



# SOCIAL EVENTS GUIDELINES

## RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

### PART OF THE BRIDGE PHASE OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION | UPDATED ON MAY 14, 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:

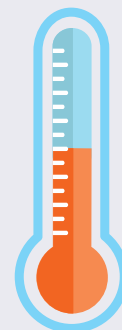
- Hotel ballrooms, banquet centers, as well as other indoor and outdoor event venues. Arenas, stadiums, and other spectator venues should follow Seated Spectator Events guidelines [Seated Spectator Events guidelines](#).
  - i. Social events include, but are not limited to, weddings, bridal showers, family reunions, holiday parties, retirement parties, etc.
- **Note:** organizations that operate across multiple workplace environments should refer to applicable Phase IV guidelines for guidance on those workplaces
- **Note:** Venues hosting indoor social events can host up to 250 guests. Outdoor social events are limited to 500 guests. 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. Employers should actively encourage sick employees to stay home
3. Employers should encourage staff to vaccinate
4. Employees should wear properly fitting face coverings, fitting snugly over their nose and mouth at all times (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#)
5. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase IV guidelines
6. Employers should provide hand washing capability or sanitizer to employees and if applicable, customers
7. 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 available 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 encourage employees planning to enter the workplace to self-screen prior to coming onsite and not to enter the workplace if any of the following are present:
  - a. any symptoms of COVID-19,
  - b. fever equal to or higher than 100.4 degrees Fahrenheit,
  - c. under evaluation for COVID-19 (e.g., waiting for results of a test to confirm infection)
  - d. diagnosed with COVID-19 or test positive for SARS-CoV-2 and not yet cleared to discontinue isolation
  - e. are identified as a close contact to a confirmed case and not yet released from quarantine
2. 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
3. Employers may also consider conducting in-person screening of employees upon entry into the workplace to verify no presence of COVID-19 symptoms. Employers should ensure personnel performing in-person screening activities are appropriately protected against exposure to potentially infectious workers entering the facility.
  - a. Resources outlining screening program best practices are posted on the [DCEO Restore Illinois guidelines website](#)
  - b. If employee shift is greater than 5 hours, employers should also consider conducting mid-shift screening to verify no presence of COVID-19 symptoms (in person preferred, though virtually is permitted)
4. If an employee reports having any COVID-19 related symptoms, employers should encourage the employee to seek testing for COVID-19 and contact their health care provider. Employees who test positive for COVID-19 should isolate at home for a minimum of 10 days after symptom onset AND for 24 hours with no fever, without the use of fever-reducing medication, AND improvement of symptoms
  - a. Employers may use the COVID-19 interim exclusion guidance decision tree for individuals in pre-K, K-12 schools, and day care programs for further guidance on isolation, testing, and return-to-work protocols
5. If more than one employee reports having any COVID-19-related symptoms or tests positive for COVID-19, employers should notify their local health department immediately to report a possible outbreak and discuss outbreak response actions needed
6. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed according to [CDC guidelines](#)
7. All persons, except for those fully vaccinated or within 90 days of a lab-confirmed COVID-19 illness, identified as close contacts should be placed in quarantine as determined by the local health department. Employers should notify employees who have been exposed. Employers should not identify an employee who tested positive by name
8. Any employee who has had close contact with any other person who is diagnosed with COVID-19 should seek testing for COVID-19 and quarantine for 7-14 days in accordance with CDC guidelines and as indicated by the local health department. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



## Guidelines specific to social events:

## PHYSICAL WORKSPACE

### i. Minimum guidelines

1. Venue operators 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. On website and digital ticket purchasing sites, event hosts should clearly indicate face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit in multiple languages as needed
3. Venue operators should allow for 6-ft. spacing between occupied front desk workstations OR if not practical, install an impermeable barrier between front desk workstations
4. Venue operators and event host should arrange furniture in event space to be at least 6-ft. apart (e.g., tables, chairs), spacing from the back of a seated person where applicable. If furniture cannot be moved, venue operators and event hosts should limit furniture use to ensure social distancing
  - a. Tables should be limited to 10 attendees
  - b. Tables should be spaced so that attendees are seated at least 6 feet from other attendees
5. Venue operators should have a plan to limit congregation and crowding during entry/exit and throughout duration of the event
6. Dance floors may be open
  - a. Fully vaccinated individuals may dance without masks and without physical distancing
  - b. Unvaccinated individuals should continue to wear masks and maintain physical distancing as much as possible while dancing, especially indoors
7. Venue operators should close all dance floors
8. Venue operators and event hosts should follow [Restaurant and Bar guidelines](#) for all food service, including the following additional minimum guidelines:
  - a. Eliminate water carafes on tables and/or water stations; individual bottled water or beverages should be provided upon request
9. Venue operators and event organizers should discourage standing and congregating in any areas, include bar areas during social events
10. Attendees should wear a face covering when entering the event and should continue to wear face coverings at all times during the event, with the exception of when eating and drinking
11. Live music is permitted but employees and performers should follow social distancing guidelines, keeping the maximum distance possible from each other and from customers. Performers should wear face coverings where possible and the use of barriers between singers and customers and employees during the performance is strongly encouraged; additional guidelines for performers can be found in the [Theaters and Performing Arts guidelines](#)



### ii. Encouraged best practices

1. Display visual markers 6-ft. apart at customer queue points
2. If practical, install impermeable barrier between employee and customer at check-in/check-out points
3. If practical, implement touchless check in or registration

4. Where possible, eliminate common touchpoints (e.g. remove shared items in commons areas, use touchless door pulls)
5. If practical, designate doors as entry-only and exit-only to reduce likelihood of close contact and congestion points
6. If check-in is required, event hosts provide opportunities for guests to check in ahead of time online
7. If practical, designate staging area for taxis and rideshare vehicles to drop attendees off
8. Attendees should remain seated during the duration of the event and eliminate common standing areas
9. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical
10. Prepare a venue-specific emergency evacuation plan that allows for patrons to maintain 6-ft social distancing
11. Where possible, minimize use of coat and bag checks and clean area frequently

## DISINFECTING/CLEANING PROCEDURES

### i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted based on the risk of transmission from contaminated surfaces according to the [CDC](#)
2. Clean common areas (e.g., restrooms, cafeterias), high-touch surfaces (e.g., entry/exit doorknobs, stair railings), and individual workstations with soap or detergent at least once per day
  - a. Consider more frequent cleaning in circumstances that may increase the risk of infection from contaminated surfaces, such as:
    - i. high COVID-19 transmission in the community,
    - ii. low number of people wearing masks (such as young children),
    - iii. infrequent hand hygiene, or
    - iv. occupancy by populations at increased risk for severe COVID-19 illness (e.g., older adults, people with certain underlying medical conditions)
3. If there has been a sick person or someone suspected or confirmed to have COVID-19 in the space within the last 24 hours, disinfect common areas, high-touch surfaces, and individual workstations with an surface disinfectant approved by the U.S. Environmental Protection Agency [U.S. Environmental Protection Agency](#) after cleaning with soap and detergent
4. All required disinfecting, cleaning, or sanitizing activities to be conducted by employees should be within their normal workday or during otherwise compensated time



## STAFFING AND ATTENDANCE

### i. Minimum guidelines

1. Limit indoor social events to lesser of 250 guests OR maximum occupancy of 50% of facility capacity or the lessor of 500 guests or 50% capacity of the outdoor space; staff not included in this limit
2. Venue operators should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing
3. Venue operators 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



### ii. Encouraged best practices

1. Stagger shift start and end times to minimize congregation of employees during changeovers

## 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, employers should ask whether external supplier or non-customer visitor is currently exhibiting COVID-19 symptoms
  - a. If possible, venue operators should take external supplier (non-vendor) or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Venue operators 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 while 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

1. Customers should wear face coverings over their nose and mouth at all times except of while eating and drinking (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. Before allowing entrance, event hosts should ask whether guest is currently exhibiting COVID-19 symptoms
  - a. If practical, event hosts should take guests temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. If applicable, guests should be encouraged to register for event or meeting online in advance

**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](mailto:ceo.support@illinois.gov)  
or return to [illinois.gov/businessguidelines](https://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](#)