



Riverfront Spokane COVID-19 Protocols for Special (Private) Event Reservations

State of Washington Safe Start COVID-19 Requirements

In coordination with the Spokane Regional Health District and Governor's Office, we're implementing safety measures to comply with phase II COVID-19 guidelines for indoor entertainment facilities.

1. Limited number of riders: Up to 29 riders will be allowed at one time.
2. Spectators: All spectators will be asked to wait with their riding party until permitted into the Carrousel rotunda. A designated observation area is available inside the building.
3. Masks: Face masks are required at all times while on the premises including the ride and gift shop queues, carrousel and while inside the Loeff Carrousel building.
4. Sanitizing: Use of hand sanitizer before boarding the carrousel is required. Additional hand sanitizer stations will be available at the carrousel exit, gift shop and at all open facilities. High touch point on carrousel horses and through building will be frequently sanitized.
5. Distancing: Patrons will be asked to socially distance themselves (maintaining at least 6 feet) from others inside the Loeff Carrousel building and in outdoor queues. Distancing markers will be in place. Horses on the Loeff Carrousel will be grouped by colored bands into two socially distant staggered groups. Attendant will assign a color at boarding.
6. Entry/exit: A separate entrance and exit will be established for those entering and exiting the Loeff Carrousel.
7. Outdoor queueing: Due to occupancy and social distancing constraints, queues for Riverfront Gifts and the Loeff Carrousel will be outside. All attraction queues at Riverfront have been spaced at 8-feet for families.
8. Concession Operations will be assessed after the Carrousel has been opened for a two week period.

Loeff Carrousel Private Events Reservation Process & Pricing

1. Loeff Carrousel private events may occur prior to opening the attraction to the general public.
2. Private Event Rental Hours: Private rentals may occur between 9:30am-12pm (Sat – Sun); and 6:30-10:30pm (Mon-Sun)
3. Loeff Carrousel Capacity: Rotunda = 78 | Event Rooms = 32 (three rooms w/o dividers)
4. Party Room Capacity = 16 max (4 tables per room/4 tables in rotunda). Pipe and drape will be used to separate the three party rooms into two separate spaces.
5. Private Rental Pricing: 4-hour rental pricing (entire carrousel) = \$1,200 Rental Rate | 2-hour party room rental pricing = \$300 per room (follow current park rental rates for additional rooms)
6. A maximum of two birthday parties may occur at the same time. The patio can be worked in as an additional option as the weather allows.
7. Full carrousel rentals (4 hour rental) will require a 4-week lead time; two hour room rentals require a 2-week lead time.
8. Carrousel rides will be included during the special event timeframe only (no day passes)
9. Use event staff for attraction attendant (would need to staff an operator) and door monitor/event check in (or two event staff to cover operator and attendant)

10. Attraction Staffing: Cheryl will schedule one operator and one door attendant
11. Birthday parties will follow current food and beverage protocols - no outside food and beverage other than cake/dessert.
12. Eat Good Group is our preferred caterer. Outside catering can occur with a 15% fee which will be collected by the Eat Good Group.
13. Event Attendant will clean/disinfect event room(s) including wiping down tables and chairs, door knobs and other touchpoints, after each event.
14. Event Attendant will wear a mask and gloves at all times when inside the facility.
15. Special events must be pre-paid 48 hours prior to the event day. Cash will not be accepted on-site or on the day of the event.
16. No plates, utensils, napkins or other food service items will be provided.
17. Prior to arrival, staff will advise customers of all safety precautions and procedures, which will also be outlined in the client event rental agreement and on RiverfrontSpokane.org/book-a-venue landing page. A check box will also be added to the event inquiry form outlining the new procedures that must be accepted by event clients.
18. Attendees will be required to wear a face mask when in Carrousel rotunda and when riding the attraction.
19. Guest should be encouraged to follow the Spokane Regional Health District directive to wear a mask indoors and confined public settings, when within 6' of people from outside your household. It's understood that people will not have masks on when they eat.
20. Masks may be pre-purchased with the event rental or guests may bring their own mask.

General Precautions and Attraction Guidelines

The following precautions will be employed at the Loeff Carrousel.

- Covid-19 guidelines and requirement issued by Governor Inslee and other local and federal authorities are subject to change. Every effort shall be made by all parties to keep up to date on all changes that may occur or happen daily.
- Maintain and communicate requirement for minimum six-foot separation between staff and customers in all interactions. When strict social distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, personal protective equipment or other acceptable protection.
- Staff member and patrons alike will be encouraged to wash hands and not touch their face.
- Staff members with flu-like symptoms should not be reporting to work
- Staff members and patrons that exhibit flu-like symptoms will be encouraged to go home for their health and safety
- Staff members are required to wear face masks and gloves at all positions
- Add door hardware to allow door opening with forearm or foot when propping open the door is not feasible.
- Prop open exterior and bathroom doors where possible to minimize touch points
- Regularly (minimum of every two hours) sanitize counter tops and other facility surfaces including railings, trash cans, door knobs, pull handles, point of sales registers, employee used equipment and other frequently touch surfaces

- Signage will be installed to discourage group congregation or to limit number of people within ride queuing areas and buildings
- Signage will also be placed outside and in proximity to attractions briefly outlining social distancing guidelines in place for patrons and staff members
- Hand Sanitizer will be available onsite to customers

Event Reservations Protocol and Procedures (OUTDOOR) – Phase 2

- Event Attendant will clean/disinfect event areas including wiping down tables and chairs and other public touchpoints after each event.
- Event Attendant will wear a mask and gloves at all times when servicing client if a six foot distance cannot be achieved.
- Birthdays must be pre-paid one week in advance of the event day. Other special events/reservations will be invoiced approximately one week after the day of the event. Cash will not be accepted on-site or on the day of the event.
- No plates, utensils, napkins or other food service items will be provided.
- Prior to arrival, staff will advise customers of all safety precautions and procedures, which will also be outlined in the client event rental agreement and on RiverfrontSpokane.org/book-a-venue landing page. A check box will also be added to the event inquiry form outlining the new procedures that must be accepted by event clients.
- Guest should be encouraged to follow the Spokane Regional Health District directive to wear a mask indoors and confined public settings, when within 6' of people from outside your household.

COMMUNITY ENGAGEMENT ACTIVITIES (OUTDOOR)

- Only outdoor community engagement activities and events will be implemented during Phase 3.
- Only venues that allow for social distancing for 50 people will be utilized such as the U.S. Pavilion, Lilac Bowl and East Havermale.
- Free, online registration will be mandatory to ensure class/event size does not exceed maximum capacity of 50 participants.
- Participants will check in at Riverfront welcome table (10'x10' outdoor tent) prior to each event with six foot distancing tape for queue lines.
- Activities will be led by instructors who will maintain a distance of at least six feet from participants at all times.
- Participants will engage in modified fitness activities, spaced six feet apart to ensure social distancing.
- If required, supplies (e.g. spin bikes) will be sanitized by staff between each event/class.
- Riverfront staff and instructors will wear cloth face coverings when social distancing cannot take place.
- Participants are not required to wear face masks.
- Cleaning/sanitizing supplies will be available for regular cleaning of frequently used high touch areas.