed for the venue:
 - Step 1: Determine the total area (in square-feet) of space within the venue that is accessible to, and may be occupied by, patrons while at the venue/event.
 - Step 2: Ensure all areas that are not accessible to patrons, including “worker only” and “performer only” areas (e.g., restricted areas, playing fields, stages, exhibits, animal habitats, kitchens, janitorial areas) are not included in the total area occupied by patrons.
 - Step 3: Divide the area by 113 (i.e., 113 square-feet per person; See [US Fire Administration’s Understanding the Impact of Social Distancing on Occupancy \(www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html\)](https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html)).
 - Step 4: Referring to the requirements provided in Executive Orders or this document for occupant capacity, complete the following:
 - If the number is less than the maximum number permitted for indoor venues that is applicable to the venue (i.e. 1,500 patrons for non-seated, 3,000 for seated), then the resulting calculation is the maximum number of patrons allowed for the entire venue at any given time.
 - If the number is greater than the maximum number permitted for indoor venues (i.e. 1,500 patrons for non-seated, 3,000 for seated), the number of patrons may not exceed the maximum number permitted applicable to the venue (i.e. 1,500 or 3,000) at any given time.
- ✓ **Venues with Indoor and Outdoor Spaces.**
 - **Maximum occupancy limits:** If a venue has both indoor and outdoor spaces, the entire venue is limited to the highest of the maximum occupancy limits applicable to either space. A venue may not combine its indoor and outdoor maximum occupancy limits.
 - If outdoor rated occupancy is greater than 500, the outdoor maximum occupancy limit of 10,000 will always be the highest applicable limit, regardless of whether the event is seated or non-seated.
 - See the similar guidance for Managing Occupancy in [COVID-19 Preparedness Plan Guidance: Requirements for Outdoor Venues](#)

INDOOR VENUES

dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_outdoor_venues.pdf) for more information about maximum occupancy in outdoor venues.

- **EXAMPLE:** A zoo has a large outdoor exhibit area with a rated occupant capacity of 25,000 people and an indoor exhibit area with a rated occupant capacity of 8,000 people. The zoo offers seating areas at some exhibits and for consuming concessions, but attendees generally walk from exhibit to exhibit. This is a non-seated venue under the definitions in this guidance, and the maximum occupancy limit of 10,000 for outdoor non-seated venues is the highest applicable occupancy limit because it exceeds the non-seated indoor limit of 1,500.
- **Separately control indoor and outdoor occupancy:** Indoor and outdoor spaces must separately control their occupancy according to the formulas above and in the similar guidance for “Managing Occupancy” in outdoor venues.
 - **EXAMPLE:** Applying the maximum occupancy formula to the zoo example in the prior paragraph, which has a rated outdoor occupant capacity of 25,000 and a rated indoor occupant capacity of 8,000:
 - Occupancy of all **outdoor** spaces must be limited to **3,925** people at any given time.
 - Step 1: start by subtracting 500 from rated occupant capacity ($25,000 - 500 = 24,500$)
 - Step 2: use the 15% multiplier applicable to non-seated outdoor venues ($24,500 \times .15 = 3675$). See [COVID-19 Preparedness Plan Guidance: Requirements for Outdoor Venues](https://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_outdoor_venues.pdf) (dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_outdoor_venues.pdf).
 - Step 3: add 250 ($3,675 + 250 = 3,925$).
 - Step 4: Ensure the final number does not exceed maximum outdoor occupancy limits (i.e., 10,000 occupants).
 - Occupancy of all **indoor** spaces must be limited to **1,000** people at any given time.
 - Step 1: start by subtracting 500 from rated occupant capacity ($10,000 - 500 = 9,500$)
 - Step 2: use the 10% multiplier applicable to non-seated indoor venues ($9,500 \times .1 = 950$).
 - Step 3: add 250 ($950 + 250 = 1,200$).
 - Step 4: Ensure the final number does not exceed maximum occupancy limits. For non-seated venues, the total number of occupants in all indoor spaces must not exceed 1,500, and the total number of occupants in all indoor and outdoor spaces must not exceed 10,000.

INDOOR VENUES

- ✓ **Venues hosting seated and non-seated events:** In general, a venue hosting separate seated and non-seated events must apply the formulas and maximum occupancy limitations applicable to non-seated events. However, a venue hosting separate seated and non-seated events may apply the seated formula to seated events and have a maximum of 3,000 patrons indoors if each event space is “self-contained” in that it has its own rated occupant capacity, functions independently, and meets the following requirements:
 - Patrons are only permitted to be assigned to and access one “self-contained space” per day, and are not permitted to access other “self-contained spaces” – even if only to enter and/or exit the venue. Patrons are not permitted to access other “self-contained spaces”, or congregate with patrons from other “self-contained spaces” while at the venue.
 - Each self-contained space must be physically separated from other self-contained spaces, including lobby or waiting areas, entrances and exits, and other areas where patrons may be present when entering, attending, or leaving the venue. Temporary barriers (e.g., ropes, stanchions, or similar means of separation) are not sufficient to meet this requirement unless they form a complete wall between each self-contained space. The self-contained space must lock or close off any means of accessing other self-contained spaces. Any indoor self-contained space must also cover any gaps, holes, or materials that permit airflow between different self-contained spaces.
 - Each self-contained space must maintain sanitation facilities—including restrooms and handwashing facilities—that are separate, distinct and independent from those of other self-contained spaces and not shared with or utilized by patrons of other self-contained spaces.
 - If offered, each self-contained space must maintain concessions, merchandizing, and similar facilities that are separate, distinct and independent from those of other self-contained spaces, and not shared or utilized by patrons of other self-contained spaces.
 - **Limit overall occupancy:**
 - The total number of patrons in all outdoor events must not exceed 10,000. Each outdoor event must be further limited according to the applicable formula in the section for “Managing Occupancy” in outdoor venues.
 - The total number of patrons in all indoor non-seated events must not exceed 1,500, and the total number of patrons in all indoor events (including seated and non-seated) must not exceed 3,000. Further, each indoor event must be further limited according to the applicable formulas in this section.
 - For venues with indoor and outdoor space, the total number of patrons in the entire venue must not exceed occupancy as determined under the above guidance for venues with indoor and outdoor space.
 - **EXAMPLE:** A convention center with a large outdoor courtyard is hosting a seated concert, and has two distinct indoor event spaces that are hosting a seated continuing education seminar and a non-seated wedding reception. The venue establishes the appropriate

INDOOR VENUES

safeguards to ensure that all three event spaces are self-contained. Each space has its own rated occupancy that exceeds 500 people.

- The seated concert held in the outdoor courtyard is limited to a maximum occupancy of 10,000, but it must further reduce this maximum occupancy by the number of patrons in the two indoor event spaces, and then apply the formula applicable to outdoor seated events to determine allowable occupancy.
 - The non-seated wedding reception held in the first event space is limited to a maximum occupancy of 1,500 and must further limit its occupancy according to the formula applicable to non-seated-indoor events.
 - The seated continuing education seminar held in the other indoor event space is limited to a maximum occupancy of 3,000, but it must further reduce this maximum occupancy by the number of attendees at the non-seated wedding reception, and then apply formula applicable to indoor seated events to determine allowable occupancy.
- ✓ **Dividing up a Venue:** A business or entity operating a venue may not divide itself or operate in any manner that exceeds the maximum occupancy limits above. The maximum number of persons allowed for a venue applies to the sum of all spaces within the entire venue.
 - ✓ **Social Distancing Must Be Maintained:** Under all circumstances, if the allowable number of patrons creates congregation, congestion and bottlenecking that does not allow for proper social distancing and consistency with these requirements, the venue must further reduce the number of patrons it allows to a level that achieves consistency with these requirements.
 - ✓ **Communication of Capacity:** Venues must ensure the maximum number of patrons allowed within the venue (as determined by the above requirements) is expressly stated in the written COVID-19 Preparedness Plan for the venue. The COVID-19 Preparedness Plan must also include all rated occupant capacities, social distancing calculations, and other factors used to derive the capacity used by the venue.

3. Access, arrival, and checkpoints

Requirements

- ✓ **Managing Access:** Businesses must monitor and manage access and occupancy of the venue to ensure the maximum occupant capacity is not exceeded.
 - Control access into the venue to limit the number of patrons allowed within the venue at one time, and do not exceed the required percentage of occupant capacity or maximum number of patrons allowed at any given time where required.
 - Venues must ensure perimeters and/or boundaries are established by means that will allow for access into the venue to be effectively controlled. Venues must ensure the system used prevents uncontrolled access to the venue. Thus, although stanchions or a rope-line may be used, a venue will need to establish a system of higher integrity if the rope-line is insufficient for preventing unauthorized persons from entering the venue.

INDOOR VENUES

- Indoors: Venues may rely on the confines of the building or structure for activities occurring indoors so long as access into the venue is controlled at entry points.
 - Outdoors: Venues must establish perimeters for activities occurring outdoors to effectively control access into the venue. Examples include permanent or temporary fixed barriers (e.g., adjacent buildings, walls, fencing, gates, barricades, retaining walls, or natural barriers) or administrative barriers (e.g., rope-lines, tape).
 - Limit access into the venue to only patrons with tickets or reservations, workers, and performers. If a venue allows “walk-up” sales or admittance, the venue must ensure that the social distancing, face covering, and other relevant requirements are followed in any lines or waiting areas, and that “walk-up” patrons do not enter a venue that is at maximum occupancy.
 - Performers must use entrances/exits that are separate from those used by patrons.
- ✓ **Managing Arrival:** Businesses must manage arrival of patrons to the venue to ensure social distancing of at least 6 feet is maintained between groups of patrons (as defined in the social distancing requirements in section 5, below) at all times.
- Establish staggered admission-times to minimize overlap and congregating of patrons at chokepoints (e.g., access points, security checkpoints, admission areas, concession areas). Consider prescheduling individually assigned arrival times (e.g., seating furthest from entrances permitted to enter earlier).
 - For venues hosting multiple events, stagger event times to minimize patrons from different events arriving and congregating with one another.
 - Ensure adequate distance is established between checkpoints (e.g., ticketing, security, medical screening) to guarantee proper social distancing between patrons, and minimize congestion of patrons waiting to enter the venue.
 - Assign a number of ushers, monitors, and/or security personnel necessary to facilitate orderly screening and entry into the venue, and to effectively monitor and maintain social distancing throughout the process.

Recommendations

- Schedule arrival times for longer than their typical duration to minimize the congregation of patrons waiting.
- Establish “drop off” areas to allow for patrons within groups of up to 6 to be dropped off at their designated entrance to the venue to minimize the number of persons walking through parking ramps, parking areas, sidewalks, and walk-ways.
- Enhance security protocols for entry to allow for more efficient security-checks of patrons, minimize face-to-face interaction between security personnel and patrons, and minimize wait-times (e.g. metal-detectors, scanners, transparent baggies for personal items, limit pat-down checks).

4. Seating and assignment for indoor venues

Requirements

- ✓ Indoor seated venues must ensure that every patron maintains an individually allocated, reserved, or assigned seat or similar accommodation, which is located at a designated location and fixed space within the venue.
 - Patrons must remain seated in their designated seat throughout their attendance at the venue (unless entering or exiting, or briefly leaving their assigned seat to access restroom facilities, obtain concessions, or purchase merchandise).
 - Ensure social distancing of at least 6-feet is maintained between all patrons from different groups (defined in the social distancing requirements in section 5, below). Only persons from the same group may be seated directly next to one-another where social distancing of at least 6-feet is not maintained.
 - Assigned seats must be delineated by marking, labeling, or taping seating or tabletop areas, or identifying seat assignments.
 - Delineate seating areas used by groups to maintain physical distancing of at least 6-feet at all times between members of different groups.
 - Provide staggered seating to ensure proper social distancing and ensure patrons and/or groups are not seated directly next to, in front of or behind other patrons and/or groups.
 - Keep aisle-seats and space around aisles and pathways open to ensure proper social-distancing from people walking up and down aisles.
 - Assign ushers, monitors, and/or security personnel necessary to facilitate orderly entry, navigation, seating, unseating, and exit throughout the venue, and to effectively monitor and maintain social distancing throughout the venue.

5. Maintain social distance between people

Requirements

- ✓ Patrons may attend an event with a group and are not required to maintain social distancing from other group members, **provided that the group does not exceed 6 people**.
 - Social distancing of at least 6-feet must be maintained between all groups while in attendance at venues.
 - Members of each group of patrons must not co-mingle with other groups of patrons if social distancing cannot be maintained between members of different groups.
 - Eliminate congestion areas, bottlenecks and choke points, and provide queuing (e.g. signage, markings, barriers, paint, tape, flags) to maintain social distancing.
 - Patrons must not be allowed to linger or socialize in lobbies, common areas, hallways, restrooms, ticket- counters, concession-counters, etc.

- Ensure attractions (e.g., displays, iconic memorabilia) are arranged to provide for social distancing of at least 6-feet according to this section. Prohibit the congregation of persons around individual attractions.
- ✓ Implement and maintain social distancing in specific spaces or while performing certain activities
 - Presentation ceremonies of items such as certificates, trophies, awards, ribbons, badges, pins, and decorations must ensure social distancing to the extent possible. However, notwithstanding the social distancing requirements in this guidance, presenters may move closer than six feet to present these items to a recipient. This closer contact must be limited to the briefest period of time possible. All people involved in the ceremony must wear face coverings. .
- ✓ Meet-and-Greets: Any “meet and greet” events with performers must meet the specific social distancing and patron/performer separation requirements discussed in the “Live Entertainment” section below. Recommendations
 - It is important to note that close contact with members of other households greatly increases the risk of transmission. Even though groups of up to 6 are permitted by this guidance, patrons should still be strongly encouraged to maintain social distance from members of other households.
 - Designate and demarcate one-way traffic-flows to mitigate congestion and crowding.
 - When groups of patrons are leaving, unseat patrons in an orderly fashion, starting with those closest to the exit and ending with those farthest from the exit.
 - Provide additional unisex stalls, privies, or toilet units to minimize traffic and congestion.
 - Provide additional handwashing facilities and hand sanitizer facilities to minimize congestion.

6. Hand hygiene practices

Recommendations

- Provide additional hand-washing stations and sanitizer throughout the venue for customers/patrons to encourage hand washing and minimize crowding, congestion, and lines.

7. Use of face covering

Requirements

- ✓ Require workers and patrons to wear face coverings at all times when in a venue, whether indoors or outdoors, subject to the exemptions and allowances for temporary removal of face coverings in Executive Order 20-81 (as amended by Executive Order 21-11).
 - More information about face covering requirements and exemptions is available on the MDH website at [Face Covering Requirements and Recommendations \(www.health.state.mn.us/diseases/coronavirus/facecover.html\)](http://www.health.state.mn.us/diseases/coronavirus/facecover.html) and [Frequently Asked](#)

Questions About the Requirement to Wear Face Coverings

(www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html). These resources also include requirements and recommendations on how to properly wear face coverings (i.e., choose a covering that is made of at least two layers of fabric with a snug fit that covers the mouth and nose).

- Businesses must take reasonable steps to ensure that workers, customers, clients, and visitors wear face coverings in accordance with Executive Order 20-81. They must also conspicuously post face covering policies for workers, customers, clients and visitors. Cloth face coverings are NOT a substitute for maintaining a social distance of 6-feet from other people.
- ✓ All persons must wear face coverings while in attendance at a venue, including both indoors and outdoors. This includes activities such as entering the facility, checking in, being in lobbies, hallways, and other common areas, moving throughout the venue, before and after classes, putting away equipment, changing clothes, and using restrooms.
- ✓ Establish procedures to ensure patrons are wearing face coverings and actions that will be taken if patrons refuse offered reasonable accommodations.

Recommendations

- Even in situations where face coverings are not required (e.g., in venue parking lots), face coverings are strongly recommended for patrons, particularly in situations where it is difficult or impossible to maintain social distancing from others.

8. Cleaning and disinfecting

Requirements

- ✓ Remove “self-service” stations for patrons to obtain equipment (e.g. golf-clubs, skates), and require that rental and provided equipment be individually and directly issued to each patron or group. Ensure equipment is returned directly to a designated area to minimize the equipment being exchanged directly between patrons.
- ✓ Ensure instrumentation, products, samples, and props are sanitized prior to use and in between handling by workers and patrons.
- ✓ Ensure high touch surfaces (e.g. seats, armrests, cup holders, tables, door handles, ticketing kiosks, touch screens) are being disinfected during timed intervals and between venues and events.

9. Food service, concessions, and merchandizing

Requirements

- ✓ Ensure multiple ticket-counters, merchandise-counters, concession-counters, and drink-dispensers are separated to allow patrons to maintain a social distance of at least 6 feet in accordance with this guidance.

INDOOR VENUES

- ✓ Ensure social queuing is established to provide and promote social distancing between multiple workers and patrons waiting in lines to make purchases or pick up orders. Lane-lines, order, check-out, and adjacent areas must be demarcated (e.g. floor markers, stanchions) to provide for social distancing of at least 6-feet.
- ✓ Food Service: Refer to Industry Guidance for Safely Reopening: Restaurants & Bars on the Stay Safe Guidance for Restaurants and Bars (staysafe.mn.gov/industry-guidance/restaurants-bars.jsp).
 - Venues must not offer food or beverage service and must prohibit the on-site consumption of food or beverages throughout the venue between the hours of 11:00 p.m. and 4:00 a.m. each day. Food and beverage service areas should be clearly marked and separated where possible as closed. Venues may continue to operate while food and beverage service is closed.
 - Water is permitted after 11:00 p.m. and before 4:00 a.m., but individuals must be socially distanced from others when removing a face covering to drink water.
 - Patrons must take food and beverages back to their individually assigned seating areas or areas designated for the consumption of food and beverages and may only consume food and beverages while seated in their individually assigned seating area or designated areas.
 - Do not refill popcorn, drinks, and other items using the same container. A new container must be provided.
 - Ensure self-service beverage machines, condiment- stations, and counters are sanitized frequently.
 - Follow the requirements of the [Minnesota Administrative Rules Chapter 4626, Food Code; Food Managers \(www.revisor.mn.gov/rules/4626/\)](https://www.revisor.mn.gov/rules/4626/).
 - Continue following requirements for reporting food worker illness and exclusion: [Illness Reporting for Food Establishments \(www.health.state.mn.us/people/foodsafety/dwi/empillfs.pdf\)](https://www.health.state.mn.us/people/foodsafety/dwi/empillfs.pdf).

Recommendations

- Use app-based ordering to minimize patrons having to wait in line, linger and congregate in concession and merchandise areas.
- Consider delivering concessions directly to designated seating areas, as opposed to providing concessions at concession stands, provided that workers can be protected.
- Limit menu items to those items that can be readily retrieved and/or quickly prepared to minimize congestion, lingering, and waiting. Consider “pre- assembled” order-groupings or orders to simplify ordering and minimize ordering and wait-times.
- Maintain individually wrapped utensils (e.g., napkins, straws, forks) and condiments behind the counter, and provide per order, as opposed to providing them at a condiments counter.
- Turn off community drinking stations and water fountains. Touchless water-filling stations are encouraged.

- Provide individual water bottles in lieu of community drinking stations.

10. Live entertainment

Requirements

- ✓ Live entertainment is only permitted by performers who are designated by the venue. Examples include, but are not limited to, live music, concerts, stage performances, athletic events, contests, and combative sports
 - Karaoke singing and open microphone events involving performances by patrons and visitors are strongly discouraged. However, where karaoke is performed, patrons performing must maintain a distance of at least 12-feet from all other people, and must wear a face-covering while performing.
 - Venues operating under this guidance may not permit patrons to dance unless physical distancing of at least 6-feet is maintained at all times between all persons of different groups, and face-coverings are worn at all times.
- ✓ When hosting “live” events and performances, separation of at least 12-feet must be maintained at between the “performers” and “patrons”
 - When hosting “live” events and performances, the venue must ensure that a designated performance area is established (e.g., stage, court, field, ringside, aisle), and that the performance area is separate and distinct from those areas accessible to patrons.
 - A physical distance of at least 12-feet horizontally must be maintained at all times between the performers and performance area, and those areas accessible to the patrons (e.g., seating area, concession areas, and audience). Install barriers or partitions to maintain the 12-foot separation between the performance area and patron areas.
 - Performers must remain within the designated performance area within the venue. Performers are not permitted to leave the designated performance area and enter into areas accessible by patrons, or intermingle, co-mingle, or congregate within 12-feet of patrons.
 - Performance-related demonstrations, exercises, and activities that involve interaction between performers and patrons that conflict with these social-distancing practices are not permitted.

11. Incident Management

Requirements

- ✓ Use ushers, monitors, and/or security personnel to monitor for and ensure adherence to requirements, including occupant capacity, social distancing and the use of face-coverings.
- ✓ Establish a protocol for reporting and addressing patrons who refuse to follow required protocols and protections (e.g., social distancing, face-coverings).

INDOOR VENUES

- ✓ Ensure incident-response procedures adhere to physical distancing and other protective measures (e.g., face-coverings, face-shields, other necessary personal protective equipment) when necessary.
- ✓ Ensure incident-response procedures are established and communicated to workers for following up and addressing COVID-19 related incidents (e.g., non-compliance, symptomatic persons).
- ✓ Train workers to report and respond to social-distancing challenges while carrying out their work-activities, and how to respond to difficult situations, unsafe conditions, and emergencies.
- ✓ First-Aid/Medical Areas: Establish a designated medical isolation area for workers and/or patrons who become sick or symptomatic consistent with COVID-19 while at the venue. Medical isolation areas for workers and/or patrons who become symptomatic during the venue must be separate from general First-Aid/Medical Areas. Access into medical isolation areas must be restricted.

Recommendations

- Establish a “Tip Line” (e.g., phone number) or provide an “app” that would allow workers and patrons to report concerns to management in a timely manner

