



The Town of Hilton Head Island
**Community Services and
Public Safety Committee**
Regular Meeting
Monday, October 26, 2020, 9:00 a.m.
AGENDA

In accordance with the Town of Hilton Head Island Municipal Code Section 2-5-15, this meeting is being held virtually and can be viewed on the Town's Public Meeting Facebook page at <https://www.facebook.com/townofhiltonheadislandmeetings/>. Following the meeting, the video record will be made available on the Town's website at <https://hiltonheadislandsc.gov>.

- 1. Call to Order**
- 2. FOIA Compliance** - Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
- 3. Roll Call**
- 4. Approval of Minutes**
 - a. September 9, 2020 and September 28, 2020
- 5. Citizen Comments**
Citizens who wish to sign up for public comment participation during the meeting by phone, must call the Committee Secretary at 843-341-4770 no later than 12:00 p.m. on October 23, 2020.
- 6. Unfinished Business**
- 7. New Business**
 - a. Approval of Proposed 2021 Committee Meeting Dates
 - b. Accessible Covered Overlook at Islanders' Beach Park
 - c. Special Events Ordinance Amendment
 - d. Debris Management Site Sublease
 - e. Summit Drive Realignment for Hilton Head Island Convenience Center Operations
- 8. Staff Report**
 - a. Update on Dirt Road Paving LMO Amendments

9. Executive Session

- a. Review Talent Bank applications for a vacancy on the Parks and Recreation Commission

10. Adjournment

Public comments concerning agenda items can be submitted electronically via the Town's Virtual Town Hall public comment portal (<https://hiltonheadislandsc.gov/opentownhall/>). The portal will close at 4:30 p.m. on October 23, 2020. All comments will be provided to the committee members for review and made part of the official record.

Please note that a quorum of Town Council may result if four (4) or more of their members attend this meeting.



Town of Hilton Head Island
**Community Services &
Public Safety Committee**
Special Meeting
September 9, 2020, 8:00am
Virtual Meeting
MEETING MINUTES

Present from the Committee: Marc Grant, *Chairman*; Tom Lennox; Bill Harkins

Present from Town Staff: Josh Gruber, *Assistant Town Manager*; Lindsey Rambow, *Records Administrator*; Karen Knox, *Senior Administrative Assistant*

Present from Media: None

1. Call to Order

Mr. Grant called the meeting to order at 8:00am.

2. FOIA Compliance

Public notification of this meeting has been published, posted, and distributed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

3. Approval of Minutes

The minutes of the February 3, 2020, and July 24, 2020, special meeting of the Community Services & Public Safety Committee were approved by unanimous vote.

4. Executive Session

Mr. Harkins made a motion to adjourn to Executive Session to conduct interviews with applicants for the Town's Planning Commission. The motion was seconded by Mr. Lennox and approved 3-0.

5. Adjournment

At 9:25am, the Committee returned to Open Session. Mr. Harkins moved to adjourn and Mr. Lennox seconded. The motion was approved.

Submitted by: Lindsey Rambow

Approved:



Town of Hilton Head Island
Community Services & Public Safety Committee
Monday, September 28, 2020 at 9:00 am
MEETING MINUTES

Present From the Committee: Marc Grant, Tom Lennox, Tamara Becker

Present from Town Council: Glenn Stanford

Present from Town Staff: Josh Gruber, Brad Tadlock, Jeff Buckalew, Darrin Shoemaker, Chris Blankenship, Joheida Fister, Tom Dunn, Tom Bouthillet, Karen Knox

Others Present:

Present from Media: None

- 1. Call to Order**
- 2. FOIA Compliance** - Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island
- 3. Roll Call** – Councilman Harkins was absent Council Member Becker filled in as Alternate.
- 4. Approval of Minutes**
 - a) August 24, 2020**
Councilman Lennox moved to approve the Minutes of August 24, 2020. Council Member Becker seconded. The Minutes of August 24, 2020 were unanimously approved.
- 5. Citizen Comments**
Public comments concerning this agenda item could be submitted electronically via the Town's Virtual Town Hall portal. Citizens could comment on agenda items by phone during the meeting by signing up with the Recording Secretary. The public comment closed at Noon on September 25, 2020. There were six comments by citizens and no requests from citizens to participate by phone.
- 6. Unfinished Business**
- 7. New Business**
 - a. 2019 Fire Rescue Annual Report and 2020 Fire Rescue Mid-Year Update**
Chief Brad Tadlock gave a detailed overview of the 2019 Fire Rescue Annual Report and the 2020 Mid-Year Update. Chairman Grant and the entire Committee thanked Chief Tadlock and his staff for all their hard work and dedication.
 - b. Discussion of Supplemental Funding Request for the Island Recreation Association in the amount of \$140,000 to replace annual funding withdrawn by Beaufort County.**

Josh Gruber stated that staff recommends the Committee forward to Town Council a recommendation to authorize a supplemental funding request to the Island Recreation Association in the amount of \$140,000 to make them whole for the current budget year.

During its budget adoption for the FY 2021, Beaufort County Council reduced their funding allocation to the Island Recreation Association in the amount of \$140,000. In order to ensure that this unanticipated reduction in funding does not result in a reduction of programming services, or otherwise negatively impact Island residents, staff is recommending that Town Council provide a supplemental appropriation in the amount of \$140,000 from existing budgeted funds currently escrowed in a segregated line item within the Town's General Fund to offset the reduction initiated by Beaufort County. There are no anticipated budgetary impacts as a result of this request.

Councilman Lennox moved to approve. Council Member Becker seconded. The Motion unanimously passed.

c. **Burkes Beach On-Street Parking**

Jeff Buckalew stated that his understanding is this item will go to Town Council to see what we should do with the on-street parking on Burkes Beach Road from William Hilton Parkway down to the permanent spaces down by the beach. The history is that this is a County road maintained by Beaufort County. There was a wide paved shoulder originally put in there for pedestrians or bike travel down to the beach. When the park was constructed, the initial construction was the soccer fields and people using the fields led to people parking along the road shoulder to walk to the soccer fields. To alleviate that, the Town constructed 51 spaces between the soccer field and US 278 hoping to alleviate the need for people to park on the side of the road to walk to the soccer fields. At that time, the Town also constructed a pathway from that parking lot down alongside the soccer fields to get to the beach. Hopefully, if you were riding along William Hilton Parkway pathways and you wanted to go to the beach, you could get off and use that pathway. Since then, I understand lots of folks park there just to go to the beach. You turn down Burkes Beach Road and you want to go to the beach and you see a wide shoulder – people are parking there. We have no parking signs and we have since instituted a barrel and rope system to further prevent that. As I understand it, the issue is would the Town like to formalize parking there or ensure its prohibition through better signage, pavement markings and enforcement.

Councilman Lennox said he was down there yesterday afternoon for about 45 minutes early in the afternoon and saw a lot of activity. Most of the activity was from the parking lot and pathway accessing the beach. There was minimal activity on the road. That being said, it seems to me that parking on the shoulder is not desirable and I would defer to Mrs. Becker who has a lot more experience on Burkes Beach Road and any issues pertaining to foot traffic and parking. It seems to me that keeping it the same way it is and requiring beach access parking through Chaplin Park would be more than sufficient.

Council Member Becker stated the fact is that Burkes Beach Road was not set up to have parking along the side and during this time which is more of a shoulder season since Labor Day there are less people coming to the beach. Over the course of this summer when Burkes Beach Road was blocked off with two exceptions, there were zero complaints about having to park in Chaplin Park and use the pre-planned parking to access the beach as well as the Community Park. There seems to be no harm done in going back and doing what is the obvious and creating a safe road down Burkes Beach to travel. Burkes Beach Road is a very dangerous place and the extra parking we instituted is an absolute disaster waiting to happen. Many residents have written in by virtue of the Town Hall Portal and I am getting

emails from residents also. Chaplin Park is really well designed with sufficient parking to satisfy the beach goers as well as those who come to use the fields with no trouble.

Chairman Grant said I think we should keep it as is for now and my opinion is we do not need Code Enforcement down there. I believe it needs to be redeveloped. One thing I spoke to the Town Manager about is that it should be a round-about installed where people can drop off and then park at Chaplin Park. I think there should be a concrete shoulder for bike path only to eliminate anyone trying to park on the side of the road at Burkes Beach. Long term there needs to be some type of plan and vision so that we don't put Code Enforcement in there trying to tell people no when they have only one option which is to park in the parking area. I think that is the long term goal of what we should be looking at. In terms of short term, right now I think what we have is sufficient – keep the whole area blocked off and let everyone park at Chaplin Park until next year. Hopefully by next year Jeff, you and your staff can look at ways of making it easier for everybody to use it. The season will be back around before you know it. We must come up with a plan to deter people to park on the side.

Council Member Becker said that taking away trees and adding pavement is against everything that Hilton Head Island stands for. It just does a disservice to the folks who live back there. You would never think of doing this behind a plantation gate, you would never think of doing this along Singleton Beach Road. Burkes Beach Road should be off limits as well. There is a bike path, there is a foot path that is marked from William Hilton Parkway along the side of Chaplin Park down to the beach access which is sufficiently wide to satisfy bikes and children and all of the rest. If anything should be happening what I truly believe in keeping with Hilton Head's brand is that the area that has been pushed back by cars parking along there should be re-planted and more greenery installed so that the residential neighborhood stays intact and again that the road becomes safe. Furthermore, in terms of parking, the idea that we would be at this point even thinking even remotely breathing a word about creating more parking in light of the fact that we have a parking study and that parking study was briefed to us on the Public Planning Committee just a month ago and there is no additional capacity being looked at for creating parking further points to Burkes Beach Road needing to be re-landscaped and a safe residential neighborhood provided for those who live in the area.

Chairman Grant said the only reason he brought it up was how does a fire truck get down there and out and do what they need to do in case of an emergency.

Councilman Stanford encouraged Jeff Buckalew to work on some engineering study to solve the problems coming through loud and clear from Council and would recommend this be added as a new CIP Project. You need to work with Scott Liggett and others to work about getting that in place to move it forward. I wish it could be done immediately but it sounds like it is not likely but it does need to be engineered in an appropriate way. I know that you are the man to get that done for us. Council Member Becker move to keep Burkes Beach Road a non-parking road and that there be no parking along Burkes Beach Road on either side. Councilman Lennox seconded. The Motion unanimously passed.

8. Adjournment

Councilman Lennox moved to adjourn. Council Member Becker seconded. The Meeting was adjourned at 9:59 a.m.

Submitted by:

Karen D. Knox

Approved: _____

DRAFT



Town of Hilton Head Island Community Services and Public Safety Committee

2021 REGULAR MEETING DATES

Fourth Monday of the Month

9:00 A.M.

All meetings will be held in Benjamin M. Racusin Council Chambers unless otherwise indicated on Agenda. Special meetings will be called as needed.

January 25

February 22

March 22

April 26

May 24

June 28

July 26

August 23

September 27

October 25

November 22

December 27



TOWN OF HILTON HEAD ISLAND

Public Projects and Facilities Management Department

TO: Stephen G. Riley, ICMA-CM, Town Manager
FROM: Scott Liggett, PE, Dir. of Public Projects & Facilities / Chief Engineer
DATE: October 7, 2020
SUBJECT: Accessible Covered Overlook at Islanders' Beach Park

Recommendation:

In response to a citizen request, Staff is seeking endorsement of the concept of an accessible, covered overlook to be constructed at Islanders' Beach Park. Should the Committee desire that this project become a priority for fiscal year (FY) 2021 and be directly inserted in the Town's Capital Improvements Program (CIP), staff recommends that the "parks upgrades" line within CIP be modified and the picnic pavilion previously planned for construction this year at Barker Field Extension be replaced by this project. The estimated costs of the two projects are similar with the total cost of the beachfront covered overlook estimated to not exceed \$90,000 (survey, design, permitting, construction). Funding source is proposed to be Sunday Liquor Permit Fee Revenues. This item was reviewed, discussed and endorsed by the Public Planning Committee in August but directed to Community Services and Public Safety Committee for a more detailed review.

Summary:

A handicapped accessible covered overlook with sufficient space for five (5) wheelchairs, associated care-givers and requisite support items is desired at Islanders' Beach Park. Staff estimates that a 25' x 15' decked, covered structure to be located seaward of the line of mature vegetation but landward of the State's and Town's beachfront development control lines is feasible. Please see the desired project specifications as provided by the requesting citizen and a plan depiction the proposed location, both attached.

Background:

Currently, the Town does not have the amenity as described above. It appears to be a regulatorily feasible addition at Islanders' Beach Park, funding is available, though an adjustment to current FY project priorities is necessary.

HACO @ IBP

(Handicap Accessible Covered Overlook @ Islanders Beach Park)

Rough Specifications

Capacity:

- Room for up to 5 wheelchairs simultaneously parked at the ocean-front railing.
- Spacing between wheelchairs should allow for caregivers to tend to the wheelchair occupants without having to move the wheelchair.
- Generous bench seating for caregivers (minimum capacity of 1 per wheelchair) a suitable distance behind the parked wheelchairs – consider a 6-8 inch raised platform so caregivers can see over the wheelchairs.
- Open storage space under bench seating for bags and/or backpacks containing nutrients and medical supplies.
- Consider adding bench seating along non-ocean-front railings (or corner seating), such that ingress/egress is not obstructed.

Other:

- Design should allow ingress/egress of wheelchairs without having to move or reposition wheelchairs already on the HACO.
- The HACO should have a roof similar to that in sample photo and protect wheelchair occupants and caregivers from direct sun and rain.
- Include any other ADA elements, as required.

Islanders' Beach Park - Proposed Overlook



Memorandum

To: Community Services & Public Safety Committee
From: Joheida Fister, Deputy Fire Chief of Administration
CC: Scott Liggett, Director of Public Projects & Facilities/Chief Engineer
Shawn Colin, Director of Community Development
Staff Attorney
Date: October 12, 2020
Re: Special Events Ordinance Amendment

Recommendation: Staff recommends amending Section 17-12 of the Municipal Code of the Town of Hilton Head Island to reduce the threshold for events requiring a special event permit from 500 to 250. In addition, staff recommends adding a requirement for the special event application to include a hygiene plan upon submittal. Currently for events of 250 or greater, a special approval is required by the State Department of Commerce and submission of this plan to the State is also required.

Summary: AccelerateSC guidelines recommend event attendance to be limited to 250 or less. Changing the Town ordinance for permitting requirements from 500 to 250 allows the Town's various Departments to review applications, make recommendations, and ensure guidelines put out by AccelerateSC and CDC are in place. These guidelines should be a part of every special event application. The Town will rely on the State authorities to enforce the health safety provisions. However, event non-compliance with permit conditions may jeopardize the issuance of permits for future events by the offending event sponsor. Town Council is reminded that they are the appeal body for event organizers denied a special event permit.

Background: The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, special events with large numbers of people gathering are of great concern. A team made up of personnel from Fire Rescue, Engineering, Facilities and Community Development worked together to create protocols for special events within the Town limits of Hilton Head Island.

Attachments:

Attachment 1: Accelerate SC – Guidelines for Re-opening Festivals and Special Events

Attachment 2: CDC – Events and Gatherings: Readiness and Planning Tool

ORDINANCE NO.: 2020-____

PROPOSED ORDINANCE NO. 2020-

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND

AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, BY AMENDING SECTION 17-12, TO REDUCE THE THRESHOLD REQUIREMENT FOR EVENTS REQUIRING A SPECIAL EVENT PERMIT FROM FIVE HUNDRED (500) ATTENDEES TO TWO HUNDRED FIFTY (250) ATTENDEES; AND ADDING A REQUIREMENT THAT SPECIAL EVENT APPLICANTS INCLUDE A PUBLIC HEALTH PLAN AS PART OF THE APPLICATION PROCESS.

WHEREAS, special events which are conducted within the Town of Hilton Head Island, such as concerts, festivals, and parades, provide cultural opportunities, recreation, and enjoyment to both residents and visitors; and

WHEREAS, such special events, if not properly coordinated, can create unnecessary and unsafe traffic conditions, excessive noise, and otherwise constitute a hazard to the health, safety and welfare of adjoining properties and the community at large; and

WHEREAS, the Town Council of the Town of Hilton Head Island, after careful consideration, has determined that it is the best interests of the citizens of the community to provide for the regulation of special events in order to facilitate such activities while minimizing the potential for hazards and nuisances.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA; AND IT IS ORDAINED BY THE AUTHORITY OF THE TOWN COUNCIL THAT THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, SHALL BE AMENDED AS FOLLOWS;

Underlined and bold-face typed text indicates additions to the Municipal Code of the Town of Hilton Head Island, South Carolina. **Stricken** text indicates deletions from the Municipal Code of the Town of Hilton Head Island, South Carolina.

Section 1. Amendment to the Municipal Code of the Town of Hilton Head Island. The Municipal Code of the Town of Hilton Head Island, South Carolina, Section 17-12-115, is amended as follows:

Sec. 17-12-115. Area of Applicability.

(a) Except as otherwise provided herein, this chapter shall apply to:

- (1) Outdoor musical concerts, festivals, fairs, carnivals, which may be expected to have **two hundred fifty (250)** ~~five hundred (500)~~ or more people at any one time.
- (2) Sporting events which require the use of temporary structures, including grandstands and tents, and which may be expected to have three thousand (3,000) or more people at any one time.
- (3) Other outdoor places of public assembly for the gathering of persons for commercial, civic or social functions or recreation or for food or drink consumption, which may be expected to have **two hundred fifty (250)** ~~five hundred (500)~~ or more people at any one time.

(b) The provisions of sections 17-12-140 and 17-12-141 of this chapter shall also apply to all grandstands, stages, tents or groups of tents.

- (c) The provisions of section 17-12-150 of this chapter shall apply to any event using mechanical amusement rides.
- (d) This chapter shall not apply to places of personal residence, nor to activities within a permanent facility specifically approved and permitted for the proposed activity.
- (e) This chapter shall not apply to activities which are conducted by a duly authorized residential property owners association, occur entirely within the area of its jurisdiction, are arranged primarily for the benefit of association members, generate minimal outside traffic, and do not benefit any outside organization; provided, however, that the provisions of subsections (b) and (c) above shall apply where appropriate and such associations shall be expected to notify the county sheriff's department of the event and shall contact the town fire and rescue division to assure that life safety consideration have been adequately addressed.

Section 2. Amendment to the Municipal Code of the Town of Hilton Head Island. The Municipal Code of the Town of Hilton Head Island, South Carolina, Section 17-12-125, is amended as follows:

Sec. 17-12-125. – Security and safety.

Prior to the issuance of any permit or license for events, the applicant shall make the following arrangements:

- (1) In consultation with the county sheriff's department, develop and submit for approval a plan to address crowd control during the event. A minimum of two (2) paid security/law enforcement officers to monitor crowd control shall be provided for events anticipated to generate between two hundred fifty (250) ~~five hundred (500)~~ and one thousand (1,000) persons and for every anticipated one thousand (1,000) persons thereafter. The county sheriff's department shall have the authority to determine the anticipated number of persons in attendance. Additionally, the county sheriff's department may require that law enforcement be provided to monitor crowd control during the event. The security/law enforcement officers shall be paid by the applicant of the event. A copy of a signed contract with the security/law enforcement agency shall be provided, and the required funds shall be placed in escrow with the town finance director. The above minimum requirements may be reduced upon authorization of the town manager in consultation with the county sheriff.
- (2) In consultation with the town fire and rescue division, develop and submit for approval a plan to address all fire and life safety concerns and the provisions of the Standard Fire Prevention Code of Title 15 of this Code. Based upon the plan, the fire marshal shall determine the appropriate number of fire and medical personnel needed to provide fire prevention and medical coverage. The costs of these personnel shall be paid by the applicant of the event by placing the required funds in escrow with the town finance director. The Town may require that added funds be paid by an applicant in the event additional (beyond that approved) law enforcement, fire and rescue division personnel are required to work an event. Applicant shall pay to the town such added funds within five (5) working days from the demand date.
- (3) In consultation with current South Carolina Department of Health and Environmental Control recommendation's relating to large gatherings, develop and submit for approval to address public health concerns occurring before, during, and after the event.

Section 3. Amendment to the Municipal Code of the Town of Hilton Head Island. The Municipal Code of the Town of Hilton Head Island, South Carolina, Section 17-12-130, is amended as follows:

Sec. 17-12-130. – Toilet facilities.

Adequate toilet shall be provided. The following minimum standards shall generally apply, although the town may approve variation from these standards based on the length of the event, the spatial characteristics of event, or other factors or considerations;

- (1) A minimum of ten (10) toilet facilities shall be provided to serve an anticipated attendance of two hundred fifty (250) ~~five hundred (500)~~ people. In addition, two (2) toilet facilities shall be provided for each additional two hundred fifty (250) people anticipated to attend.
- (2) Public or common use toilets must comply with the Federal ADA accessibility guidelines, which required that five (5) percent of the total number, or no less than one toilet facility per each cluster of toilet facilities, must be accessible to guests with disabilities.



Guidelines for Re-opening Festivals & Special Events

Guidelines are updated frequently to align with modifications from the CDC and executive orders.

INTRODUCTION

The recommendations set forth in the following pages are specific to the reopening of community festivals and special events in South Carolina and are intended for use by event planners, local officials, participating vendors, entertainers and other personnel working with the planning and execution of these events. Attendees of community festivals and other special events should follow the personal health and safety guidelines issued by the CDC and SCDHEC as well as local health authorities and specific guidelines provided by the event they attend. These recommendations are not intended for private gatherings like weddings, conventions, conferences, reunions, or athletic tournaments.

Festivals and special events, for the purposes of these recommendations, are defined as planned, public gatherings with in primarily outdoor temporary or permanent venues. While some recommendations here may be beneficial, indoor event venues are encouraged to reference the AccelerateSC [Guidelines & Resources for Reopening & Operating Attractions](#).

These recommendations have been kept deliberately broad because of the varied size, footprint, and scope of community festivals and special events in SC intended to be represented. Federal, state and local guidelines and regulations are changing and evolving frequently. Anyone planning a public event should consult the current CDC guideline, state guidelines (Governor, AccelerateSC, SCDHEC, etc), as well as their local current guidelines (city, county, town, municipality) from the local health department, fire marshal, police, councils, etc.

CONSIDERATIONS

Above any and all other recommendations stated in the following pages, consideration of your event's ability to adequately adjust to changing social distancing guidance as well as attendee, volunteer, and staff safety should remain the priority. If, because of size, scope, location, community infection rates, historical attendance or any other planning influence, you are not able to adhere to the most basic, current social distancing and personal safety guidance, event postponement or cancellation is recommended.

If recommendations included herein may cause disruption to an event's standard operational or financial plans, it may be advisable to postpone the event until such precautions are not necessary.

Guidelines are updated frequently to align with modifications from the CDC and executive orders.

ATTENDEE SAFETY

Community festivals and events, like all other industries returning to work, should monitor and adjust to the “phased-in” approach many communities are implementing. Crowd capacity and the ability to control the number of attendees within your festival or event site has a direct impact on the immediate safety of attendees. Careful consideration of current [CDC social distancing recommendations](#) should also guide operational adjustments for your event.

- **ATTENDEE EXPECTATIONS**

A reasonable assumption for anyone attending or working at a community festival or event is that they will be in proximity of large crowds and will be exposed to a large amount of touch points that could expose them to COVID-19 or any other viral disease. Events should create their own set of attendee expectations and clearly communicate these pre-event as well as repeating these expectations often to possible attendees. These questions should be considered when developing your unique set of attendee expectations:

- Do you expect your attendees to wear face coverings?
- Are face coverings required while within festival grounds or just for entry?
- Do you expect attendees to adhere to current social distancing and remain 6' apart while in the festival or event site?
- Do you expect front of house vendors to follow your guidelines when interacting and serving attendees?
- Can you enforce expectations?
- Can you adequately communicate these expectations?
- Can your event adapt quickly to new guidance from health authorizes?

VOLUNTEER, STAFF & CONTRACTOR SAFETY

Guidance from the [Event Safety Alliance Reopening Guide](#), issued 5/11/20, which includes measures for social distancing, “work teams”, hand washing and sanitation, face coverings and other PPE, temperature screenings, and etiquette, can be a primary guide to develop event specific safety plans. Additional considerations may include:

- Policies for sick or symptomatic staff, volunteers, or contracted vendors
- Liability waivers and compliance agreements
- Providing safety “work kits” that could include disposable mask, individual hand sanitizer, and disposable gloves (training on proper use of PPE may be needed)
- Clearly communicated expectations of safety protocols (example: it is recommended hand washing occur at a minimum of every hour. It is expected all staff, is to wear a mask while on the event site)

Guidelines are updated frequently to align with modifications from the CDC and executive orders.

INGRESS & EGRESS

Controlled ingress and egress are critical during initial reopening of community festivals and events. Ingress/egress points will vary greatly dependent upon unique footprints, but several standard considerations will apply to many events.

- Strong considerations to gated entry are highly encouraged. Many community events are free and open to the public, however, this greatly limits an event's ability to control crowd capacities, and enforce any new safety guidelines.
 - Events should assess and determine their appropriate capacities with assistance from local fire marshals based on current CDC guidelines on physical distancing.
 - Events that cannot adequately control crowd capacities should consider postponing or cancelling.
- Gated points of entry should consider all possible touch points, including, but not limited to: temporary barricades, tickets, wristbands, hand stamps, ID checks, bag searches, check-in tables, metal detectors, etc.
 - Consider ways to move all admission procedures to online, virtual or touchless procedures
 - Consider how you record admission to control capacity
 - Consider the speed at which attendees can be safely granted entry and how to maintain proper social distancing while waiting in lines
 - Prioritize advanced, cashless, admission sales possibly offering significant savings
 - Consider implementing a no bag or clear bag policy to eliminate bag checks
 - Create one-way ingress/egress points
 - Create "pedestrian flow" within event sites

FRONT OF HOUSE VENDORS

Events should either solicit from Point of Sale (POS) vendors, food & beverage and merchandise, a thorough safety plan or develop and require a compliance agreement to include individual protocols for sanitation and safety prior to arrival on-site, detailing how vendor operations and staff will adhere to your policies, as well as CDC and local health guidance.

Event specific protocols should be developed and communicated with all vendors in advance and include clear expectations. Contactless POS procedures should be the highly encouraged option if not required. The use of Google Pay, Apple Pay, Venmo, Paypal and other cashless options will require use hotspots, wifi, or broadband.

Guidelines are updated frequently to align with modifications from the CDC and executive orders.

- FOOD & BEVERAGE

- It is always recommended to know and follow SCDHEC regulations for providing any food and beverage at festivals and special events, including SCDHEC COVID-19 specific guidance.
- It is recommended to minimize touch points where and when possible
- Use of canned or plastic bottle beverages, alcohol and non-alcoholic, is recommended over draft/fountain served beverages
- Designate a money handler separate who would not handle food or beverage product
- Space vendors throughout your site to eliminate food and beverage gathering points
- Eliminate food and beverage seating unless your footprint allows for proper table and seating spacing and you provide sanitation and cleaning attendants of tables and chairs
- Condiments should be served with food orders or only at attendees' request, in disposable single-use packages. Open condiment service buffets should not be used.
- Utensils should be disposable in nature and provided to attendees individually. Straws, stirrers, napkins and cutlery dispensers should not be used.
- Follow ingress/egress protocols and have clearly designated entry and exit points.
Food and beverage samplings are discouraged at this time.

- ARTS, CRAFTS & MERCHANDISE

- It is recommended to minimize touch points where and when possible.
- Determine event standards for touch/non-touch policies on merchandise.
- Any point of sale should offer cashless/touchless options.
- Develop and communicate all expectations to POS vendors for protocols when interacting with attendees.
- Properly space POS vendors and have displayed "maximum occupancy" signage for designated space.
- Follow ingress/egress protocols and have clearly designated entry and exit points.

BACK OF HOUSE VENDORS

- AMUSEMENTS (petting zoos, inflatables, mechanical)

Amusements are by their very nature a high-touch point, interactive element to community festivals and special events. Event planners should know and

Guidelines are updated frequently to align with modifications from the CDC and executive orders.

understand standard [SC Labor, Licensing Regulation](#) codes and regulations.

Additionally, planners should refer to [accelerateSC Guidelines & Resources for Reopening & Operating Attractions](#) specific guidance on Amusement Park Rides & Go-Kart Tracks. The [International Association of Fairs & Expositions](#) also has numerous resources and COVID-19 specific [Move Forward](#) document and guidelines.

- Interactive petting zoos and agricultural education activities should follow [SCDA](#) guidance.
- Capacity, spacing, enhanced cleaning, types of rides, consideration of any interactive games
- ENTERTAINMENT (roving, interactive, musical)

The [SC Arts Alliance Reopening Guide & Workbook](#) offers some entertainment specific guidance. All interactive entertainment (face painting, balloon making, etc) is discouraged at this time.

- PRODUCTION CREWS & CONTRACTED SERVICES

Contracted production crews for sound, stage, lighting, video, etc should also reference the [SC Arts Alliance Reopening Guide & Workbook](#) and follow the recommendations specific to the operations of technical gear. Other contracted services like fireworks, sanitation, or policing, should develop policies with their contractor to ensure safe execution of services.

RESTROOMS & SANITATION

- An increase in waste is a likely consequence of more sanitary practices. It is recommended to dispose of trash more regularly, ensuring waste and recycle bins do not exceed capacity.
- Work with your sanitation contractor/service provider to estimate the number of restroom and trash receptacles needed for new sanitary standards.
- Have signage to keep record of when restrooms are cleaned, clearly displayed for users.
- Restroom attendants are highly recommended to maintain clean surfaces in and around portable or permanent restrooms. Special attention should be paid to door handles and locks, hand blowers, and sink faucets for regular sanitation.

PARADES

Parades draw large group gatherings in close proximity to one another and should return at a later date.

Guidelines are updated frequently to align with modifications from the CDC and executive orders.

COMMUNICATIONS, MARKETING & PUBLIC RELATIONS

Before your event:

- Your attendees want information, and silence always fuels rumors. Be proactive and consistent in your communication. Let your audience know that you are working on a plan to host your event using recommended guidelines. Establish a position (even if it means canceling) and make sure that you are using all channels available to you to get that message out: website, social media, local news, etc.
- Consider “Know Before You Go” communication in advance of your event. Share plans to support required physical distancing as well as enhanced cleaning and safety measures.
- Make sure your staff and volunteers are all using the same consistent messaging. Offer training or fast facts for board members, event organizers and volunteers to use.
- When marketing your event, emphasize the measures you are taking to keep your attendees healthy and safe, spotlight event offerings instead of touting crowd size, avoid images of people helping themselves to food/sampling/close contact, etc.
- Communicate frequently with your vendors to ensure check-in/check-out changes are understood, health and safety requirements are followed, and encourage them to arrive on time/early to get through any screening areas
- Tell the truth and be realistic. Prospective attendees want to see facts, not speculation, and they will see through forced positivity. Keep your messaging tight, to the point, and factual at all times.
- Explain the why. COVID-19 has had a worldwide impact, and most attendees will be understanding of event organizers struggling with the difficult decision to hold or cancel a festival or special event. If the decision is not made for you by local health authorities, and you believe the risk in your area is too great to hold your event safely, communicate that. If you believe the risk is manageable and that the industry would lose sales, revenue, momentum, opportunity, etc. if your event cancels, communicate that too.
- Be authentic. It's important to remind your audience that you are concerned about the wellbeing and livelihood of your community. Be sure to consult with your legal team regarding the appropriate language to use when canceling your event.
- Be responsive. Make sure to respond to all inquiries about your event. Remember, silence breeds rumor.
- Be timely. Don't wait to communicate (even if your event is months away)! Update your website regularly as new information becomes available. Consider centralizing your updates on one blog post or landing page. Don't delete your old updates, just date them and keep the newest information at the top. Update your social media channels frequently. Make sure your messaging is well-timed.

Guidelines are updated frequently to align with modifications from the CDC and executive orders.

- Promote messaging ahead of time that discourages people who are sick or have been around someone who is sick from attending your event. Consider a mass email, text alerts, social media promotion, and be mindful of this in your press interviews.
- Identify and address potential language, cultural, or disability barriers associated with communicating COVID-19 information to your attendees. The information you share should be easily understood, written in plain language, and be culturally appropriate for your prospective attendees.

At your event

- Identify a place that can be used to isolate staff or volunteers who may become ill at your event. Communicate the location of this area with your staff and volunteers.

City/County Official Communication

- Meet with your emergency operations teams (police, fire, EMS) at your venues to discuss your emergency plan and determine how attractions/vendors/entertainment/demonstrations might be impacted by recommended guideline implementation at your event. Work together to develop a plan that addresses scenarios you might encounter during a COVID-19 outbreak.
- Clearly identify the roles of your community partners and officials within your event. Consider who has the decision-making authority and contact your local public health department for a copy of their outbreak response and mitigation plan for your community.

Signage

- Plan and deploy an escalated awareness campaign promoting and illustrating actions the event is taking to best ensure a clean and safe environment and experience.
- Signage should be visible, clear, can be physical or digital displays, and should use culturally appropriate messaging and materials.
- You are strongly encouraged to use ADA-compliant signs and consider audiences with language barriers if your event draws an international crowd.
- All signage should promote the daily practice of everyday preventive actions:
 - If you are unwell, you need to return home.
 - Cover your coughs and sneezes with a tissue and throw the tissue into a proper trash collector.
 - Wash your hands with soap and water for at least 20 seconds or hand sanitizer containing at least 60% alcohol.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
- Additional signage throughout the festival should be specific to the policies/guidelines you are implementing:

Guidelines are updated frequently to align with modifications from the CDC and executive orders.

- Will you require face coverings/masks at your festival? If so, will you regulate what kind?
- Will you enforce social distancing and what does that look like?
- Will you take temperatures at ingress/egress points?
- Will you require cashless transactions?
- What does your sanitation plan look like?
- Will you remind people to use trash receptacles appropriately?
- Vendors should be required to have visible signage discouraging sampling and the over-handling of products.
- Restrooms, handwashing, and sanitizer stations should be marked with highly visible signage.

INSURANCE

Community festivals and special events should maintain adequate insurance for their unique event. Consultation with your insurance agent should be an initial and primary duty of the planner.

REFERENCES & RESOURCES

[Event Safety Alliance Reopening Guide](#)

[AccelerateSC](#)

[Guidelines & Resources for Reopening & Operating Attractions](#)

Centers of Disease Control (CDC)

[CDC Social Distancing Guidelines](#)

[CDC Gatherings and Community Events](#)

SC Department of Health & Environmental Control

SCDHEC [Regulation 61-21 for Retail Food Establishments](#), section 9-9, page 167

[SCDHEC COVID-19 Food Safety Operations and Re-opening Toolkit](#)

[SC Arts Alliance Reopening Guide & Workbook](#)

SC Department of Agriculture

[SCDA Guidelines for Farmers Markets During the COVID-19 Outbreak](#)

[SC Festivals & Events Association](#)

[Main Street SC](#)

[International Festivals & Events Association](#)

[Main Street America](#)



Guidelines for Re-opening Festivals & Special Events

Guidelines are updated frequently to align with modifications from the CDC and executive orders.

DISCLAIMER: The information provided in this document is for general informational purposes and to help you make informed decisions. Notwithstanding any and all Federal and State requirements, re-opening and resuming activities are at your own discretion.

Although all information in this document is provided in good faith, we make no representation or warranty of any kind, express or implied, regarding the adequacy or completeness of these guidelines.

Under no circumstance shall we have any liability to you for any loss or damage of any kind incurred as a result of the use of these guidelines or reliance on any information provided in this document. Your reliance and use, or your non-reliance, on any information provided in this document is solely at your own risk.

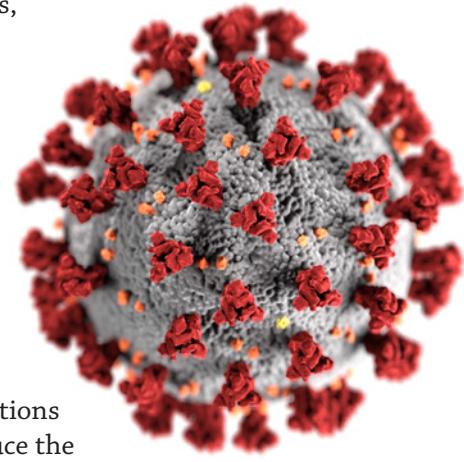
Events and Gatherings: Readiness and Planning Tool

CDC Readiness and Planning Tool to Prevent the Spread of COVID-19 at Events and Gatherings

As some communities in the United States begin to plan and hold events and gatherings, CDC offers the following readiness and planning tool to share ways event planners and administrators can help protect staff, volunteers, and attendees and slow the spread of COVID-19. This tool aligns with the [Considerations for Events and Gatherings](#) and includes the following:

- General Readiness Assessment
- Preparing for If Someone Gets Sick
- Daily/Weekly Readiness Assessment
- End-of-Day Actions and Resources

Event planners and administrators may review and complete the general readiness assessment while working with state and local officials as part of making initial preparations before the event to promote healthy behaviors, environments, and operations that reduce the spread of COVID-19. The daily/weekly readiness assessment may be used to monitor and maintain recommended practices. Planning tools are also included to help event planners and administrators prepare for if someone gets sick, plan after-event actions, and address the specific needs and circumstances of the local community. Implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs and context of each community.



Guiding Principles to Keep in Mind

A gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating, or a large number of people in attendance. Examples of gatherings, small or large, include a community event, concert, festival, conference, parade, wedding, or sporting event.

- The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the individual's potential risk of becoming infected with COVID-19 and then spreading COVID-19 to others.
- The [higher the level of community transmission](#) in the area where the gathering is held, the higher the risk of COVID-19 spreading at the gathering.
- The size (attendance) of an event or gathering should be determined based on state, local, territorial, or tribal safety laws and regulations.

The risk of COVID-19 spreading at events and gatherings increases as follows:

- **Lowest risk:** Virtual-only activities, events, and gatherings.
- **More risk:** Smaller outdoor gatherings in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., a community, town, city, or county).
- **Higher risk:** Medium-sized in-person gatherings that are organized/laid out to allow individuals to remain spaced at least 6 feet apart, some wear cloth face coverings and come from outside the local area (e.g., a community, town, city, or county).
- **Highest risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart, do not wear cloth face coverings and travel from outside the local area.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Events and Gatherings: General Readiness Assessment

Use the following tool when making initial preparation before the event to promote healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Policies and Procedures	Facilities and Supplies	Education and Training
<p>Point Person(s): _____</p> <p>Review relevant local/state regulatory agency policies and orders, such as those related to events, gatherings, and travel.</p> <p>Consult local health officials about recommended COVID-19 testing policies for events and gatherings.</p> <p>Consult with the venue operators about their COVID-19 policies prior to the event.</p> <p>Develop a plan to conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and attendees.</p> <p>Develop a plan to allow for social distancing before, during, and after the event (e.g., limiting attendance and modifying layouts before the event, providing physical barriers during the event and staggering exit times after the event).</p> <p>Consider limiting event attendance to staff and attendees who live in the local area (e.g., community, city, town, or county) to reduce risk of spreading the virus from areas with higher levels of COVID-19. If attendance is open to staff and guests from other communities, inform attendees in advance so they can make an informed decision whether they will participate.</p> <p>Develop online attendance options in addition to in-person attendance to help reduce the number of attendees at the event.</p> <p>Develop a flexible refund policy.</p> <p>Designate a staff person responsible for responding to all COVID-19 related situations and concerns. Make sure other staff and attendees know how to contact this person.</p>	<p>Point Person(s): _____</p> <p>Obtain supplies including:</p> <p>soap</p> <p>water for hand hygiene</p> <p>hand sanitizer (at least 60% alcohol)</p> <p>paper towels</p> <p>tissues</p> <p>cleaning supplies</p> <p>EPA approved disinfection supplies</p> <p>cloth face coverings</p> <p>no-touch/foot pedal trash cans</p> <p>no-touch soap/hand sanitizer dispensers</p> <p>gloves</p> <p>disposable food service items</p> <p>other: _____</p> <p>Develop a schedule for increased routine cleaning and disinfection.</p> <p>Close shared spaces (e.g., a lounge); otherwise develop a plan for staggered use of these spaces and cleaning and disinfecting.</p> <p>Develop a plan for the safe and correct use and storage of cleaners and disinfectants, including storing products away from children.</p>	<p>Point Person(s): _____</p> <p>Create a plan for educating staff and attendees to ensure they know that they should not come to the event if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone suspected or confirmed to have COVID-19. Make sure they know that if they get sick at the event, they should notify event administrators (e.g., the designated COVID-19 point of contact) right away.</p> <p>Develop protocols to educate staff on flexible work and leave policies that encourage sick staff members to stay at home without fear of job loss or other consequences.</p> <p>Create a plan for educating staff and attendees about who should wear cloth face coverings, and communicate the importance of wearing them to both staff and attendees. Cloth face coverings should not be placed on.</p> <ul style="list-style-type: none">• children younger than 2 years old• anyone who has trouble breathing or is unconscious• anyone who is incapacitated or otherwise unable to remove the cover without help <p>Create information on proper use, removal, and washing of cloth face coverings and distribute to staff members.</p> <p>Create and implement training to be delivered to staff on all COVID-19 safety protocols:</p> <ul style="list-style-type: none">• Conduct training virtually or maintain social distancing during training <p>Other: _____</p>

Events and Gatherings: General Readiness Assessment

(continued from previous page)

Policies and Procedures	Facilities and Supplies
Develop policies that encourage sick staff members to stay at home without fear of job loss or other consequences. Protect their privacy, particularly for those with underlying medical conditions and at higher risk for severe illness).	Make sure ventilation systems operate properly. If using fans, make sure they do not blow from one person onto another, and increase circulation of outdoor air as much as possible (e.g., opening windows and doors).
Develop options for staff at higher risk for severe illness (e.g., telework or virtual learning opportunities).	Make sure water systems and features are safe to use after a prolonged facility shutdown.
Develop flexible sick leave policies and practices.	Develop a plan to use touchless payment options .
Develop options for flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts).	Develop a plan to use multiple entrances and exits to discourage crowding in waiting areas.
Develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.	Develop a plan to change seating layout or availability of seating, or block off rows or sections so that attendees can stay at least 6 feet apart.
Develop a transportation and parking plan to limit contact between attendees (e.g., staggered arrival and ride share drop-off times or locations).	Create and install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart.
Develop a plan for if someone gets sick or shows symptoms of COVID-19 while at the event or venue. (See <i>Preparing for If Someone Gets Sick</i>).	Create physical guides, such as tape on floors and signs on walls, to promote social distancing.
Develop a plan to safely serve food, beverages, and merchandise, if applicable. Refer to CDC's COVID-19 considerations for restaurants and bars for guidance.	Develop a plan to eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks in congregation areas such as entrances, exits, and restrooms if a 6-foot distance between attendees is hard to ensure.
Other: _____	Develop a plan to reconfigure parking lots, limit congregation points and ensure proper separation (e.g., closing every other space).
	Purchase adequate supplies to minimize sharing of materials, or limit use to one per family or group of individuals at a time, and clean and disinfect between use.
	Ensure organizations that share the venue facilities such as food vendors are aware of and follow all safety protocols.
Other: _____	

Events and Gatherings: General Readiness Assessment

Use the following tool when making initial preparations before the event to promote healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Communication and Messaging	Action Planning—Notes and Next Steps
Point Person(s): _____	Point Person(s): _____
Develop a plan to create and disseminate clear messages (e.g., videos) about behaviors that prevent spread of COVID-19 to staff and attendees before the event: websites email social media accounts other _____	Use this space to note any required resources and next steps, or potential barriers and opportunities:
Create and post signs in highly visible locations that promote everyday protective measures such as wearing cloth face coverings and that describe how to stop the spread of germs in: entrances dining areas restrooms other _____	
Develop a plan to communicate with partner organizations such as vendors to ensure that they are aware of all of your COVID-19 safety protocols. Develop signs and communication (e.g., videos) in alternative formats (e.g., large print posters, braille, American Sign Language) for people who have limited vision, or are blind, or people who are deaf or hard of hearing. Consider posting signs for the national distress hotline: 1-800-985-5990, text TalkWithUs to 66746; The National Domestic Violence Hotline: 1-800-799-7233, TTY 1-800-787-3224; and The National Suicide Prevention Lifeline: 1-800-273-TALK (8255). Develop regular announcements on reducing the spread of COVID-19 to be broadcast on public address systems. Create a plan for communicating with staff and attendees about whom to contact if they have questions and concerns related to COVID-19. Other: _____	

Events and Gatherings: Preparing for if Someone Gets Sick

Use the following tool when making initial preparations before the event for if someone gets sick with COVID-19.

Before Someone Gets Sick	When Someone Gets Sick	After Someone Gets Sick
<p>Point Person(s): _____</p> <p>Create a plan to educate staff and attendees to ensure they know that they should not come to the event. If they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone with suspected or confirmed COVID-19. Make sure they know that if they get sick at the event, they should notify event planners (e.g., the designated COVID-19 point of contact) right away.</p> <p>Develop systems to:</p> <ul style="list-style-type: none">Allow staff and attendees to self-report to administrators if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.Notify individuals of closures and restrictions put in place to limit COVID-19 exposure. <p>Develop staff policies for returning to the venue after COVID-19 illness. CDC's criteria to discontinue home isolation and quarantine can inform these policies.</p> <p>Identify and create an isolation room or area to separate anyone who has COVID-19 symptoms or who has tested positive but does not have symptoms.</p> <p>Develop procedures for safely transporting anyone who is sick to their home or to a healthcare facility.</p> <p>Develop a plan to support staff and attendees experiencing trauma or challenges related to COVID-19.</p> <p>Other: _____</p>	<p>Point Person(s): _____</p> <p>Immediately separate individual(s) with COVID-19 symptoms from others.</p> <p>Safely transport sick individuals home or to a healthcare facility, depending on how severe their symptoms are.</p> <p>If calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.</p> <p>Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).</p> <p>Advise sick individuals that they should not return to the venue until they have met CDC's criteria to discontinue home isolation.</p> <p>Other: _____</p>	<p>Point Person(s): _____</p> <p>In accordance with state and local laws and regulations, notify local health officials, staff, and families of a person with COVID-19 while maintaining the individual's confidentiality in accordance with the Americans with Disabilities Act (ADA).</p> <p>Notify individuals of closures and restrictions put in place due to COVID-19 exposure.</p> <p>Advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.</p> <p>Close off the area and wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Make sure of safe and correct use and storage of cleaning and disinfection products, including storing them securely away from children.</p> <p>Other: _____</p>

Events and Gatherings: Daily/Weekly Readiness Assessment

Use the following tool the day of and during the event to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Policies and Procedures	Facilities and Supplies	Education and Training
<p>Point Person(s): _____</p> <p>Maintain regular contact with local health authorities to ensure adherence to their most up-to-date guidance.</p> <p>Ensure an on-duty staff person is assigned to be responsible for responding to COVID-19 concerns.</p> <p>Monitor absenteeism of staff.</p> <p>Ensure the roster of trained back-up staff is updated in case a staff member is sick.</p> <p>Conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and attendees, if feasible.</p> <p>Ensure staff are using flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) when needed.</p> <p>Ensure staff and attendees have received communication about all safety protocols and COVID-19 related policies.</p> <p>Ensure that attendees have received communication about refund policies if they get sick and cannot attend the event.</p> <p>Ensure that all protocols developed, to limit contact between staff and attendees and ensure that attendees can maintain 6 feet of distance, are implemented.</p> <p>Ensure limited opportunities for both staff and attendees to share objects.</p> <p>Ensure the broadcasting of regular announcements on reducing the spread of COVID-19 on public address systems throughout the event.</p>	<p>Point Person(s): _____</p> <p>Monitor and restock supplies including:</p> <p>soap</p> <p>water for hand hygiene</p> <p>hand sanitizer (at least 60% alcohol)</p> <p>paper towels</p> <p>tissues</p> <p>cleaning supplies</p> <p>EPA-approved disinfection supplies</p> <p>cloth face coverings</p> <p>no-touch/foot pedal trash cans</p> <p>no-touch soap/hand sanitizer dispensers</p> <p>disposable food service items</p> <p>gloves</p> <p>other: _____</p> <p>Monitor adherence to the schedule for increased, routine cleaning and disinfection of:</p> <p>frequently touched surfaces</p> <p>communal spaces</p> <p>shared objects</p> <p>other: _____</p> <p>Monitor availability and use of gloves when removing garbage bags or handling and disposing of trash.</p>	<p>Point Person(s): _____</p> <p>Ensure that staff and attendees have received communication that they should not come to the event if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone with suspected or confirmed COVID-19. Make sure they know that if they get sick at an event, they should notify event administrators (e.g., the designated COVID-19 point of contact).</p> <p>Ensure that staff have reviewed the policies on flexible work and leave that encourage sick staff members to stay at home without fear of job loss or other consequences.</p> <p>Reinforce and monitor handwashing with soap and water for at least 20 seconds or using hand sanitizer containing at least 60% alcohol if soap and water are not readily available.</p> <p>Encourage staff to cover their mouth and nose with a tissue when coughing and sneezing and then wash hands with soap and water for at least 20 seconds.</p> <p>Ensure that communication about the proper use of cloth face coverings is easily seen or heard by staff and attendees. Cloth face coverings should not be placed on:</p> <ul style="list-style-type: none">• children younger than 2 years old• anyone who has trouble breathing or is unconscious .• anyone who is incapacitated or otherwise unable to remove the cover without help

Events and Gatherings: Daily/Weekly Readiness Assessment (continued from previous page)

Policies and Procedures	Facilities and Supplies	Education and Training
<p>Review the most recent local/state regulatory agency policies for updates.</p> <p>Other: _____</p>	<p>Monitor safe and correct use and storage of cleaners and disinfectants, including storing products securely away from children.</p> <p>Ensure adequate ventilation when cleaners and disinfectants are used to prevent staff and attendees from inhaling toxic fumes.</p> <p>Monitor ventilation systems to determine if they are operating properly.</p> <p>Ensure that touchless payment options are operational.</p> <p>Ensure all physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart are installed correctly.</p> <p>Ensure that all physical guides, such as tape on floors and signs on walls, to promote social distancing are easily seen.</p> <p>Ensure that all changes to the venue such as seating layout, entrances and exits are well marked and easy to understand.</p> <p>Ensure the staggered use and cleaning and disinfecting between uses of shared spaces.</p> <p>Ensure the circulation of outdoor air as much as possible throughout the event (e.g., opening windows and doors).</p> <p>Ensure that adequate supplies are available to minimize sharing of high-touch materials and monitor cleaning and disinfecting between use.</p> <p>Other: _____</p>	<p>Ensure that information on proper use, removal, and washing of cloth face coverings is available.</p> <p>Ensure that all staff present have been trained on relevant COVID-19 safety protocols.</p> <p>Other: _____</p>

Events and Gatherings: Daily/Weekly Readiness Assessment

Use the following tool the day of and during the event to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Communication and Messaging	Action Planning—Notes and Next Steps
Point Person(s): _____	Point Person(s): _____
Ensure that <u>signs</u> are placed in highly visible locations that <u>promote everyday protective measures</u> such as wearing cloth face coverings and that describe how to <u>stop the spread</u> of germs at: entrances dining areas restrooms other _____	Make sure all staff and attendees have been informed which staff person is responsible for responding to COVID-19 concerns and how to contact them. Encourage staff to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed throughout the event. Promote healthy eating, exercising, getting sleep, and finding time to unwind among staff to help them cope with stress. Encourage staff to talk with people they trust about their concerns and how they are feeling. Other: _____
Continue to provide or update clear messages (e.g., <u>videos</u>) about behaviors that prevent spread of COVID-19 when communicating with staff and families on: websites email <u>social media accounts</u> other _____	
Ensure that partner organizations such as vendors have received communication about all COVID-19 safety protocols. Ensure <u>signs and communication</u> (e.g., <u>videos</u>) in alternative formats (e.g., large print posters, braille, American Sign Language) for people who have limited vision or are blind or people who are deaf or hard of hearing are readily available.	

Events and Gatherings: End-of-Day Actions and Other Resources

Use the following resources to conduct end-of-day actions and address any additional considerations specific to your program or community context.

End-of-Day Actions	Other Considerations	Other Resources
<p>Point Person(s): _____</p> <p>Meet with the emergency operations coordinator and/or planning team(s) to discuss and note lessons learned.</p> <p>Determine ways to improve planning and implementation processes if the event will happen again.</p> <p>Inform staff and attendees of any changes made.</p> <p>Update your plans regularly according to the state and local situation and orders.</p> <p>Other: _____</p>	<p>Point Person(s): _____</p> <p>Use this space to note any other considerations unique to your program or community context.</p>	<p>Point Person(s): _____</p> <ul style="list-style-type: none">• Latest COVID-19 Information• Cleaning and Disinfection• Guidance for Businesses and Employers• Guidance for Schools and Childcare Centers• Guidance for Park Administrators• Shared and Congregate Housing• COVID-19 Prevention• Handwashing Information• Face Coverings• Social Distancing• COVID-19 Frequently Asked Questions• People at Higher Risk• People with Disabilities• Coping with Stress• HIPAA and COVID-19• CDC communication resources• Community Mitigation



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Stephen G. Riley, ICMA~CM, *Town Manager*
VIA: Shawn Colin, *AICP, Director of Community Development*
VIA: Jennifer Ray, *ASLA, Deputy Director of Community Development*
FROM: Jayme Lopko, *AICP, Senior Planner*
DATE: October 14, 2020
SUBJECT: Honey Horn Sublease

Recommendation: Staff recommends that the Community Services and Public Safety Committee review the proposed sublease with the Coastal Discovery Museum for a portion of Honey Horn to be used as a Debris Management Site (DMS) and forward a recommendation of approval to Town Council.

Summary: Approval of the sublease will allow the Town to utilize areas of Honey Horn for debris management under a declared State of Emergency by the Mayor with compensation to the Coastal Discovery Museum for use of the property.

Background: The Town utilized portions of Honey Horn in 2016 and 2017 as a DMS for the cleanup efforts related to Hurricane Matthew. As a result, the Coastal Discovery Museum was closed for an extended period of time. This sublease will provide a mechanism for cost recovery for the Town and financial protection for the Coastal Discovery Museum.

The Town desires to reimburse the Coastal Discovery Museum for the use of the property and ensure that the Town could be reimbursed by FEMA for a portion of that cost. For this to happen, the Town needs an agreement that outlines the specific arrangement and cost for use of the site.

The Town identified areas of Honey Horn to be used for the DMS, as shown on Attachment B, and determined a cost per square foot for land area included in the DMS.

Attachment:

Attachment A: Sublease

Attachment B: Location Map

STATE OF SOUTH CAROLINA)	SUBLEASE
)	
COUNTY OF BEAUFORT)	

THIS SUBLEASE AGREEMENT dated as of September 16th, 2020 entered into by Coastal Discovery Museum., (hereinafter the “Landlord”) and the Town of Hilton Head Island, South Carolina (hereinafter the “Tenant”).

WITNESSETH

WHEREAS, the Landlord is a South Carolina not for profit corporation, existing as such under and by virtue of the Constitution, statutes and laws of the State of South Carolina; and,

WHEREAS, the Tenant, is a political subdivision of the State of South Carolina, existing as such under and by virtue of the Constitution, statutes and laws of the State of South Carolina; and

WHEREAS, the Landlord, has leased certain real property on Hilton Head Island and the Tenant desires to sublease a portion thereof, (approximately 12.34 acres or 537,000 square feet of open land with existing infrastructure, see exhibit A) in order for the Tenant to operate a Debris Management Site, DMS, to carry out the Tenant’s debris management plan; and

NOW THEREFORE, for and in consideration of the sum of nine cents per square foot, (\$0.09 per square foot) to be paid on a monthly basis, to be prorated if Tenant does not occupy for a full month, and the performance of the mutual promises, conditions and covenants herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Landlord, the Parties hereto agree as follows:

ARTICLE 1

1.1 **Use of the Premises:** The Tenant shall use the premises for the operation of a Debris Management Site and for other related needs.

1.2 **Maintenance of Premises and Compliance with Law:** During the term of this lease, the Tenant shall, at its sole cost and expense, provide for the maintenance or upkeep of any of its equipment and property

located within the Premises, and provide for insurance of any of its equipment and property located within the Premises, subject to the South Carolina Tort Claims Act.

1.3 Compliance with Laws: The Tenant shall at all times comply with any and all applicable statutes, ordinances or regulations governing its occupancy or use of the premises, and the same may from time to time be in effect.

ARTICLE 2

2.1 Term of this lease: This Lease shall commence after the declaration of a State of Emergency by the Mayor of the Town of Hilton Head Island, and when the Town Manager of Hilton Island, or his designee, deems the commencement of the lease to be necessary to begin recovery operations, and ending when the Town Manager of Hilton Head Island, or his designee, deems it appropriate.

2.2 Required Insurance: The Tenant hereby covenants, agrees and represents to the Landlord that it has liability insurance with the State Insurance Reserve Fund in keeping with the requirements of the State of South Carolina Under the South Carolina Tort Claims Act providing coverage against potential liability arising from and in any manner relating to the Tenant's user or occupation of the Premises. The Tenant warrant that it shall keep and maintain such insurance in effect for the full term of this lease.

2.3 Hold Harmless: The Landlord agrees to hold Tenant harmless for any damage done to the property as a result of its use as a debris management site, Tenant will return property to the condition it was in prior to being used as a debris management site.

ARTICLE 3

3.1 Assignment and Subletting: This Lease shall not be assigned by the Tenant for any reason. The Tenant shall have the right to sublease the Premises, in whole or in part, upon the consent of the Landlord.

3.2 Encumbrances Prohibited: The Tenant shall not grant any easements, licenses or right-of-way or enter into any agreement which would in any way affect the title of the Premises.

ARTICLE 4

4.1 Notices: All notices, certificates or other communications required hereunder shall be sufficiently given and shall be deemed given when delivered in person, or mailed by certified mail, return

receipt requested postage prepaid, address as follows, or to such other addresses as may be designated, in writing, by Parties:

To The Landlord: Coastal Discovery Museum
Mr. Rex Garniewicz
70 Honey Horn Drive
Hilton Head Island, SC 29926

ARTICLE 5

5.1 Waivers: In the event that any agreement contained herein should be breached by either party and thereafter waived by the other Party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other breach hereunder.

5.2 Binding Effect: This Lease shall inure to the benefit of and shall be binding upon the Landlord and Tenant and their respective successors and assigns, if any are permitted hereunder.

5.3 Entire Agreement/Amendment and Modifications: This Lease supersedes all prior discussions and agreements between the Parties with respect to the Leased Premises and all other matters contained herein, and constitutes the sole and entire agreement and understanding between the Landlord and Tenant with respect to the Lease of the leased premises. This Lease shall not be modified or amended except by an instrument in writing signed by the Landlord and Tenant.

5.4 Severability: In the event that any provision of this Lease shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not be invalidated or rendered unenforceable any other provision hereof.

5.5 Applicable Law: This lease shall be governed by and construed in accordance with the Laws of the State of South Carolina.

5.6 Captions: The captions or headings herein are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of Articles of this Lease.

5.7 Recording Prohibited: The parties hereto may not record this Lease in the Office of the Register of Deed for Beaufort County, South Carolina.

5.8 Further Assurances and Corrective Documents: The Landlord and Tenant agree to do, execute, acknowledge, deliver, or cause to be done all such further acts as may be reasonably determined to be necessary to carry out this Lease and give effect hereto. The Landlord and Tenant agree that each shall, upon request, execute and deliver such other or corrective documents as may be reasonably determined to be necessary, either before or after the execution, cancellation, or termination of this Lease.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures hereto the date first written hereinabove.

WITNESSES:

By: Coastal Discovery Museum

By: Rex Garniewicz
Its: Manager

WITNESSES:

TOWN:

Town of Hilton Head Island

By: Stephen G. Riley, ICMA – CM
Its: Town Manager





TOWN OF HILTON HEAD ISLAND

Public Projects and Facilities Management Department

TO: Stephen G. Riley, ICMA-CM, Town Manager
VIA: Josh Gruber, Assistant Town Manager
FROM: Scott Liggett, PE, Dir. of Public Projects & Facilities / Chief Engineer
COPY: Jeff Buckalew, PE, Town Engineer
DATE: David Wilhelm, PE, Beaufort County Special Projects Director
SUBJECT: October 12, 2020
Summit Drive Re-Alignment for Hilton Head Island Convenience Center
Operations

Recommendation:

In response to the attached request from Beaufort County, Staff is seeking an endorsement of concept in the insertion of this project as an immediate priority of the Town, the provision of necessary staff support and eventual funding as requested. Staff is prepared to coordinate with Beaufort County via a Memorandum of Agreement (MOA) to expedite capital roadway improvements and real estate transfers on Summit Drive as necessary to facilitate the new operational procedures at the Hilton Head Island Convenience Center. Subsequent budget amendment approval will be required by Town Council.

Summary:

This immediate and urgent project need arises from Beaufort County's plan to enact a decal checkpoint system to better regulate use of the convenience center. To properly do this, roadway improvements are needed to create a separate traffic queue to the checkpoint that will not impact through traffic on Summit Drive and Gateway Circle (see Exhibit A). The proposed improvements must be fully designed and permitted before construction may begin. Summit Drive and Gateway Circle are Town roads, however the improvements will require the County to transfer land for permanent road right of way and temporary construction easements. Construction is estimated to cost as much as \$500,000. The County has offered to use in-house forces to construct a limited portion of the work (clearing, grading and road base), and the remainder is to be performed by a Town contractor. The MOA shall set forth the terms and conditions of the partnership on this project.

Background:

Beaufort County Council recently approved the extended funding of operations at the Hilton Head Convenience Center, with a condition that a decal screening system be implemented to prevent contractor and non-resident dumping. This county-wide decal system is to go into effect on January 1, but that will likely be deferred at the Hilton Head Convenience Center (staff recommended until March 1), to allow for the necessary road work to be completed beforehand.

Summit Drive Re-Alignment to support Hilton Head Convenience Center Operations

10/12/2020

Page 2

As part of our Capital Improvements Program in 2008-9, the Town developed plans for the re-alignment of Summit Drive. That project was designed to divert convenience center traffic from mainline through traffic on Summit Drive and better define access to airport properties. That project was then shelved due to an unwillingness by the County to share in the cost of construction. That plan may be used, or it may be modified via options to preserve more mature live oak trees, for the construction of the new project (see Exhibit B). Staff must complete the design and obtain necessary permits, including a Public Project Review by the Planning Commission, before construction may begin.

The County owns two parcels that will be permanently affected by the road improvements (see Exhibit C). The County will need to transfer to the Town portions or all of parcels R510 008 000 0160 0000 (0.34 acres) and R510 008 000 0370 0000 (0.26 acres), as well as temporary construction easements on the airport parcel, in order to permit and implement the project.

EXHIBIT A

COUNTY COUNCIL OF BEAUFORT COUNTY
OFFICE OF THE COUNTY ADMINISTRATOR
ADMINISTRATION BUILDING
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX
100 RIBAUT ROAD
POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228
TELEPHONE: (843) 255-2023
FAX: (843) 255-9403
www.beaufortcountysc.gov

CHERYL H. HARRIS
EXECUTIVE ASSISTANT

ASHLEY M. JACOBS
COUNTY ADMINISTRATOR

October 2, 2020

Steve Riley
Town Manager
Town of Hilton Head
One Town Center Court
Hilton Head Island, SC

Dear Mr. Riley:

Beaufort County would like to request assistance from the Town with the realignment of Gateway Circle/Summit Drive that was designed in 2008 but never constructed.

The enclosed drawing from Town Engineer, Jeff Buckalew, shows the proposed Gateway Circle/Summit Drive realignment in white. This new alignment will make the curve much safer for the public. The benefit to us is that the right turn onto existing Summit Drive (shown in yellow) will now be dedicated solely to convenience center users. We will also have a direct exit road at the decal check point for vehicles not allowed to use the center (contractors, no decal, etc.).

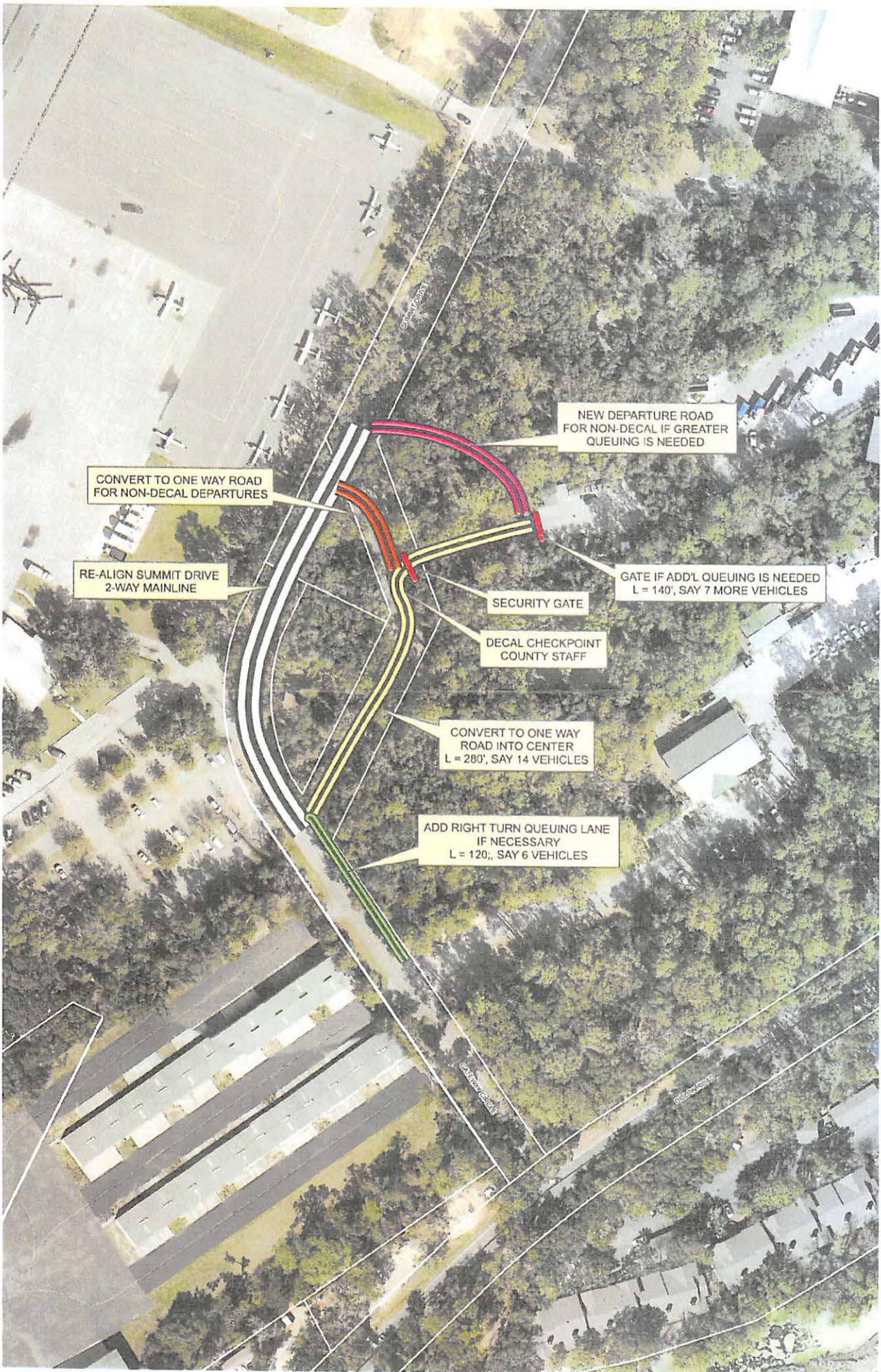
We propose that the Town provide the design, wetlands delineation, tree and topological survey, permitting, site field stakeout, hot mix paving, and striping. The County Public Works Department will build the road base (clearing, grading, placing stone). We believe the County's work can easily be completed in less than two weeks.

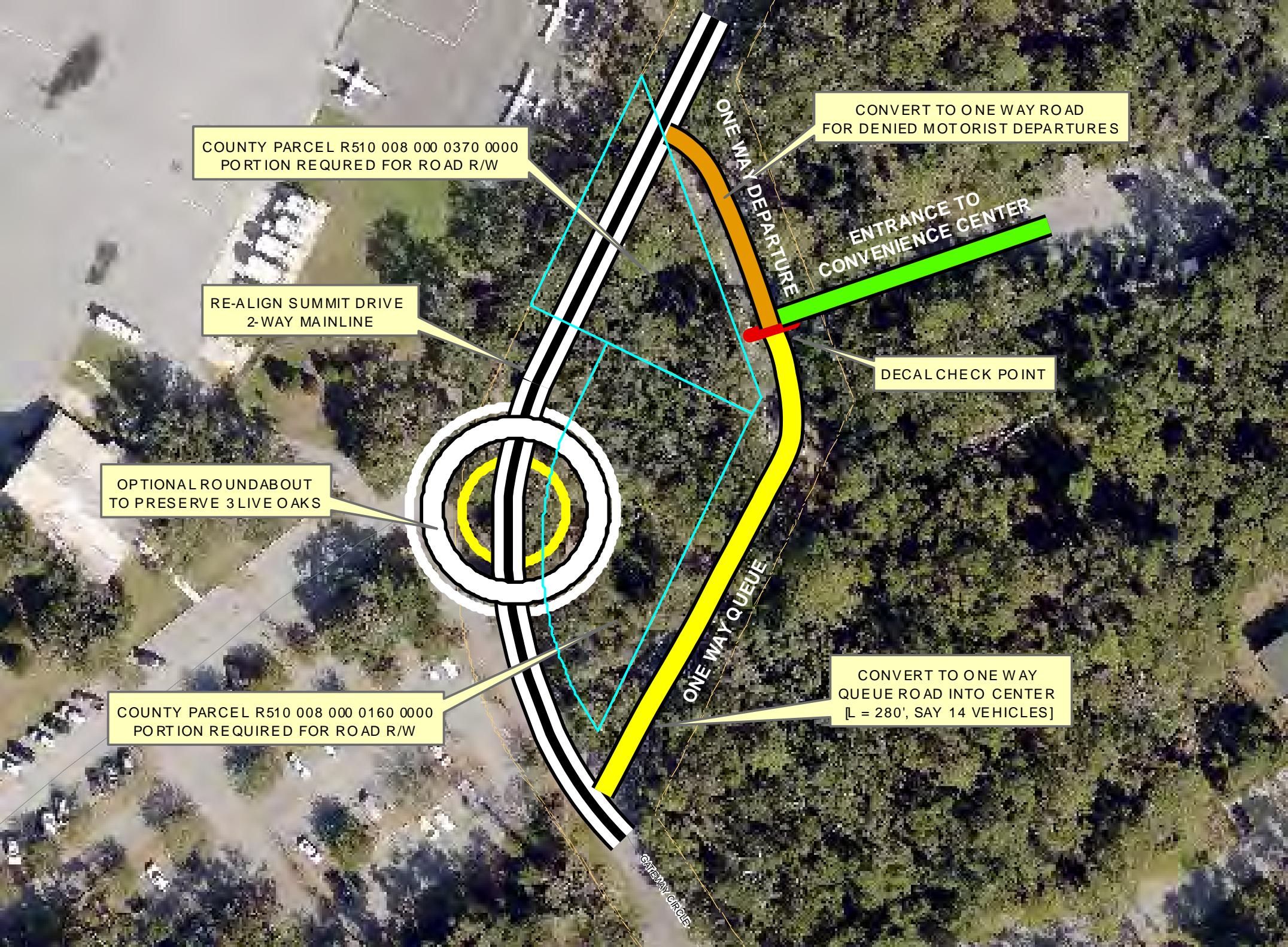
Please let me know if you're in agreement. I believe this is in the best interest of both the County and the Town, and will improve the experience at the convenience center for Hilton Head residents.

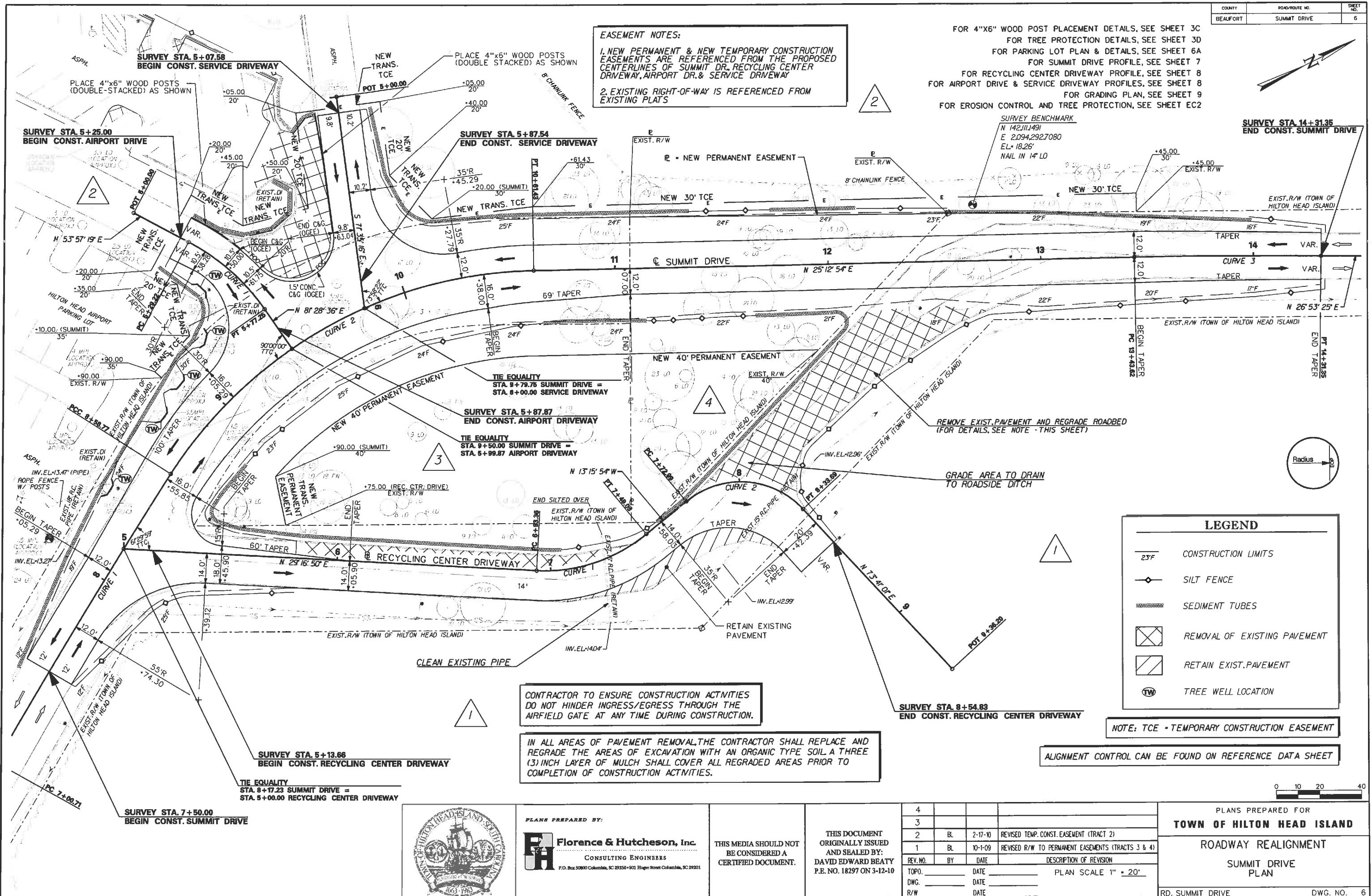
Thank you,



Ashley M. Jacobs
Beaufort County Administrator

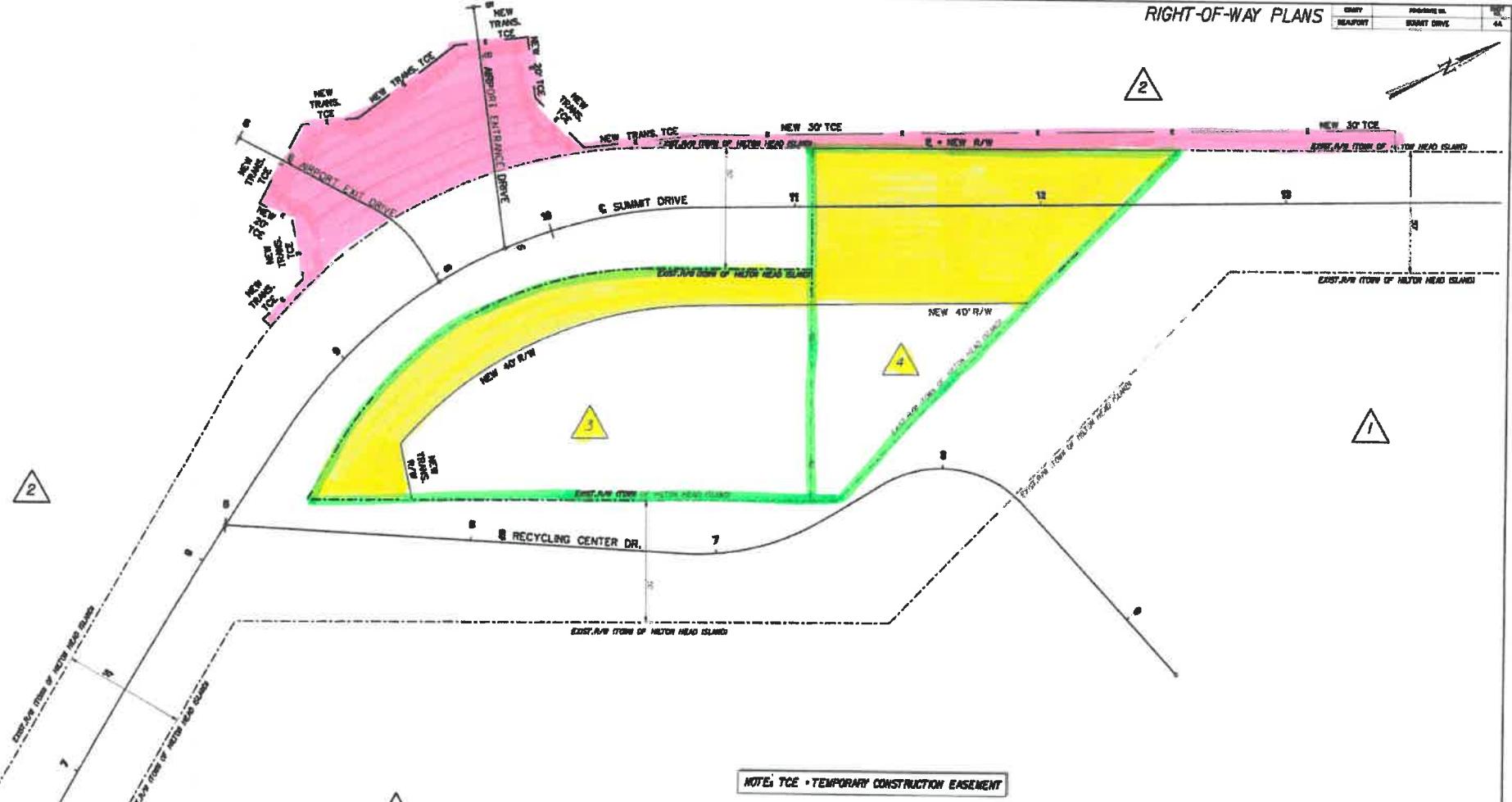






RIGHT-OF-WAY PLANS

CHART	SEARCHED	INDEXED
REPORT	SEARCHED	INDEXED



NOTE: TOE - TEMPORARY CONSTRUCTION EASEMENT



FIAWU PREPARES STV



4		
3		
2		
1		
FIGURE NO.	DATE	DESCRIPTION OF DRAWING
TYPE	DATE	PLAN SCALE 1" = <u>20'</u>
SIZE	DATE	
SIZE	DATE	

**PLANS PREPARED FOR
TOWN OF HILTON HEAD ISLAND
ROADWAY REALIGNMENT
PROPERTY STRIP MAP SHEET**

