



CPA COVID-19 Outdoor Special Event Rules

Effective August 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.

In line with CPA safety protocols, social distancing is required for events being held on Port property. To accommodate for social distancing, event capacity will be limited. Event location and setup will be used to determine the limited capacity.

Outdoor Special 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 is recommended.
 - o Social distancing also called "physical distancing," means keeping a safe space between yourself and other people who are not from your household.
 - o To practice social or physical distancing, stay at least 6 feet (about 2 arm lengths) from other people who are not from your household in both indoor and outdoor spaces. Referenced from the CDC <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- Mask recommendations
 - o Masks are not required in outdoor settings but are recommended.
 - o CPA recommends that masks be worn while indoors.
- Cleaning and disinfecting by the event organizer
 - o Sanitizer stations are to be placed throughout the event space
 - o Hand washing stations are required at restroom facilities.
 - o Restroom facilities must be sanitized frequently, morning and evening or after times of heavy use.
 - o Frequently clean and sanitize high traffic areas.



- Equipment essential to event operation must be spaced at least 10' (feet) apart.
- Vendor/exhibitor booths/tents
 - o Spaced 10' (feet) apart or greater if necessary to promote social distancing of attendees.
 - o Maintain a supply of hand sanitizer for attendee use
- Food and beverages (non-alcoholic or alcoholic)
 - o Food and beverage vendors must follow all CDC guidelines, including those regarding wearing gloves and face masks, and supplying individually wrapped utensils
 - o Maintain a supply of hand sanitizer for attendee use
- 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, etc.
- 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 Outdoor Special Event Rules during the event. CPA will not provide additional equipment which may be needed.
- The event organizer is responsible for hiring and overseeing vendors essential to the operation of the event. i.e., garbage receptacles, maintaining receptacles, additional dumpster (if needed), private security, barricades, staff, volunteers, event-related equipment, cleaning staff, etc.
- Brevard County Sherriff Office (BCSO) and Canaveral Fire Rescue (CFR) are required to be onsite for the event's duration. The event organizer is responsible for paying the costs for services rendered.
- The special event permit process and required documentation has not changed. Meetings with CPA internal departments to review event permit applications will be conducted virtually in alignment with CPA COVID-19 procedure.



Event Organizer Acknowledgement

(Event Organizer Signature and Date)

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



Revision History

Revision	Effective Date	Changes Made	Brief Description
0	March 1 st , 2021	Initial Release	Document Creation
1	May 1 st , 2021	Revision	Adjusting rules and updating verbiage. Allowing food, beverages, vendors.
2	May 18 th , 2021	Revision	Adjusting and updating rules to comply with CDC guidelines, effective May 13 th , 2021. Includes changes to social distancing and mask requirements.
3	August 17, 2021	Revision	Changes made to special event rules regarding COVID-19 symptoms; updated masks recommendations; removed signs and messages section; minor revisions to language and format