

MEMORANDUM

DATE: November 13, 2020

TO: Mayor Mike Matson

THROUGH: Corri Spiegel, City Administrator

FROM: Sarah Ott, Chief Strategy Officer

RE: COVID-19 City Facility Rental Guidelines

In order to safely host events in City facilities during the COVID-19 pandemic, beginning November 16, 2020, the City of Davenport will require event coordinators to complete a COVID-19 Safety Plan with the Scott County Health Department prior to holding their event. This plan must be reviewed by the Scott County Health Department for compliance with current best practices to limit the spread of COVID-19.

Event coordinators may submit their COVID-19 Safety Plans via email at health@scottcountyiowa.gov and must include the following:

- Date/time and duration of event (multiple days, etc) and location
- Anticipated number of attendees
- Description of nature of activity
- Plan for social distancing of six feet between individuals and/or groups attending
- Whether alcohol is served
- Hand hygiene considerations (hand sanitizer, portable handwashing, etc)
- Discussion of symptom screening for personnel and attendees
- Availability of restroom facilities as appropriate for size of event (prevent long lines)
- Plans for assuring compliance with required safety measures.

After review, the Scott County Health Department will issue a letter of compliance to the event coordinator. Event coordinators must provide a copy of this letter to City staff no later than 48 hours in advance of the scheduled event. If a letter of compliance is not provided to City staff 48 hours in advance of the scheduled event, the event will not be permitted to use City facilities.

The event coordinator is responsible for ensuring compliance to their Safety Plan at their event. If the event host does not maintain guest compliance, they will not be permitted to rent City facilities for the remainder of the COVID-19 pandemic.