

OUTDOOR MARKETS AND FESTIVAL GUIDELINES



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 4 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE IV | ISSUED ON MARCH 18, 2021

The Revitalization Phase of the Restore Illinois public health approach to reopening the Illinois economy includes larger gathering sizes, additional businesses reopening and increased capacities. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

This document is applicable to businesses that meet the following criteria:

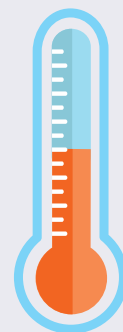
- Outdoor markets & festivals with multiple stations, vendors, or attractions
 - ♦ Examples include (non-exhaustive): flea markets, swap meets, festivals, block parties, state fairs.
- **Note:** Event hosts and vendors providing ancillary services that operate across multiple workplace environments should also refer to applicable Phase IV guidelines for guidance on those workplaces. Examples include (non-exhaustive):
 - ♦ Rides or similar attractions should also refer to Amusement Parks guidelines
 - ♦ Live music or concerts should also refer to Theater and Performing Arts guidelines
 - ♦ Food and beverage services should also refer Restaurant & Bar guidelines guidelines
 - ♦ Recreation activities should also refer to Indoor and Outdoor Recreation guidelines
- **Note:** As of release, outdoor markets & festivals with multiple stations, vendors, or attractions may operate at 15 people per 1,000 sq. ft. Capacity restrictions will be reassessed on an ongoing basis throughout Phase IV

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase IV guidelines
4. Employers should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees and workers who perform work at the worksite (such as temporary or contract workers) should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the [DCEO Restore Illinois guidelines website](#)
2. Employees should follow [CDC travel guidance](#) to protect themselves and others during business travel
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations
4. Employers should clearly explain all paid leave policies and make workers aware that they may be eligible for benefits if they are sick or symptomatic
5. Employers should be aware that the Occupational Safety and Health Act of 1970 and provisions of state law prohibit employers from retaliating against workers for raising safety or health concerns



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use on a daily basis. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the [DCEO Restore Illinois guidelines website](#)
 - a. Employers should conduct in-person screening of employees upon entry into workplace to verify no presence of COVID-19 symptoms
 - b. If employee shift is greater than 5 hours, employers should also conduct mid-shift screening to verify no presence of COVID-19 symptoms (in person preferred, though virtually is permitted)
3. If employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days after symptom onset AND until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If employee reports having any COVID-19 related symptoms, employers should encourage employee to contact their health care provider; if multiple employees report having any COVID-19 related symptoms, employers should notify their local health department within three days of being informed of the prevalence of COVID-19 symptoms; if multiple employees test positive for COVID-19, employers should notify their local health department within one day of positive test results
5. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed according to [CDC guidelines](#)
6. Where appropriate, notify employees who have been exposed. Employers should not identify an employee who tested positive by name
7. Any employee who has had close contact with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop
8. Organizers should make information available to all attendees regarding post-event symptom monitoring, testing for COVID-19, and how to inform the organizer and appropriate public health authorities of a confirmed case of COVID-19.
9. Attendees from outside the state or country should receive a negative COVID-19 test within 72 hours of the event



¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to day camps:

PHYSICAL WORKSPACE

i. Minimum guidelines

1. Event host should [display signage](#) at entry with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed
2. If applicable, on website and digital ticket purchasing sites, event host should clearly indicate face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed
3. Event operators should design a plan to ensure social distancing throughout the event and designate employee(s) to monitor capacity limits and social distancing through the venue, including entrance, egress, and other locations, especially indoor spaces, where attendees are likely to congregate. Organizers should take additional precautions to ensure attendees adhere to social distancing and other interventions in these high-density locations and spaces, such as the following:
 - a. Limit capacity in these areas to minimize opportunities for person-to-person contacts.
 - b. Introduce circulation of outdoor air or improve indoor air ventilation in any indoor spaces.
4. Spacing of service stations (e.g., booths, stalls) should allow for at least 6-ft. social distancing between vendors and customers, including at customer queue points
5. For any seated areas, event host should ensure at least 6-ft. between seats occupied by customers that are not members of the same household or party. If seats cannot be moved, event host should limit number of open seats to ensure social distancing (e.g., zip tie unused seats, remove seat bottoms, cover unused seats)
6. Event host should provide hand washing or hand sanitization stations at entry points and at high-traffic areas (e.g., booths, stalls) throughout the venue
7. Ancillary areas of congregation (e.g., dance floors) should remain closed
8. Event host should designate specific area for eating and drinking activities for customers; designated area should follow Restaurant and Bar guidelines
9. Event host and vendors selling concessions should follow [Restaurant and Bar guidelines](#) and should be one of the following:
 - a. Delivered by a server who takes orders from c while seated with distancing requirements laid out in [Restaurant and Bar guidelines](#) ; OR
 - b. Purchased pre-packaged via “grab and go” with queuing areas clearly marked to observe social distancing



10. If practical, minimize queuing for booths and other attractions via virtual queuing
 - a. Where not practical, display visual markers 6-ft. apart at customer queue points (e.g., booths, ticketing stations)
 - b. Avoid winding queues whenever possible. If necessary, ensure distance between queued attendees of at least 6 feet in all directions.

ii. Encouraged best practices

1. Display visual markers to regulate traffic flow and limit congregation of individuals throughout venue
 - a. Limit attendee travel to one-way movement only in corridors narrower than 16 feet wide.
2. If practical, install impermeable barrier between vendors and customers at ticket booths, checkout counters, etc.
3. If practical, implement touchless transactions
4. If practical, install check-in stations at entrance of booths/ attractions to track customer movement throughout venue
5. If practical, designate staging area for taxis and rideshare vehicles to drop-off and pick-up customers
6. If customers are required to go through security, utilize walk-through magnetometers to allow security workers to maintain social distance and avoid patting down any customers
 - a. If not practical, security workers performing pat-down searches wear appropriate face coverings and gloves and have access to a hand washing and/or sanitizing station
7. Remove shared products (e.g., beauty testers) from displays
8. To the extent possible, items should be displayed such that customers can avoid touching multiple items in order to see merchandise
9. Prepare a venue-specific emergency evacuation plan that allows for customers to maintain 6-ft social distancing



DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC protocols](#) on a weekly basis
2. Clean and disinfect common areas (e.g., restrooms, checkout counters) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every hour recommended for high-traffic areas
3. Clean and disinfect occupied tables and seats between use by different groups or parties, and again at closing time
4. All required disinfecting, cleaning, or sanitizing activities to be conducted by employees should be within their normal workday or during otherwise compensated time



ii. Encouraged best practices

1. Checkout keypads and self-checkout stations should be disinfected by an employee after every transaction using disinfectant with contact time (length of time to kill all bacteria and viruses) of 1 minute or less ([see EPA approved list of disinfectants](#))

STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Outdoor markets and festivals may operate at a capacity of 15 customers per 1,000 sq. ft.
2. Event host should design a plan to allow for social distancing, addressing areas where customers may congregate (e.g., booths, attractions) and designate employee(s) to monitor capacity limits and social distancing; plan may include but is not limited to:
 - a. Designating employees to meter customers in queues and monitor social distancing
 - b. Designating employees to assist customers with navigating the event space
 - c. Utilizing markings, signage, and verbal advisories to maintain 6-ft. social distancing at all times
3. Event host should have a plan to limit congregation during entry/ exit and throughout duration of the event. Possible ways to limit congregation, if applicable, include:
 - a. Schedule staggered customer arrival times, with email or mobile notification to the extent possible
 - b. Allow customers to select their entry time and location to the extent possible
 - c. Limit number of unscheduled entries to the extent possible
 - d. Designate specific point of entry for customers to the extent possible
 - e. Create plan to limit congregation in venue-owned parking lots and assign parking spaces to customers during the digital reservation or ticketing process

4. Event host should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft. or greater by removing/ decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements
5. To the extent possible, event host should develop a method to inform customers of available facility capacity before customers arrive at the venue (e.g. reservation system, overview of days/ times when venue is typically most crowded)

ii. Encouraged best practices

1. Stagger shift start and end times to minimize congregation of employees during changeovers
2. If practical, group employees in clusters and schedule groups on same shifts to reduce cross-team exposure

EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or non-customer visitor to enter, or while requiring them to wait in a designated area, event host should ask whether external supplier or non-customer visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, event host should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Event host should keep log of all external suppliers who enter premises
3. Suppliers and non-customer visitors should wear face coverings over their nose and mouth at all time on the premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)

ii. Encouraged best practices

1. Limit contact between external suppliers/ non-customer visitors and employees



CUSTOMER BEHAVIORS

i. Minimum guidelines

2. Customers should wear face coverings over their nose and mouth at all times while on the premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
3. Attendees should avoid shouting, singing, or chanting as much as possible.
4. Customers should be advised to monitor for symptoms of COVID-19 for at least 7 days after the event and, if symptoms develop, to test for COVID-19. Organizers should make information available to attendees directing them how to inform the organizer and appropriate public health authorities of a confirmed case of COVID-19.
5. Before allowing entrance to venue, event host should ask whether customer is currently exhibiting COVID-19 symptoms. If customer does have symptoms, they should wait to enter venue until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared
6. If practical, implement touchless transactions/ registration for customers upon arrival to the venue (e.g. mobile ticketing/ check-in)
7. If applicable, customers should purchase online tickets in advance of arriving to venue
8. If practical, customers should check for available capacity before going to the venue

ii. Encouraged best practices

1. Attendees should be encouraged to test for COVID-19 within 1-3 days prior to the event.
2. If practical, event host should take customer temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
 - a. Customer temperatures should be taken upon arrival to venue. Anyone with a temperature of 100.4°F or above will not be permitted to remain on site



**If you have questions or need additional support:
Please call our hotline at 1-800-252-2923
or e-mail us at ceo.support@illinois.gov
or return to illinois.gov/businessguidelines**

Additional Resources:

- [CDC Interim Guidance for Businesses and Employers](#)
- [CDC Workplace Decision Tool](#)
- [IDPH Releasing COVID-19 Cases and Contacts from Isolation and Quarantine](#)
- [IDPH Testing Guidance](#)
- [IDPH FAQs](#)
- [Symptoms of Coronavirus](#)
- [IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- [CDC Guidelines on Cleaning and Disinfecting Your Facility](#)
- [CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Disinfectants for Use Against SARS-CoV-2](#)