



## **CPA COVID-19 Indoor Event Rules**

**Effective August 8/17/2021**

The Canaveral Port Authority continues to follow its established COVID-19 safety protocols and practices to promote the health and well-being of our employees, guests, and extended community.

### **Indoor Event Rules:**

- Event staff and attendees are advised to stay home if they have tested positive for COVID-19, are waiting for COVID-19 test results, have COVID-19 symptoms, or if they have had close contact with a person who has tested positive for or who has symptoms of COVID-19.
- Social distancing (keeping a safe space between yourself and other people who are not from your household) is recommended for those who are not fully vaccinated. To practice social or physical distancing, stay at least 6 feet (about 2 arm lengths) from other people not in your household in both indoor and outdoor spaces. See CDC <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- Social distancing recommendations
  - o Limit number of guests seated at a table
  - o Space tables and/or chairs at least 6' (feet) apart
  - o Create a flow/layout to promote social distancing
    - CPA event staff will assist by creating a layout that will follow these guidelines
- Mask recommendations
  - o CPA recommends that masks be worn while indoors.
- Cleaning and disinfecting
  - o CPA has hand sanitizer stations throughout indoor event facilities.
  - o Frequent hand washing is highly encouraged.
  - o CPA regularly cleans and sanitizes indoor facilities per CDC guidelines. This includes but is not limited to, high traffic areas, restrooms, and CPA provided equipment.
- Food and beverages (non-alcoholic or alcoholic)
  - o Caterers should be taking every precaution to provide a safe serving environment during an event such as considering serving style (grab & go, pre-boxed meals,



etc.), sneeze guards, individual appetizer plates, individually plated meals, staff served buffet.

- Protocol/Procedure Signs and Messages
  - o CPA has signs placed though out indoor event spaces with information about, but not limited to, proper use of masks, social distancing, and hygiene
- CPA encourages the organizer to provide attendees the most current CPA COVID-19 rules prior to arrival. This can be in the form of social media, event invite, email, website.
- Other rules may be required for seaports and pursuant to the CDC or state guidelines.
- Rules are subject to change.

**Additional Event related Information:**

- The event organizer will be responsible for promoting, implementing, and enforcing CPA COVID-19 Indoor Event Rules during the event. CPA will not provide additional equipment which may be needed.

**Event Organizer Acknowledgement**

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(Event Organizer Signature and Date)

The signature above affirms the organizer has read and agrees to comply with CPA COVID-19 Indoor Event Rules.



## Revision History

Revision	Effective Date	Changes Made	Brief Description
0	August 17, 2021	Initial Release	Document Creation