



## City of Ketchum

September 8, 2020

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

### Consideration and Approval of 2020 Special Events and Park Reservations

#### Recommendation and Summary

On May 18, City Council agreed to review and approve park reservation and special event applications and require them to submit a COVID plan. This report provides the required information for the Spika wedding welcome party, Wood River Jewish Community Sunday School, Todd Rippo Memorial and Muller/Will wedding ceremony. All three of the park reservations are for small events with a maximum of 25 participants. The street party (special event) is in a space that can accommodate a much larger socially distanced group. It is recommended the council approve or deny the following applications and adopt the following motions:

**"I move to approve/deny the park reservations and special event application for the Spika wedding welcome party, Wood River Jewish Community Sunday School, Todd Rippo Memorial and the Muller/Will wedding ceremony."**

The reasons for the recommendation are as follows:

- Ketchum City Council requested the authority to review and approve all 2020 Special Events and Park Reservations.
- All applicants have developed and submitted a COVID plan.

#### Introduction and History

Currently under the Stage 4 of Idaho Rebounds, non-essential travel is permitted to locations that allow it and do not have ongoing transmission. **Idaho public health experts recommend that organizers postpone or cancel mass gatherings and public events if the event will draw participants from communities, states, or countries that are currently experiencing confirmed substantial community spread of COVID-19 disease.**

On May 26, the State of Idaho issued interim guidance for safe gatherings and public events, with planning recommendations during and after Stage 4. Idaho is currently in Stage 4 due to the Governor's extension of those protocols and guidelines. The protocols direct event planners to use the practices outlined in the previous stages, which include allowing for groups larger than 50 people where physical distancing of six feet can be maintained for employees and attendees, wearing cloth face coverings in public places, providing adequate sanitation services, ensuring frequent disinfection of event location and regular cleaning of high-touch surfaces, limiting close interactions with attendees, among others. Planners should also know the level of disease transmission in

the local community and the level of transmission in the areas from which the attendees will travel from. This report provides details for each park reservation for Council's consideration.

## Analysis

### **Spika Wedding Welcome Party**

The Spika wedding welcome party is scheduled for Sunday, September 13, 2020 at Lucy Loken Park from 4pm to 6pm (including setup and cleanup). The expected number of participants is 25 and guests are all local residents.

As of August 31, the Idaho Division of Public Health reported 1,741 new cases of COVID in the last 7 days statewide. Blaine County reported 10 new cases in the week ending August 29. Total cases of COVID in Idaho have reached 31,867.

Using a 3-foot radius per person to establish social distancing, each individual occupies 28 square feet, allowing for 35 people per 1000 square feet. Using this formula, the maximum capacity for the proposed venue, assuming all attendees are socially distanced and not members of the same household/family unit, the capacity for the venue is 210 people.

### **Wood River Jewish Community Sunday School**

The Wood River Jewish Community Sunday School is scheduled for the following Sundays at Rotary Park from 3:15pm to 5:45pm (including setup and cleanup):

- September 13, 2020
- October 4, 2020
- October 18, 2020

The expected number of participants is 25. All participants are residents of the Wood River Valley.

As of August 31, the Idaho Division of Public Health reported 1,741 new cases of COVID in the last 7 days statewide. Blaine County reported 10 new cases in the week ending August 29. Total cases of COVID in Idaho have reached 31,867.

Using a 3-foot radius per person to establish social distancing, each individual potentially occupies 28 square feet, allowing for 35 people per 1000 square feet. Using this formula, the maximum capacity for the proposed Rotary park venue is 108 people, assuming all attendees are socially distanced and not members of the same household/family unit.

### **Todd Rippo Memorial**

The Todd Rippo Memorial is a street party scheduled for Saturday, September 19<sup>th</sup> from 1pm to 7pm (including setup and cleanup) on 4<sup>th</sup> Street between Washington and 1<sup>st</sup> Avenue. The expected number of participants is 150. All participants are residents of the state of Idaho.

As of August 31, the Idaho Division of Public Health reported 1,741 new cases of COVID in the last 7 days statewide. Blaine County reported 10 new cases in the week ending August 29. Total cases of COVID in Idaho have reached 31,867.

Using a 3-foot radius per person to establish social distancing, each individual potentially occupies 28 square feet, allowing for 35 people per 1000 square feet. Using this formula, the maximum capacity for the proposed 4<sup>th</sup> Street

venue is 439 people, assuming all attendees are socially distanced and not members of the same household/family unit.

### **Muller/Will Wedding Ceremony**

The Muller/Will wedding ceremony is scheduled for Saturday, October 17, 2020 at Lucy Loken Park from 2pm to 7pm (including setup and cleanup). The expected number of participants will be 25 maximum and will include local residents and out of state guests arriving from Portland, Oregon.

As of August 22, the Oregon Health Authority reported 1,704 new cases of COVID in the last 7 days statewide. In that same week, 58 new cases were reported in Multnomah County. Total cases of COVID in Oregon have reached 26,713.

As of August 31, the Idaho Division of Public Health reported 1,741 new cases of COVID in the last 7 days statewide. Blaine County reported 10 new cases in the week ending August 29. Total cases of COVID in Idaho have reached 31,867.

Using a 3-foot radius per person to establish social distancing, each individual occupies 28 square feet, allowing for 35 people per 1000 square feet. Using this formula, the maximum capacity for the proposed venue, assuming all attendees are socially distanced and not members of the same household/family unit, the capacity for the venue is 210 people.

#### Sustainability Impact

There is no sustainability impact.

#### Financial Impact

There is no financial impact.

#### Attachments:

Idaho Rebounds Interim Guidance for Safe Gatherings & Public Events  
Spika Wedding Welcome Party COVID Plan  
Wood River Jewish Community Sunday School COVID Plan  
Todd Rippon Memorial COVID Plan & Site Plan  
Muller/Will Wedding Ceremony COVID Plan

The Idaho Department of Health and Welfare (DHW) and the seven local public health districts have developed guidance to assist with decisions regarding gatherings and public events during the COVID-19 pandemic and stages of the Rebound Idaho plan. We understand that events must be planned well in advance and some event timelines extend beyond the current Stage 4 of the Rebound Idaho plan. Idaho's ability to advance from one stage to the next is dependent on gating criteria (<https://rebound.idaho.gov/stages-of-reopening/>) being met, which requires control of the spread of COVID-19.

There is currently no vaccine to prevent COVID-19. Until such time as a vaccine is available or there is sufficient population immunity to the virus, community mitigation and personal accountability measures must be taken. Mass gatherings highly influence virus activity. It is recommended that all future plans for gatherings beyond the stages of the Rebound Idaho plan should be planned with cancellation or postponement contingencies. Idaho public health experts, DHW and all local Public Health Districts, will support any decision to postpone or cancel gatherings and public events in order to protect Idahoans and those who visit Idaho.

For the purpose of this guidance, mass gatherings and events are defined as a public gathering for business, social, academic or recreational activities including, but not limited to, community, civic, public, educational, leisure, or sporting events; parades; concerts; festivals; conventions; fundraisers; and similar activities. Specific examples may include, but are not limited to, weddings, graduations, large theater performances, rallies, car shows, reunions, races, holiday celebrations, rodeo championships, adult and youth sports tournaments.

## ALL STAGES

### Everyone Should:

- Engage in physical distancing of at least six feet
- Wear cloth face coverings in public places
- Stay home if sick
- Practice good hand hygiene
- Cover coughs and sneezes
- Disinfect commonly touched surfaces and objects regularly

### Event Planners & Organizers Should:

- Check in with their local public health district periodically leading up to the event to understand the current community risk for exposure to COVID-19
- Host events outdoors, if possible
- Maintain the six-foot physical distancing requirements for employees and attendees
- Provide adequate sanitation and personal hygiene for employees, vendors, and attendees
- Ensure frequent disinfection of the event location as well as regular cleaning, especially of high-touch surfaces
- Identify how personal use items such as masks, cloth face coverings, and gloves may be required by employees, vendors, and/or attendees
- Provide services and event activities while limiting close interactions with attendees

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## Event Planners & Organizers Should:

- Identify strategies for addressing ill employees, such as the following:
  - Require COVID-19 positive employees to stay at home while infectious
    - Symptoms of COVID-19 include muscle aches, a fever of 100.4 °F or higher, cough, sore throat, and shortness of breath
  - Keep employees who were directly exposed to the COVID-19 positive employee away from the workplace
  - Closure of the event location until the location can be properly disinfected
- On a case-by-case basis, include other practices appropriate for specific types of events, such as screening of employees for illness and exposures upon work entry, requiring non-cash transactions, etc.
- Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants.

## Idaho public health experts recommend that organizers (whether groups or individuals) postpone or cancel mass gatherings and public events in any of the following situations:

- The event will draw audiences or participants from communities, states, or countries that are currently experiencing confirmed substantial community spread of COVID-19 disease. Your local public health district can assist you in making this determination.
  - Refer to the county map provided by the Centers for Disease Control and Prevention (CDC) to see if an area (county) they are from has higher rates than the overall rate for Idaho: <https://www.cdc.gov/covid-data-tracker/index.html>
- The event's primary audience includes or may expose high-risk populations, including adults over the age of 65 years and people with underlying chronic medical conditions like heart or lung disease or diabetes, regardless of the number of attendees.

## STAGE 2 (first stage allowing gatherings):

### In addition to the above guidance,

- Use technology (e.g., webinar, video conferencing, live stream, etc.) as a way to gather people or a way to augment a gathering to minimize the risk of COVID-19 exposure when possible
- Allow for groups of 10 people or less where physical distancing of six feet can be maintained
- Consider directing attendees to seating or standing areas that are already properly distanced
  - Use signage and barrier protection to limit movement and maintain distancing and direct the flow of traffic
  - Limit tables to groups of six
  - Space tables appropriately to keep patrons six feet apart while seated and moving in and out of chairs
  - If stadium seating is being used, use barriers or signage to appropriately physically distance families
- Limit entrances and exits to the event to control the flow of attendees
  - Consider separate entrances and exits to the event
  - Mark where people line up to keep attendees six feet apart while waiting
  - Open gates or doors to events early to allow for orderly entrance to event

- Post signs at entrance stating that if attendees have a fever or other COVID-19 symptoms, they are prohibited from entering
- Utilize on-line ticket sales, required sign-ups and/or RSVPs for crowd management
- Provide COVID-19 prevention supplies to event staff and participants
  - Make sure that events have supplies for event staff and participants, such as hand sanitizer that contains at least 60 percent alcohol, tissues, trash baskets, disposable facemasks, cleaners and disinfectants
- Dedicate staff members to disinfect high contact surfaces throughout the establishment and disinfect tables between parties
- If food is being served at an event, refer to Stage 2 Restaurant Protocols

## STAGE 3:

### In addition to the above guidance:

- Allow for groups between 10 – 50 people where physical distancing of six feet can be maintained

## STAGE 4:

### In addition to the above guidance:

- Allow for groups larger than 50 where physical distancing of six feet can be maintained
- If concession services are provided, prohibit in-stand concession sales and buffet-style serving areas
  - Concession services should be limited to vending and walk-up services that can provide for appropriate physical distancing while patrons wait in line

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## PLANNING FOR AFTER STAGE 4:

Idaho's public health officials cannot predict what the threat of COVID-19 will be across the state in July, August, September, and beyond or make recommendations many weeks or months in advance on attendee size, postponing, or canceling of events. For event planners who choose to move forward with planning events over the summer and fall of 2020, events should be planned using the practices outlined above in this guidance. In addition to the above:

- Be aware of any legal orders in place, which will be posted at <https://coronavirus.idaho.gov>
- Know the level of disease transmission in your local community and the level of transmission in the areas from which your attendees will travel (consult with your local public health district)
  - Refer to the county map provided by the Centers for Disease Control and Prevention (CDC) to see if an area (county) they are from has higher rates than the overall rate for Idaho: <https://www.cdc.gov/covid-data-tracker/index.html>
- Stay in regular communication with your potential patrons about the status of COVID-19 in the state and in your area and any cancellation or change in the venue
- Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants
- Develop a contingency plan that addresses scenarios you may encounter during the COVID-19 outbreak
  - Identify actions to take if you need to postpone or cancel events
  - Develop flexible refund policies for participants
  - Determine if the event can be convened in a different manner such as a virtual event

## Resources

Event Planning and COVID-19: Questions and Answers. <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/event-planners-and-attendees-faq.html>

Get Your Mass Gatherings or Large Community Events Ready. <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html>

Centers for Disease Control and Prevention Guidance on Mass Gatherings. <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html>

Centers for Disease Control and Prevention. Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplace, Businesses, Schools and Homes: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Centers for Disease Control and Prevention. Guidance on Disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

EPA list of COVID-19 effective disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Submission information

Form: [COVID-19 Plan for Events & Park Reservations](#) [1]  
Submitted by Visitor (not verified)  
Fri, 08/14/2020 - 10:54am  
174.247.147.29

Idaho Rebounds Guidance

**Acknowledgement**

By checking this box, I confirm that I have reviewed the Idaho Rebounds Guidance for Safe Gatherings and Public Events in Idaho.

Event/Reservation Information

**What is the name of your event/reservation?**

Private gathering [Spika Wedding Welcome Party](#)

**Where will the event/reservation take place?**

Lucy Loken Park

**How many participants will attend?**

25

**From which states/regions will participants be arriving from?**

Sun Valley only

**What are your protocols for participants arriving from COVID hotspots?**

Social distance

**Where will participants be staying if they are non-residents?**

All live in town.

**Will you allow participants to attend who are experiencing COVID symptoms?**

No

**Will you provide face masks, hand sanitizer, hand washing stations or gloves for participants?**

Yes, or attendees will bring their own.

**Who will provide food/beverage at your event/reservation (if applicable)?**

We will provide dessert and drinks.

**Have your food/beverage providers issued assurance that they will follow state-issued and CDC protocols that are in place during your event/reservation (if applicable)?**

N/A

**Have your event contractors (tents, tables, chairs, portable toilets, florists, band/dj, etc.) provided assurance they will be following state-issued and CDC protocols that are in place during your event?**

N/A

Site Plan

**Upload Site Plan Here**

Terms & Conditions

**Signature**

Mallory Spika

**Acknowledgement**

By checking this box, I understand and agree to the above terms.



Submission information

Form: [COVID-19 Plan for Events & Park Reservations](#) [1]  
Submitted by Visitor (not verified)  
Wed, 08/26/2020 - 5:19pm  
68.105.212.40

Idaho Rebounds Guidance

**Acknowledgement**

By checking this box, I confirm that I have reviewed the Idaho Rebounds Guidance for Safe Gatherings and Public Events in Idaho.

Event/Reservation Information

**What is the name of your event/reservation?**

WOOD RIVER JEWISH COMMUNITY

**Where will the event/reservation take place?**

ROTARY PARK

**How many participants will attend?**

25

**From which states/regions will participants be arriving from?**

WOOD RIVER VALLEY

**What are your protocols for participants arriving from COVID hotspots?**

MASKS- SOCIAL DISTANCING- HANDS WASHING

**Where will participants be staying if they are non-residents?**

ALL ARE RESIDENTS

**Will you allow participants to attend who are experiencing COVID symptoms?**

NO

**Will you provide face masks, hand sanitizer, hand washing stations or gloves for participants?**

YES

**Who will provide food/beverage at your event/reservation (if applicable)?**

NO

**Have your food/beverage providers issued assurance that they will follow state-issued and CDC protocols that are in place during your event/reservation (if applicable)?**

N/A

**Have your event contractors (tents, tables, chairs, portable toilets, florists, band/dj, etc.) provided assurance they will be following state-issued and CDC protocols that are in place during your event?**

N/A

Site Plan

**Upload Site Plan Here**

Terms & Conditions

**Signature**

CLAUDIE GOLDSTEIN

**Acknowledgement**

By checking this box, I understand and agree to the above terms.

Submission information

Form: [COVID-19 Plan for Events & Park Reservations](#) [1]  
Submitted by Visitor (not verified)  
Wed, 09/02/2020 - 12:47pm  
174.27.82.105

Idaho Rebounds Guidance

**Acknowledgement**

By checking this box, I confirm that I have reviewed the Idaho Rebounds Guidance for Safe Gatherings and Public Events in Idaho.

Event/Reservation Information

**What is the name of your event/reservation?**

Todd Rippo's Memorial

**Where will the event/reservation take place?**

Java on Forth, outside with 6' social distancing

**How many participants will attend?**

150

**From which states/regions will participants be arriving from?**

Locals only, residents of Idaho

**What are your protocols for participants arriving from COVID hotspots?**

All guests will be advised not to attend if they have any Covid symptoms or have been exposed to anyone who has Covid. Signs will be posted at the event as well as posted in the Mountain Express 3 days prior.

**Where will participants be staying if they are non-residents?**

N/A

**Will you allow participants to attend who are experiencing COVID symptoms?**

Absolutely not! Everyone will be informed not to attend if they are experiencing any symptoms.

**Will you provide face masks, hand sanitizer, hand washing stations or gloves for participants?**

Yes, face masks, gloves and hand sanitizer will be provided for all guests. Also signs will be posted to encourage 6' social distancing. In addition the DJ will make announcements on the PA system to remind guests of social distancing and masks must be worn.

**Who will provide food/beverage at your event/reservation (if applicable)?**

Java on Forth

**Have your food/beverage providers issued assurance that they will follow state-issued and CDC protocols that are in place during your event/reservation (if applicable)?**

Yes. Currently Java is following all necessary protocols for serving food and beverages. This event will be on the property of Java business and all CDC protocols are in place.

**Have your event contractors (tents, tables, chairs, portable toilets, florists, band/dj, etc.) provided assurance they will be following state-issued and CDC protocols that are in place during your event?**

Absolutely! We will be diligent in following all CDC protocols

Site Plan

**Upload Site Plan Here**

Terms & Conditions

**Signature**

Jan Haagen

**Acknowledgement**

By checking this box, I understand and agree to the above terms.

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**Source URL:** <https://www.ketchumidaho.org/node/40911/submission/4781>

**Links**


[1] <https://www.ketchumidaho.org/administration/webform/covid-19-plan-events-park-reservations>



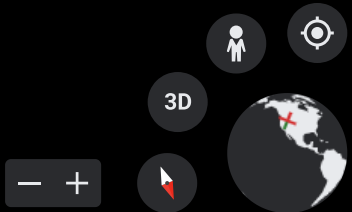
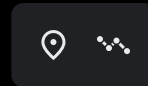
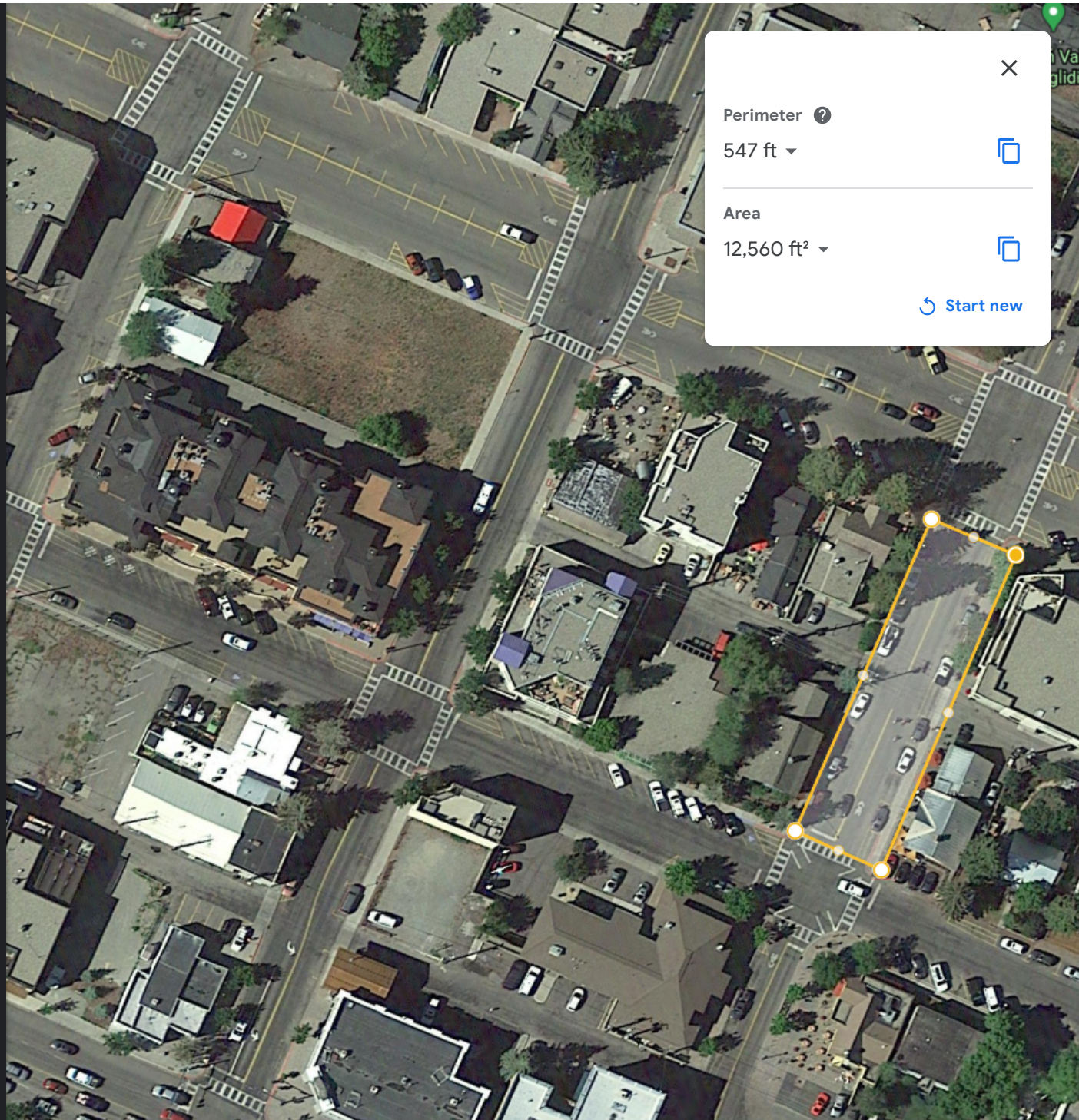
✕

Perimeter <sup>?</sup>  
547 ft ▾ 

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Area  
12,560 ft<sup>2</sup> ▾ 

[↻ Start new](#)



Memorial: Todd Ripppo, Sat, Sept 19th  
2-6 pm

← First Ave →

← ALLEY →



PORTO POTTY  
TRASH TRASH

TABLE  
TABLE

TABLE

TABLE

TABLE

6 apart  
with food  
and beverages

JAVA ON FOURTH

DIS SET-UP  
ON DECK  
with microphone

HANDWASHING  
STATION  
MASKS, GLOVES, SANITIZER

PARKING

Street

SHADE  
TENT

SHADE  
TENT

Street



←

Fourth St  
Closure



→

← Washington St →



Submission information

Form: [COVID-19 Plan for Events & Park Reservations](#) <sup>[1]</sup>  
Submitted by Visitor (not verified)  
Wed, 08/26/2020 - 4:16pm  
66.210.44.59

Idaho Rebounds Guidance

**Acknowledgement**

By checking this box, I confirm that I have reviewed the Idaho Rebounds Guidance for Safe Gatherings and Public Events in Idaho.

Event/Reservation Information

**What is the name of your event/reservation?**

Muller/Will Wedding Ceremony

**Where will the event/reservation take place?**

Lucy Loken Park

**How many participants will attend?**

12 (original application stated 25 participants max)

**From which states/regions will participants be arriving from?**

Ketchum and Portland, Oregon

**What are your protocols for participants arriving from COVID hotspots?**

Two people are coming in to town from Portland and they will be tested when they arrive in Ketchum and will quarantine until they get their results

**Where will participants be staying if they are non-residents?**

In a hotel

**Will you allow participants to attend who are experiencing COVID symptoms?**

Absolutely not

**Will you provide face masks, hand sanitizer, hand washing stations or gloves for participants?**

Yes

**Who will provide food/beverage at your event/reservation (if applicable)?**

N/A

**Have your food/beverage providers issued assurance that they will follow state-issued and CDC protocols that are in place during your event/reservation (if applicable)?**

N/A

**Have your event contractors (tents, tables, chairs, portable toilets, florists, band/dj, etc.) provided assurance they will be following state-issued and CDC protocols that are in place during your event?**

Yes

Site Plan

**Upload Site Plan Here**

Terms & Conditions

**Signature**

Allyson Will

**Acknowledgement**

By checking this box, I understand and agree to the above terms.