



## Event and Facility Management Guidance and Information

This Event and Facility Management Guidance and Information document is based directly on guidance from the Minnesota Department of Health and the Minnesota Department of Education.

Documents used in the creation of this Guidance and Information:

- [Executive Order 21-07](#) (2/12/21)
- [Minnesota's Stay Safe Plan](#) (Updated 1/6/21)
- [COVID-19 Sports Practice Guidance for Youth and Adults](#) (Updated 2/12/21)
- [Safe Learning Plan for the 2020-21 School Year](#) (Updated 12/16/20)
- [2020-21 Planning Guidance for Minnesota Public Schools](#) (Updated 12/1/20)

Member Schools have the right to enact more restrictive limitations for their events and venues.

### Definitions used in this document:

- **Participants** include athletes, performers, competitors, student workers, and coaches/advisors.
- **Spectators** include anyone present who is not a participant.
- **Event** includes all indoor sports, concerts, plays, competitions, performances and any other similar events that have spectators.

<p><b>Spectator Management</b></p>	<ul style="list-style-type: none"> <li>• Spectators must be separated from the competition by a minimum of 12 feet.</li> <li>• Spectators must be separated by at least 6 feet between households/spectator groups</li> <li>• For indoor events where 12 feet can't be maintained between participants and spectators, participants must be included in the total capacity count.</li> <li>• If spectators and participants can be clearly separated by at least 12 feet, then participants do not need to be included in the total capacity count.</li> <li>• Spectators are only allowed at official events.</li> <li>• Schools must extend arrival times for longer than their typical duration to minimize the congregation of spectators waiting. They must establish staggered admission-times,</li> </ul>
------------------------------------	--

	<p>entry-times and durations to minimize overlap and congregating of spectators at choke-points (e.g. access points, security check-points, admission areas, concession areas).</p> <p><b>Indoor Events:</b></p> <ul style="list-style-type: none"> <li>All spectators at all indoor events must wear a mask/face covering.</li> </ul> <p><b>Outdoor Events</b></p> <ul style="list-style-type: none"> <li>Spectators must wear masks/face coverings when entering or exiting the facility and when social distancing is not possible</li> <li>Mask use for all spectators is highly recommended at all times.</li> </ul>
<b>Spectator Capacity</b>	<p><b>Requirements:</b></p> <p><b>Indoor attendance capacity is the <u>lesser</u> of:</b></p> <ul style="list-style-type: none"> <li>25% of the venue capacity or</li> <li>250 attendees</li> </ul> <p><b>Outdoor attendance capacity attendance is the <u>lesser</u> of:</b></p> <ul style="list-style-type: none"> <li>25% of the venue capacity or</li> <li>250 attendees</li> </ul> <p><b>Recommendation:</b> 2 spectators per participant not to exceed capacity limits above.</p> <p><b>Indoor Events:</b></p> <ul style="list-style-type: none"> <li>School districts and charter schools must require advanced reservations and/or ticketing (i.e., on-line, app-based, email, will-call). Walk-ins, impromptu purchases or admittance will not be allowed.</li> <li>All attendees at an indoor event must be registered in advance with name, email and/or phone number.</li> </ul>
<b>Concessions</b>	<ul style="list-style-type: none"> <li>Concessions are not recommended at school events.</li> <li>If concessions are to be offered, they must follow all appropriate guidance. <ul style="list-style-type: none"> <li>Eliminate gatherings.</li> <li>Have a COVID-19 Preparedness Plan. <a href="#">Minnesota Food Code Minnesota Food Rules 4626</a></li> </ul> </li> </ul>
<b>Game/Event Personnel</b>	<ul style="list-style-type: none"> <li>Essential game/event personnel include: Team members, game officials, and site staff (including ticket-takers/sellers, administrative supervision from both schools, certified medical personnel, announcer, official scorers, and score</li> </ul>

	<p>board operators, etc.) do NOT count toward the maximum number of occupants if they remain separate from the spectator community. Game/event personnel must be limited to the extent possible.</p> <ul style="list-style-type: none"> <li>• Game/event personnel must wear masks and be socially distanced.</li> </ul> <p>See sport specific guidelines for additional information on game/event personnel.</p>
<b>Officials</b>	<ul style="list-style-type: none"> <li>• Officials should bring their own equipment.</li> <li>• Masks/face coverings are required the entire time the official is in the facility.</li> <li>• Home team must communicate with officials if locker rooms will be available. Whenever possible it is recommended that locker rooms not be used by officials.</li> <li>• If locker rooms are to be used: <ul style="list-style-type: none"> <li>○ Officials must maintain proper social distancing of 6 feet.</li> <li>○ Officials must wear an appropriate mask/face covering.</li> <li>○ The locker room must be sanitized after the officials exit.</li> <li>○ The host site shall provide an area for officials to store their belongings.</li> </ul> </li> <li>• Officials must leave the venue as soon as possible following the contest</li> <li>• Schools must have officials' information to do contact tracing if necessary.</li> </ul>
<b>Band</b>	<p><b>Indoor Events:</b></p> <ul style="list-style-type: none"> <li>• Bands are not allowed.</li> </ul> <p><b>Outdoor Events:</b></p> <ul style="list-style-type: none"> <li>• Bands within the spectator area/seating count toward the 250 maximum spectators. Social distancing guidelines must be followed.</li> </ul>
<b>Non-Contest Exhibitions or Performances</b>	<p><b>Indoor Events</b></p> <ul style="list-style-type: none"> <li>• Non-contest exhibitions or performances are not allowed.</li> </ul> <p><b>Outdoor Events:</b></p> <ul style="list-style-type: none"> <li>• Groups that perform during a break in the contest and are not part of the contest do NOT count toward the maximum number of spectators if they only enter the facility to perform and then leave the facility.</li> <li>• If group members are in the facility before or after their performance, they DO count toward the maximum number of spectators.</li> </ul>

<b>Cheer</b>	<p><b>Indoor and Outdoor Events:</b></p> <ul style="list-style-type: none"> <li>• Cheer Teams are considered a separate competitive pod and do not count toward the total allowable number of spectators if the following is adhered to: <ul style="list-style-type: none"> <li>- They are in their own designated space that maintains a 12' distance from spectator groups.</li> <li>- They maintain a 12' distance from the competitive area.</li> </ul> </li> <li>• If the above mentioned cannot be adhered to, cheer teams do count as a part of the total number of allowable spectators and must remain 12' from the competitive area.</li> </ul>
<b>Media-Regular Season Contests</b>	<p><b>Indoor Events:</b></p> <ul style="list-style-type: none"> <li>• Media members count toward 250 (or 25%) spectator count.</li> <li>• Interviews with coaches and participants must be done via a virtual platform unless pre-approved by site administration.</li> </ul> <p><b>Outdoor Events:</b></p> <ul style="list-style-type: none"> <li>• Media members count toward 250 (or 25%) spectator count.</li> <li>• Interviews with coaches and participants must be done with physical distancing guidelines.</li> </ul> <p>Number of official media is determined by the host site.</p> <p><b>Recommended:</b></p> <ul style="list-style-type: none"> <li>• Up to one streaming provider with essential personnel only.</li> <li>• Two radio broadcast stations. (No more than one per school/team.) (Preference given to registered MSHSL Radio Partners and Community Media Systems)</li> <li>• Two print media. (No more than one per school/team.) To include no more than one reporter and one photographer. (Preference given to those with longstanding coverage of the school and team.)</li> </ul>
<b>Coaches</b>	<ul style="list-style-type: none"> <li>• Coaches must be under contract and have met hiring requirements of the school (background check, etc.) and have met all MSHSL Coaching Requirements.</li> </ul>
<b>Medical</b>	<ul style="list-style-type: none"> <li>• Certified medical personnel should be available.</li> <li>• Schools should limit medical personnel whenever feasible.</li> <li>• The number of medical personnel should not exceed the number that has been used in past years.</li> <li>• Certified medical personnel providing medical service for the event do not count toward the spectator count.</li> </ul>

<p><b>Locker Rooms</b></p>	<ul style="list-style-type: none"> <li>• Whenever possible it is recommended that locker rooms not be used.</li> <li>• If locker rooms are to be used: <ul style="list-style-type: none"> <li>○ Student-athletes must only enter the locker room with their designated pod (Varsity, JV, B-Squad, etc.)</li> <li>○ The locker room must be completely empty prior to it being utilized by a new pod.</li> <li>○ Student-athletes must maintain social distancing of 6 feet.</li> <li>○ Student-athletes must wear an appropriate mask/face covering.</li> <li>○ If the locker room is not large enough to provide appropriate social distancing of 6 feet for the entire pod, then the pod must be divided into smaller groups that allow proper social distancing.</li> <li>○ The locker room must be sanitized after the complete pod has exited.</li> </ul> </li> <li>• If student-athletes are in distance learning they should arrive at the venue for practice dressed for practice.</li> <li>• If student-athletes are in distance learning they should arrive at the venue dressed in uniform ready for competition.</li> <li>• It is recommended that student-athletes shower at home after practice or competition. However, if school showers are to be used: <ul style="list-style-type: none"> <li>○ Student-athletes must maintain social distancing of 6 feet.</li> <li>○ If the locker room is not large enough to provide appropriate social distancing of 6 feet for the entire pod, then the pod must be divided into smaller groups that allow proper social distancing.</li> </ul> </li> </ul>
<p><b>Restrooms</b></p>	<p><b>Outdoors:</b></p> <ul style="list-style-type: none"> <li>• Teams should have their own porta-potties.</li> <li>• Porta-potties should be distanced to avoid congregating.</li> </ul>