

MEMORANDUM

DATE: April 1, 2021
TO: Ted Corrigan, P.E., CEO and General Manager
FROM: Michael J. McCurnin, P.E., Director of Engineering Services
SUBJECT: 2021 Park Events (DMWW and DMWWPF)

In light of ongoing pandemic concerns and City of Des Moines' Mayoral proclamations regarding outdoor gatherings, Des Moines Water Works (DMWW) staff and Des Moines Water Works Park Foundation (DMWWPF) personnel have developed guidelines and concepts to govern outdoor events held in Water Works Park. The intention with the guidelines is to balance enjoyment and promotion of the park and its amenities for the public, while also ensuring safety of park patrons attending larger events.

The most recent Mayoral proclamation requires events with more than thirty people to have a COVID safety plan to address pandemic concerns. For events in Water Works Park, the plans are to be generated and enforced by event organizers and shall meet the minimum requirements defined in newly-developed guidelines. DMWW and DMWWPF staff will review COVID safety plans before events are authorized. Events requiring sound permits issued by the City of Des Moines will also have their plans effectively reviewed by the City of Des Moines. There is clear understanding by DMWW and DMWWPF personnel that outdoor events at Water Works Park shall be held and conducted in a manner that parallels similar events being held at City of Des Moines venues.

Four sets of guidelines have been developed:

- Races/Runs/Walks
- Small Performances/Dances/Dinners
- Recitals/Small Performances
- Lauridsen Amphitheater & Killinger Family Stage Events

Details of each are attached with each addressing event management, seating, face coverings, signage, hygiene, restroom, food & beverage, and other items. As events grow in size, the complexity of the plans needs to rise to meet the attendance or density of attendees. A key element of the larger events is pod seating with aisles that physically distributes the crowd across a greater area. "Mosh-Pit" or dense VIP seating is prohibited until public health guidelines are relaxed significantly. The Great Lawn presents an opportunity for the performers and promoters that are willing to integrate COVID safety into an outdoor event.

As we all progress toward a "return to normal", DMWW and DMWWPF staff intend to promote safe and well-managed park events.

Des Moines Water Works Park
Races/Runs/Walks
COVID Mitigation Plan - Summer 2021
Concerts (as of 3-10-21)



Event Management

- Each Event will have a designated Covid Manager that will communicate with DMWWPF Venue Manager and follow the minimum protocol set forth below along with any additional measures that are determined necessary due to the specific nature of the event
- The Event's Covid Manager (ECM) will be in charge of making sure that all participants and spectators follow all of the established guidelines for the duration of their event as monitored by the DMWWPF Venue Manager and may require additional staff / volunteers to monitor trouble spots as deemed by DMWWPF Venue Manager

Reduced Event Size

- Adjust routes and/or race models (if applicable)
- One-way participant travel options to allow for proper social distancing

Start and Finish

- Staggered starts – start and finish time adjustments to allow spacing between athletes
- Start and finish line diagrams adjusted to maintain social distance

Pre or Post Activities

- Masks must be worn by all staff, volunteers, participants, and spectators
- Any activity will use signage, dividers, ground markers, volunteers, and voice commands to assure proper distancing of all participants
- Vendors will be properly spaced and divided aisles for safer pedestrian flow
- Entertainment along route is permitted if properly distanced

Signage

- Signs posted to encourage proper hygiene and appropriate social distancing
- Social distance markings will be clearly visible

Face Coverings

- All participants, spectators, event and park employees, and volunteers are required to wear masks
- Participants will be required to wear a face covering while in the staging areas. The face covering can be removed once the race event begins. After completion, face covering must be put back on.
- Masks will be supplied by event if a participant does not have their own

Hygiene

- Increased hand washing/hand sanitizing stations throughout the event

Restrooms

- If portable restrooms are provided, they must be spaced at least 6 ft apart from one another and a reasonable mechanism in place for lines that will also keep a 6 ft separation between patrons
- Restrooms will be sanitized by event staff at least once an hour

Registration and Packet Pick Up

- Eliminate as many touch points as possible
- One-way participant travel options when forming lines to maintain social distance
- Post activity nutrition must be pre-packaged/sealed
- Water/aid stations must be operated by staff/volunteers wearing gloves and masks
- Provide proper communication to participants leading up to the event
- Eliminate as many touch points as possible on event day
- Encourage Pre-Event Health Screen, following CDC guidelines

Spectators

- All spectators must follow event rules as if they were a participant
- No spectators can only be in designated spectator areas

Des Moines Water Works Park
Small Performances/Dances/Dinners
COVID Mitigation Plan - Summer 2021
Concerts (as of 3-10-21)



Event Management

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- The Event's Covid Manager (ECM) will be in charge of making sure that all participants and spectators follow all of the established guidelines for the duration of their event as monitored by the DMWWPF Venue Manager and may require additional staff / volunteers to monitor trouble spots as deemed by DMWWPF Venue Manager

Seating

- For fixed seating events – chairs will be spaced at 6ft intervals and an assigned seating method will be employed
- Pod seating will be allowed with a maximum of 8 people per pod using our pre-determined grid system
- Must adhere to all the above regulations as well as food / beverage rules below – if table seating is desired a maximum of 6 people per table on a 72" banquet round is acceptable (no standard banquet tables)

Dance Floor

- Masks must be worn entering and leaving the dance floor, but may be removed while on the dance floor
- Proper distancing will be encouraged on the dance floor

Entrances

- Entrance Lines must be socially distanced by 6ft intervals and all efforts must be made to have a touchless ticketing / entry system
- All entrance staff / personnel must also be spaced by at least 6ft

VIP Sections

- Must adhere to all the above regulations as well as food / beverage rules below

- if table seating is desired a maximum of 6 people per table on a 72” banquet round is acceptable (no standard banquet tables)

Signage

- Signs posted to encourage proper hygiene and appropriate social distancing
- Social distance markings will be clearly visible

Face Coverings

- All participants, spectators, event and park employees, and volunteers are required to wear masks upon entering the venue. Masks will be supplied prior to entering by the event if the participant does not have one.
- Participants will be required to wear a face covering while in the performance & staging areas. The face covering can be removed once the individual performance begins and while they remain in their designated area. They must wear a mask when leaving their seat or pod for beverage, food or bathroom services. After the performance, face covering must be put back on while leaving the venue.

Hygiene

- Increased hand washing/hand sanitizing stations throughout the Event – minimums will be set by the DMWWPF Venue Manager

Restrooms

- If portable restrooms are provided they must be spaced at least 6 ft apart from one another and a reasonable mechanism in place for lines that will also keep a 6 ft separation between patrons
- Restrooms will be sanitized by event staff at least once an hour

Food & Beverage

- All Food & Beverage service will be coordinated through the DMWWPF Venue Manager and must adhere to the current Iowa Dept of Inspections and Appeals Guidelines
- Social Distancing and line management efforts must be implemented
- Every effort must be made to use touchless payment transactions if applicable

Des Moines Water Works Park
Recitals/Small Performances
COVID Mitigation Plan - Summer 2021
Concerts (as of 3-10-21)



Event Management

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Seating

- For fixed seating events – chairs will be spaced at 6ft intervals and an assigned seating method will be employed
- Pod seating will be allowed with a maximum of 8 people per pod using our pre-determined grid system
- Aisles will be established for moving in and out of designated seating and pod areas

Entrances

- Entrance Lines must be socially distanced by 6ft intervals and all efforts must be made to have a touchless ticketing / entry system
- All entrance staff / personnel must also be spaced by at least 6ft

Signage

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Face Coverings

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- Participants will be required to wear a face covering while in the performance & staging areas. The face covering can be removed once the individual performance

begins and while they remain in their designated area. They must wear a mask when leaving their seat or pod for beverage, food or bathroom services. After the performance, face covering must be put back on while leaving the venue.

Hygiene

- Increased hand washing/hand sanitizing stations throughout the Event – minimums will be set by the DMWWPF Venue Manager.

Restrooms

- If portable restrooms are provided, they must be spaced at least 6 ft apart from one another and a reasonable mechanism in place for lines that will also keep a 6 ft separation between patrons
- Restrooms will be sanitized by event staff at least once an hour

Food & Beverage

- All Food & Beverage service will be coordinated through the WWPA CM and must adhere to the current Iowa Dept of Inspections and Appeals Guidelines
- Social Distancing and line management efforts must be implemented
- Every effort must be made to use touchless payment transactions

Capacity

Facility	Maximum Capacity	Modified Maximum Capacity
Lauridsen Amphitheater & Innovation Lawn	25,000	5,000
Killinger Family Stage & Hubbell Celebration Lawn	1,800	360

Des Moines Water Works Park
Lauridsen Amphitheater & Killinger Family Stage
COVID Mitigation Plan - Summer 2021
Concerts (as of 3-10-21)



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Entrances

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VIP Seating Sections

- Must adhere to all the above regulations as well as food / beverage rules below – if table seating is desired a maximum of 6 people per table on a 72" banquet round is acceptable (no standard banquet tables)

VIP / Front of Stage Access

- At this time "Mosh Pit" and upfront VIP type access is prohibited – as regulations are lifted / changed by the CDC this requirement may also be lifted

GA Pod Seating

- A GA on-site pod seating plan is being developed to be implemented for concerts that have carry-over tickets pre-sold from 2020 cancelled events – if these measures

are not necessary by the time the rescheduled concert is held then this system will not be used

Signage

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Face Coverings

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- Participants will be required to wear a face covering while in the performance & staging areas. The face covering can be removed once the individual performance begins and while they remain in their designated area. They must wear a mask when leaving their seat or pod for beverage, food or bathroom services. After the performance, face covering must be put back on while leaving the venue.

Hygiene

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Restrooms

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Food & Beverage

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- Social Distancing and line management efforts will be implemented
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Concert Capacity

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