

Inner City Cultural League, Inc.

COVID Plan for the African American Festival – June 11, 2022

FESTIVAL VENDORS MUST READ, THEN SIGN AND RETURN THIS DOCUMENT

The Inner City Cultural League Inc. (ICCL) keeps abreast of information related to the state of emergency declared by Governor Carney in 2020 related to the COVID-19 pandemic by constant monitoring of news and updates provided on the website for the State of Delaware (DE.gov). ICCL follows rules and guidance provided by the Governor's Office, State of Delaware Department of Public Health (DPH), and the National Center for Disease Control (CDC) in relation to safety practices and guidance for re-opening, social distancing, gatherings, events, information dissemination, mask wearing and more.

Rules and requirements are provided to vendors during registration, and must be signed to acknowledge receipt, understanding, and ability to follow them prior to completion of registration. Food vendors must apply guidelines as required by the State Division of Public Health (DPH), and must submit a TFE (temporary food establishment) application for approval prior to completing registration for the event.

GENEAL POLICIES & PROCEDURES

At this date (April 8, 2022), the State of Delaware State of Emergency has been lifted. HOWEVER, we remind all Festival attendees, vendors, staff and others to follow the appropriate guidelines for your situation. If you have not been vaccinated you may be at a higher risk to contract coronavirus, especially when attending large events. Take precautions.

Although we are no longer under strict mandates for wearing masks, and social distancing, the guidance for precautions related to coronavirus could be updated at any time. In the instance that an emergency state is reinstated, the guidelines in this plan will become effective immediately. Whether or not there is a declared state of emergency, vendors must manage their stations to help ensure the safety of Festival goers and themselves.

The following plan will be in effect and/or updated as required:

ICCL will not have a testing site at the event, however, there will be a nurse's station located on site.

COVID 19 DESIGNEE

A COVID-19 Designee will be assigned for all related situations and concerns for the duration of the event. **Designee will be primarily located at the Registration/Information booth, or Nurse's Station**, and will be available at all times prior to (same day) and following the event until ICCL vacates the venue. The Designee will be available via portable communication device (radio) and cell phone. Vendors, event staff and volunteers

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will be informed of the Designee's contact information, how and when to contact.

FACE MASKS

Effective 5/21/2021 **fully vaccinated** people do not need to wear face masks in Delaware, unless they are in crowded or congregate conditions. <https://news.delaware.gov/2021/05/18/governor-carney-signs-29th-modification-eliminates-distancing-and-mask-mandate/>

GUIDANCE FOR UNVACCINATED PEOPLE

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

___ Cloth face coverings should not be placed on:

- 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

Wear your Mask Correctly

- [Wash your hands](#) or use hand sanitizer before putting on your mask.
- Put the mask over your nose and mouth and secure it under your chin.
- Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head.
- If you have to continually adjust your mask, it doesn't fit properly, and you might need to find a different mask type or brand.
- Make sure you can breathe easily.

Take Off Your Mask Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
 - Place mask in the washing machine (learn more about [how to wash masks](#))
- Be careful not to touch your eyes, nose, and mouth when removing and [wash your hands](#) immediately after removing.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

- Store wet or dirty masks in a plastic bag
- Store masks that are not wet or dirty in a paper bag
- Wash your mask
- Dry your mask

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

https://www.cdc.gov/coronavirus/2019-ncov/vaccines/pdfs/324153_choosingSaferActivities11.pdf

SOCIAL DISTANCING

The layout for the grounds has been modified to space vendors further apart than during normal setup. There will be 12' on each side of each vendor on the grounds. Scheduling of stage events allows for approximately 30-40 minutes between acts, allowing for attendees to cycle through to other stations, and to only view acts they are interested in. Clear signage will be posted throughout the venue stating acceptable social distancing.

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Online attendance options: The African American Festival may be aired on Facebook Live, and YouTube. Those who are unable to attend or view the event can watch the recording on our website at ICCLArts.org once it is posted.

VENDOR REQUIREMENTS

Each station/booth is required to have supplies on hand to regularly clean high touch surfaces. Vendors are required to provide their own supplies for cleaning. Festival staff will periodically monitor vendors to ensure they are following appropriate cleaning protocols during the event.

Vendors must have a plan to safely serve food, beverages and merchandise, if applicable. Refer to CDC's COVID-19 considerations for restaurants and bars for guidance.

Each food vendor must provide their plan to the State of Delaware Division of Public Health (DPH). The Inner City Cultural League, Inc. acts as the Event Coordinator, and initiates a general application/plan.

Documents for approval of food vendors and their operations are submitted to DPH in accordance with State requirements.

- Hand sanitizer- must be available at every booth located at the venue,
- EPA approved disinfection supplies are required
- Gloves are recommended
- Each station will be cleaned/disinfected based on actual use.
- There must be no planned close shared spaces
- All cleaning products must be stored in accordance with any special directions (per packaging) and out of the reach of children.
- Tents/booths/trailers must make sure fans do not blow from one person to another, ventilation systems must operate properly, and tents/locations must be open on opposing sides to allow for proper ventilation.

Vendors are encouraged to use touchless payment systems. Vendors are also encouraged to use cell phones to manage pick-up of orders to alleviate lines and crowding. Those in line must be at least 3 feet apart. • Outdoor seating at tables is limited to 10 people. Indoor seating is limited to 6 people. • Vendor locations will be spaced 12' apart.

- Vendors may create physical guides, such as tape on floors and signs on walls to promote social distancing.

COVID DESIGNEE/NURSE/MEDICAL STATION

Staff, volunteers and attendees have access to the on-site Nurse's Station.

BEFORE SOMEONE GETS SICK

Coronavirus symptoms and self-check assessment tool: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

The Nurse's Station will be used to isolate anyone who has symptoms or has tested positive of COVID 19 until they can safely leave/be removed from the venue. Cleaning and disinfection of the area will take place after anyone that is ill has used the isolation location following CDC recommendations as appropriate.

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IF SOMEONE GETS SICK

Immediately separate individual(s) with COVID-19 symptoms from others. Individuals who are ill will be directed to the Nurse's Station. Staff and attendees will be made aware of procedures through signs and announcements.

In case of non-emergency COVID symptoms individual should contact their primary care physician and follow their guidance. They must leave the venue. **In the event of an emergency**, ICCL will call 911 and notify dispatch of symptoms exhibited by the individual.

ICCL will close off areas used by a sick person. These areas will not be used until after cleaning and disinfecting them. (for outdoor areas, this includes surfaces or shared objects in the area, if applicable). ICCL will advise sick individuals that they should not return to the venue until they have met CDC's criteria to discontinue home isolation. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

In accordance with state and local laws and regulations, ICCL will 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). <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>

Individuals will be given information related to the COVID Alert DE app in case they want to self-report and to receive notifications of possible exposures to COVID-19. <https://coronavirus.delaware.gov/covidalert/faqs/>

ICCL will notify staff and attendees of closures and restrictions currently in place, and any that are implemented during an event via social media, email and on-site announcements.

ICCL will 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. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

CONTACT TRACING

Prior to and during the event ICCL will make information available to staff and attendees regarding contact tracing and the **COVID Alert DE app** through email, social media and announcements during the event. Information will also be available at the Nurse's Station on-site. Staff and attendees will be encouraged to use the app which has the potential to alert them of possible exposure to COVID-19.

<https://coronavirus.delaware.gov/covidalert/toolkit/>

<https://coronavirus.delaware.gov/covidalert/faqs/>

In the event of an outbreak, attendees will be notified via email, social media and announcements (during the event).

These rules and guidelines are subject to change. Please check your email and our website at ICCLArts.org regularly. Additional information related to preventing the spread of COVID 19 can be found at www.CDC.gov

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I have read, understand, and hereby agree to abide by the rules set in this document. If I have questions, I will contact ICCL at Sanicaaf@comcast.net or 302-883-2180.

_____ *Signature* _____ *Date*

_____ *Printed Name*

_____ *Business Name*