



Park Event Application GENERAL INFORMATION



Are you applying for a NEW park event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are you applying for a returning park event with significant changes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

EVENT INFORMATION

Name of Event: GSAFE Trick or Trot Walk/Run

Park Requested: Penn Park Use of Shelter: Yes No Estimated Attendance: 200*
 * between 1PM and 5PM. Please see attached plan to limit onsite participants to 25 or less.

Type of Event (run/walk, fundraiser, festival, etc): Run/Walk fundraiser to support safe schools for LGBTQ+ youth

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: Gay Straight Alliance for Safe Schools, Inc. (DBA: GSAFE)

Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No

MANDATORY: State Sales Tax Exemption Number: ES#:049197

Primary Contact: Brian Juchems Work Phone: (608) 235-5467

Address: 122 E Olin Ave Ste 100, Madison, WI 53713 Phone During Event: (608) 235-5467

Email: briani@gsafewi.org

Organization or Event Website: gsafewi.org; https://runsignup.com/Race/WI/Madison/GSAFE

EVENT SCHEDULE

Date(s) of Setup: 10/11/2020 Setup Start and End Times: 7AM to Noon (approx.)

Date(s) of Event: 10/11/2020 Event Start and End Times: 1PM to 5PM

Date(s) of Take-Down: 10/11/2020 Take-Down Start and End Times: 5PM to 6PM

Rain Date (if any): NA Does this require time in the park the day before your event? Yes No

PERMITS

Will you have amplified sound at this event? Yes No
If yes, please fill out an Amplification Permit Application (page 13)

Will have any temporary structures such as tents, stages, inflatables? Yes No
If yes, please fill out a Temporary Structure Permit Application (page 14)
Note that permits are not required for 10' x 10' pop-up tents

Will you sell anything during the event? Yes No
If yes, please fill out a Vending Permit Application (page 15)

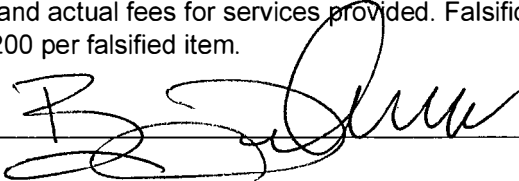
Will you serve any food at this event? Yes No
If yes, what will be served: Pre-bagged candy and post-race snacks

Will you sell alcohol (beer/wine) at the event? Yes No
If yes, please fill out an Alcohol (Beer/Wine) Sale Permit Application (page 15)

APPLICATION SIGNATURE

THE APPLICANT FOR A PARK EVENT PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS ISSUED.

The organization or person to which a permit is issued will be responsible for the conduct of the event, the condition of the permitted area, and actual fees for services provided. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

Applicant Signature  Date 8/10/2020



Park Event Application NARRATIVE & SCHEDULE



Please provide a brief narrative of the event.

GSAFE's annual Trick or Trot Walk/Run is a family fun walk/run and is a fundraiser to support GSAFE's mission to create schools where LGBTQ+ youth thrive. Trick or Trot participants will arrive in assigned waves at Penn Park throughout the afternoon (in order to avoid any disruption to potential in-person church services at nearby Mt. Zion Church) starting at 1PM and ending at 5PM. Participants will largely utilize bike paths and side streets in order to reduce traffic interference and promote participant safety. We are working with Race Day Events to set up and manage our race, as they have done for a number of years for us and most recently for the Madison Gospel 5K event also held at Penn Park.

Our event will comply with city, county, and state public health orders and restrictions, with an emphasis on ensuring a safe distance between participants and no more than 25 participants at the Park/on the route at any given time. **Please see our attached safety plan** for more details on how we plan to bring participants, volunteers, and staff together in a safe and affirming manner. We look forward to working with you to adapt plans as needed as the scope and severity of the COVID-19 virus continues to evolve.

EVENT SCHEDULE

The schedule begins when event setup starts and ends when cleanup of the event area is complete, all equipment is removed and the park is available for regular use.

The schedule should encompass all activities planned for the event, including but not limited to:

- General: set up, hours of operation, tear down/cleanup, leave park
- Vending: when vendors will set up, hours of operation, tear down/cleanup, leave park
- Music/Performances: stage setup, performance schedule, tears down/cleanup, leave park
- Displays, Exhibits, Demonstrations: setup, open hours, tear down, leave park
- Run/Walk/Parade, etc.: when staging starts, start time(s), end time(s), cleanup, leave park

DATE/TIME	ACTIVITY DETAILS FOR EACH DAY IN THE PARK (SETUP, EVENT AND TAKE-DOWN) Make sure your times match the times given on the general information page.
10/10/2020 10AM to 2PM	Swag Bag pick up under park pavilion. Will set up small pop-up tent and table for participants to register at. Will create taped markings for guests and volunteers to maintain 6 feet distance.
10/11/2020 7AM to Noon	Race Day Events will arrive at the park to set up start and finish line chutes. GSAFE staff and volunteers will set up separate registration, health screening, and end-of-race snack tables under small pop-up tenting.
10/11/2020 1PM – 5PM	Event start time through end time. Participants will be assigned to waves to ensure no more than 25 guests are at the park/on the race course at one time.
10/11/2020 5PM – 6PM	Event cleanup
10/11/2020 6PM	Leave park



Park Event Application SITE MAP



Please attach a site map. Also attach a route plan (if applicable).

- Site map should include, but is not limited to, the following:
 - » Accessible paths for wheelchairs
 - » Disabled parking
 - » Dumpsters
 - » Exit location for fenced outdoor events
 - » Event Perimeter
 - » Fencing
 - » Garbage and recycling receptacles
 - » Placement of vehicles
 - » Portable toilets
 - » Signage
 - » Stages
 - » Temporary Structures
 - » Vendors
- If the event includes a run/walk component on City streets, the approval of the Parks Division for the use of the park **does not imply approval of the proposed route**. Routes need to be approved with a Parade Permit.

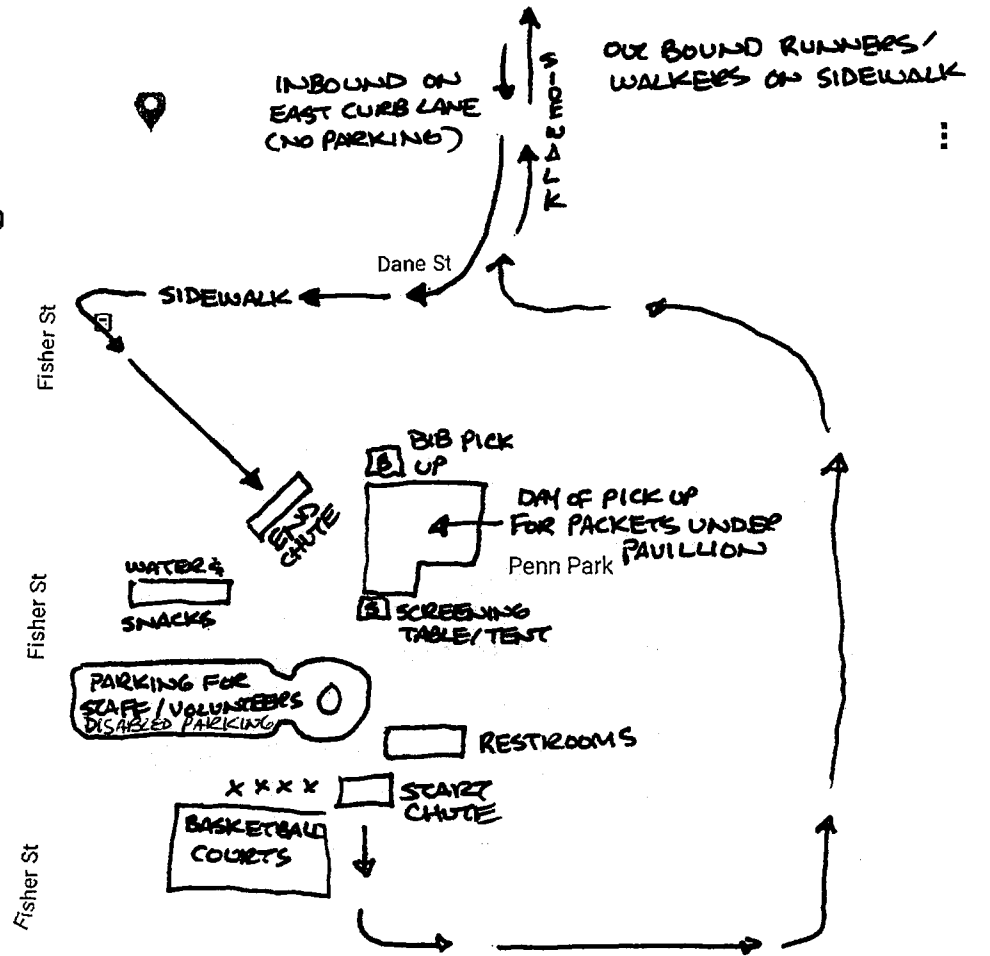
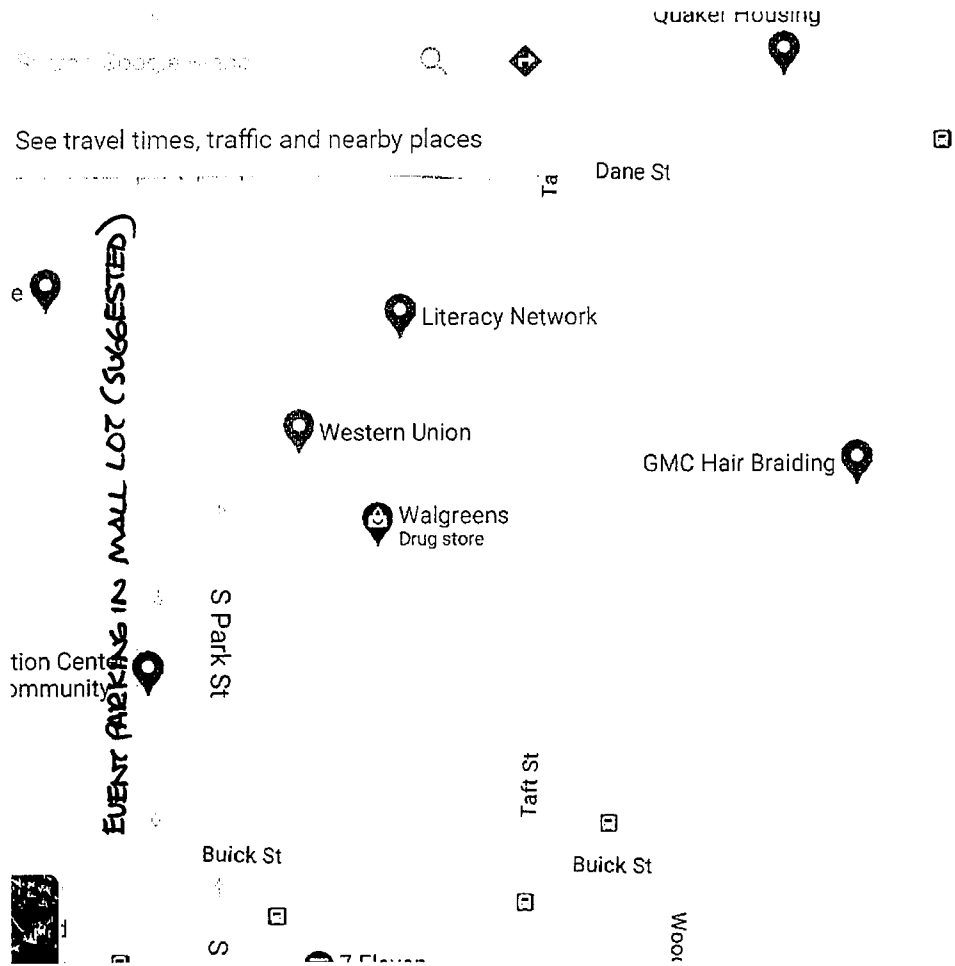
What impact do you anticipate your event will have on the residents/businesses in the areas surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts?

Due to the limited number of participants that are able to attend the event/be on the course at any given time, we do not anticipate Trick or Trot having a significant impact on the neighborhood immediately surrounding the park. While we plan to have amplification, it will be focused around the park pavilion and finish line which is up towards the pavilion. Parking at Penn Park will be limited to staff, volunteers, and those with disabilities. Event participants will be encouraged to find parking at the Villager Mall area.

Provide Detailed Event Site Map (feel free to provide this map as a separate attachment): Please see attached

GSAFE 2020 Trick or Trot Walk/Run Staging Area

Sunday, October 11th – 1PM to 5PM





Park Event Application EMERGENCY ACTION PLAN



Below is the standard Emergency Action Plan required by the City of Madison. Please complete the form with your event information.

I. GENERAL

GSAFE Trick or Trot Walk/Run will be held Sunday, October 11, 2020 at Penn Park.
EVENT NAME DATE GENERAL LOCATION/ADDRESS/PARK NAME

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

IV. BASIC PLAN

A. Emergency Action Plan (EAP) Event Representative

- 1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as PRIMARY CONTACT: FIRST/LAST NAME.

B. Emergency Notification

- 1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
- 2. We will/ will not have on-site EMS. **NOTE: Ryan Bros will be off-site contact.**
CONTACT NAME/CELL NUMBER
- 3. We will/ will not have on-site Police or Security. **We do not anticipate needing event security**
CONTACT NAME/CELL NUMBER

C. Severe Weather

- 1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast website.
- 2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such FIRST/LAST NAME and will be responsible to monitor the weather conditions before and during the event.
- 3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee FIRST/LAST NAME will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
- 4. There are very limited provisions for sheltering participants in the event of severe weather.
- 5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

D. Fire

- 1. If a specific hazard has been identified as an increased risk of fire at this event, event manager will work with the Fire Department to determine how to address the hazard.
- 2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.



Park Event Application

EMERGENCY ACTION PLAN



3. If cooking is intended, you must contact the fire department and -
 - a) Must have a valid fire extinguisher, 2A10BC
 - b) Each space is allowed 1 LP tank per cooking device. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
 - c) No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies.
 - d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)
4. Fire Inspectors may be required to do an inspection of your event (depends on size and nature of the event), contact the Fire Department for guidelines
5. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
6. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

E. Medical Emergencies

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
2. Event manager shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.
3. Should an incident occur that requires Emergency Medical Services to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number

F. Law Enforcement

1. The need for constant Law Enforcement presence at this event

has / has not been identified. Event manager shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
2. Should an incident occur that requires Law Enforcement, to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number

G. Emergency Vehicle Access

1. Access for Emergency Vehicles will be maintained at all times.
2. 20' Fire Lanes are required to be kept open at events.
3. A 14' minimum height clearance requirement for anything that goes over a street or fire lane
4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
5. Crowd control will be managed by: **GSAFE and Race Day Events**
6. Parking for vendor and staff vehicles will be: **Penn Park lot (limited)**
7. Parking for attendee vehicles will be: **Villager Mall parking lot (primary), street parking (limited)**

V. CONTACT INFORMATION

Primary Contact	Brian Juchems	(608) 235-5467
Secondary Contact	Amber Sowards	(443) 827-1348
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345



Park Event Application MARKETING



Conditional approval of the event is required BEFORE promoting, marketing or advertising the event.

Would you like your event included on the Parks Division Event Calendar?
If Yes, please continue. If No, skip this form.

Yes No

PARKS DIVISION CALENDAR OF EVENTS

Your event will only be included on the calendars if all permits and applications are approved 30 days in advance and your event is open to the public.

Official Name of Event: GSAFE Trick or Trot Walk/Run

Park Location: Penn Park

Public Contact Phone: (608) 661-4141

Website: https://runsignup.com/Race/WI/Madison/GSAFE

Admission Cost: Varies by date and age, please see site

Date of Event: 10/11/2020

Beginning/End Time of Event: 1PM to 5PM

Two sentence description of event:



Park Event Application AMPLIFICATION PERMIT



Will there be amplification at the event?

Yes No

If Yes, please continue. If No, skip this form.

By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Please be considerate of park neighbors and other park users.

Event/Name of Group: GSAFE Trick or Trot Walk/Run

Type of Amplified Sound:

Band DJ Sound system Speeches/Announcements Karaoke

Other (please specify): _____

SOUND DURATION INFORMATION

DATE	TYPE	TIME SOUND BEGINS	TIME SOUND ENDS
10/11/2020	Music and announcements	12:30 PM	5:00 PM

Public Amplification permit type is determined by Parks Staff.

Public Amplification Permit 1 – (PA1)

- Sound Limit: 75 dB, 150 ft from the source.
- Time Limit: Between 8 AM and 9 PM, 6 hour duration
- Permit Fee: \$60
- Additional Hour(s) between 8AM and 10PM (9PM for Shelter Reservations): \$20
- Extraordinary extension to 11 PM (requires Park Commission approval): \$50
- Special Conditions:
 - » Two 6 hour permits can be purchased on a day.
 - » No carryover of hours unused on one date may be applied to a second date.
 - » Ranger staff will monitor events for compliance.

Public Amplification Permit 2 – (PA2)

- Sound Limit: 95 dB at the sound board or 100 ft from source, whichever is closer.
- Time Limit: Between 8 AM and 10 PM, 6 hour duration
- Permit Fee: \$150
- Additional Hour(s) between 8 AM and 10 PM: \$30
- Special Conditions:
 - » PA1 Conditions apply
 - » Ranger staff will monitor events for compliance at the perimeter and/or 125 ft from the source and at the sound board if applicable.
- **Non-compliance action**
 - » A warning will be given to comply with the conditions of the permit. If a second warning is required, a citation will be issued to the responsible party for violation of MGO 8.29. A third violation will result in the amplification being ordered to cease immediately.

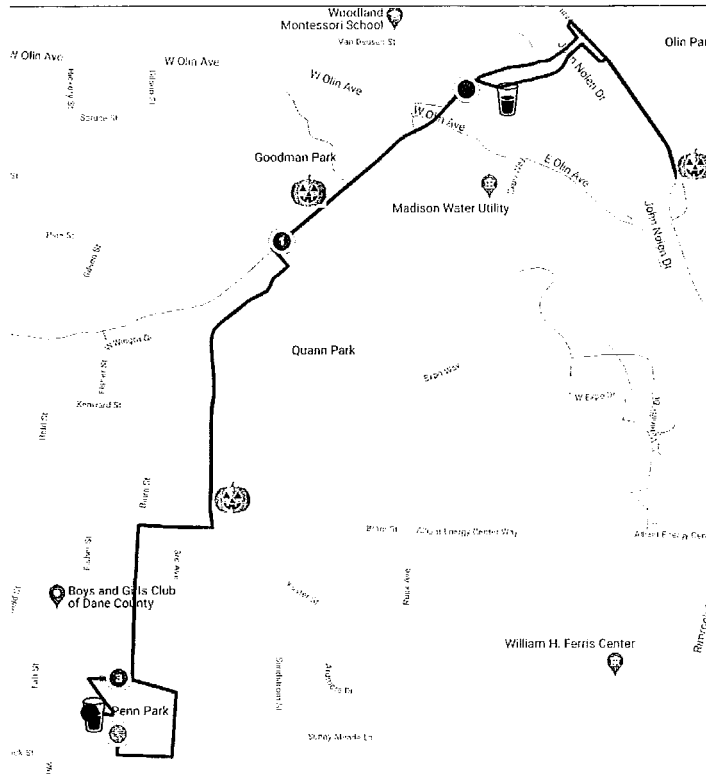
2020 GSAFE Trick or Trot Run/Walk Route
Sunday, October 11th, 2019 – 1PM – 5PM



= Trick or Treat Candy Station



= Water Station



Turn by Turn Race Route

1. Start Line in Penn Park between restrooms and basketball court.
2. Run north on the bike path along the east edge of Penn Park.
3. Keep straight onto Baird St sidewalk (participants heading out will keep right on sidewalk)
4. Right on sidewalk along south side of Bram St
5. At Koster St cross Bram St onto Quann Park path
6. Left over Bridge to Wingra Creek Bike Path
7. Right onto Wingra Creek Bike Path
8. Cross under W Olin Ave
9. Keep right on path at split, head towards Continue on Wingra Creek Bike Path heading east
10. Left onto Wingra Creek Bike Path towards John Nolen Dr underpass/Olin Turville Ct.
11. Cross under John Nolen Dr and right onto ramp towards Olin-Turville Ct.
12. Head south on Olin-Turville Ct towards turn around point near Turville Point Conservation Park parking lot (south end of park)
13. Turn around and head north on Olin-Turville Ct
14. Turn left onto bike path ramp on north side of Wingra Creek

GSAFE 2020 Trick or Trot Walk/Run Safety Plan

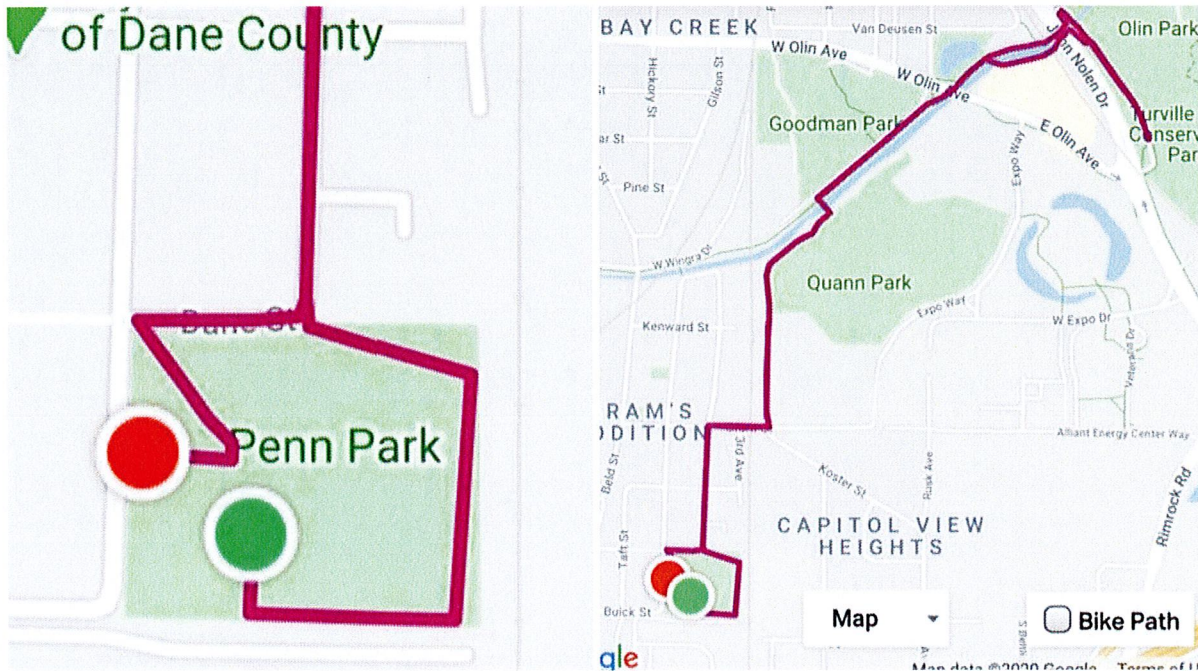
October 11, 2020

This safety plan is based on guidelines and requirements issued by Public Health Madison/Dane County and in consultation with the City of Madison Parks. We will continue to work with both agencies and our race managers at Race Day Events to revise/adapt our plans as needed. We are deeply grateful to the organizers of the Madison Gospel 5K for providing the blueprint for this safety plan.

Date, Location of Event, Distance & Course Design

This annual event is scheduled for Sunday, October 11, 2020 from 1PM to 5PM, with set up starting that morning at 7AM.

Due to our regular staging area (Franklin Elementary School) being unavailable due to school district restrictions we will use the same staging area and route as the recent Madison Gospel 5K Run. We are once again working with Race Days Events to set up and manage our course, just as they did with the Madison Gospel 5K Run.



Trick or Trot will begin and end at Penn Park, and will offer an out-and-back course that will utilize the Quann Park and Wingra Creek bike paths as much as possible. The route, along with

planned waves, will limit the need for participants to be in close proximity. The route also minimizes the use of city streets, reduces the need for the Madison Police Department to manage street/intersection closures, and seeks to increase the safety of participants, volunteers, and spectators.

The course will have 1 mile, 2 mile and a 3.1 mile markings, as well as clear markings instructing walkers to turn around at either the .5 mile or the 1 mile mark.

Individuals (including children) from the same household may walk or run alongside each other at our event. Individuals who do not live in the same household will be required to maintain a 6 foot distance at all times during the walk/run.

Arrival and Start Area:

- Participants will be asked to arrive wearing face masks. Facemasks will be provided to participants who arrive without.
- Participants will arrive no earlier than 15 minutes prior to their SPECIFIC start time. If they decide to do a warm up, they will be required to do so AWAY from the course route and site.
- Besides staff, there will be NO MORE THAN 25 PARTICIPANTS ON THE PREMISES AT ANY GIVEN TIME. We will direct the participants to honor the 6 feet of space between participants while minimizing crowding.
- Upon arrival each participant will be screened and their temperatures will be checked. Participants will be asked to stand at 6 feet intervals (marked off by tape) while waiting to be screened.
- After screening participants will move to a separate location to pick up their race bib and swag bag (if applicable).
- Participants will move to start area while wearing their face mask and bib.
- The start area will be positioned away from the packet pickup area between the restrooms and basketball courts. There will be cones and/or tape markings placed 6 feet apart so that the participants know where to line up.
- There will be a start truss and fencing at the start line. Once in the start area, there will be a staff member giving an audible signal for the participant to start at 30 second intervals.

Course:

- There will be directional arrows and cones to direct participants on the course. To minimize contact, the course will also be designed to be as self-explanatory as possible and will seek to have staff or volunteers only at critical points and intersections.
- The bike paths are open to the public. Participants are advised to keep to the right, to be cautious of others, and maintain 6 feet of separation at all times.

- Participants **MUST** keep to their right when possible to allow for safe passing at 6 feet of separation on the left.
- Participants should make it known when passing by announcing they are passing left.
- There will be up to three candy stations along the route. Instead of using buckets participants have to reach in to, we will have tables along the course route that volunteers (wearing masks and safety gloves) will place pre-made candy bags upon for participants to take as they pass by.
- The water aid station will be located at the turn around point on Olin-Turville Court. Unopened single serving water bottles will be placed on tables for participants to take.
- We will encourage participants to bring their own water to reduce crowding at the water station. Additionally, we will provide participants with water at the starting point if they need it to support themselves along the course.

Finish Area:

- After crossing the finish line, participants will be directed towards an area away from the finish line where they will be offered a pre-bagged, packaged (unopened) race snack and individual bottled water.
- Whether they take the snack/water or not, participants will be directed to **IMMEDIATELY** leave the finish area.
- If any participant is waiting for a family member, participants will be instructed to wait away from the event area at a socially responsible location and distance.

Size of Race

On July 7th Public Health Madison & Dane County issued Order #8. We have planned our event to be in compliance with and we encourage all Trick or Trot participants, staff, and volunteers to adhere to Order #8. Order #8 Link:

https://publichealthmdc.com/documents/2020-07-07_Order_8.pdf

Trick or Trot staff have worked with Race Day Events to create a wave-based event where no more than 15 participants will enter the run/walk route every 15 minutes. This means, for our first wave, no more than 15 individuals will be released onto the course. Participants will be released by event staff one at a time (or in small groups if from same household) in intervals of 30 seconds. 15 minutes later, our second wave will be released in the same fashion. This wave-based schedule will continue through 4:30PM, allowing most runners and walkers to complete the route by approximately 5PM.

In order to better ensure the course has no more than 25 participants on it at any time, walkers will have a shortened route length of 1 or 2 miles, with signs and volunteers clearly instructing them to turn around at the appropriate location. Runners will have the option of running the full 3.1 course. This plan takes into consideration the different speeds of walkers and runners as well as a certain percentage of day-of race "no shows."

Safety of individuals:

All individuals should take precautions when leaving their homes to ensure their safety, the safety of the members of their household, and the safety of the public.

1. **All individuals.** For individual safety and the safety of the community, all individuals should:
 - i. Maintain physical distancing of six (6) feet between individuals who are not members of the same living unit or household, to the greatest extent possible.
 - ii. Wash hands with soap and water for at least twenty (20) seconds as frequently as possible or use hand sanitizer.
 - iii. Cover coughs or sneezes (into the sleeve or elbow, not hands).
 - iv. Frequently clean high touch surfaces and objects.
 - v. **Not shake hands.**
 - vi. **Follow all PHMDC requirements.**
 - vii. **Wear a face covering when outside and not able to maintain a distance of 6 feet.**

Please read the parameters for face coverings as stated in Order #8.

Mass Gatherings.

A Mass Gathering is a planned event with a large number of individuals in attendance, such as a concert, festival, meeting, training, conference, performance, show, or sporting event. Individuals that are members of the same household or living unit do not count towards the mass gathering numbers in their own household or living unit.

Mass Gatherings Outside.

A mass gathering outside is permitted with twenty-five (25) individuals or less not including employees. Individuals must maintain physical distancing. Participants are advised to be cautious of others and maintain 6 feet separation at all times. **If we exceed this number, we will request that each participant must wait in their car or off the staging site until 10-15 minutes before it is their time to begin their race.**

Registration Process

Registration will be completed all online ONLY. There will be absolutely NO MONEY EXCHANGED.

Participants will determine in advance which "Wave" they will start their run. There will be a total of up to 15 Waves. Participants will receive this information on the website as well as in their email. The actual Waves and start time are provided below.

Each wave will occur in 15 minute intervals and only up to 15 participants can sign up. One participant will be at the start line unless the participants live in the same household. They need to maintain 6ft distancing at all times during the run/walk. There are no exceptions unless there is an emergency. The first wave will promptly begin at 1PM.

- Wave 1: 1PM
- Wave 2: 1:15PM
- Wave 3: 1:30PM
- Wave 4: 1:45PM
- Wave 5: 2:00PM
- Wave 6: 2:15PM
- Wave 7: 2:30PM
- Wave 8: 2:45PM
- Wave 9: 3:00PM
- Wave 10: 3:15PM
- Wave 11: 3:30PM
- (Wave 12: 3:45PM)
- (Wave 13: 4:00PM)
- (Wave 14: 4:15PM)
- (Wave 15: 4:30PM)

Participants will arrive to pick up their packets at the Registration tent in Penn Park on Saturday, October 10th between the hours of 3p-7pm or on Sunday between the hours of 11:30AM and 1PM. Participants are required to maintain 6 feet of distancing from staff and other participants.

All swag bags will be premade in advance. Participants MUST wear a face covering when picking up their swag at the race event site.

There will be 2 lines to check in with two tables (8 feet) between participants and staff (Staff will be wearing a mask at all times)

When the participant is called up by staff, there will be a mark on the ground where the participant should stand. Participants are advised to be cautious of others and maintain 6 feet separation at all times. Staff will ask for participant names. Then a staff member (runner) will grab their swag bag and give it directly to the participant. Commonly used areas will be frequently wiped down.

As each participant completes their registration, our staff will sanitize their hands and wipe down the tables.

Restroom Availability

Restrooms will be available. However, the bathroom will be frequently sanitized between and after each use. We will also provide hand sanitizer, cleansing wipes and opportunity for volunteers to frequently wash their hands.

Medical Staff & Law Enforcement

As in past years, we will not have EMT's on site at our event. We will, however, confirm with Ryan Bros Ambulance service that they will be on call if needed. In case of health emergency all event staff and volunteers will be encouraged to contact 911 for emergency services. We will also have the emergency contact and number of all participants on hand during the event.

Swag Bags

Pre-packaged swag bags will be provided to all participants who signed up to complete the race in person. For those signed up and switched to virtual, those participants will receive their complete swag bag as though they were attending the event in person. The participants who initially selected the virtual option will only receive a bib and medal. No t-shirt will be provided.

Virtual Walk/Run

In addition to our in-person event, participants can opt to sign up to sign up for a virtual walk/run.

Waivers

An additional waiver will need to be signed by every Trick or Trot staff, volunteers, and participant regarding running/walking during the COVID-19 Pandemic. GSAFE will not be held liable for the risk.

Participant Safety Guidelines TO ENSURE THE SAFETY OF THE PARTICIPANTS, STAFF AND PUBLIC, ALL PARTICIPANTS MUST ADHERE TO THE FOLLOWING REQUIREMENTS:

- Participants are required to be completely self-sufficient. There will be only one water stop. However, prepackaged refreshments will be provided by the race.
- Participants must follow all CDC safe distancing guidelines.
- ALL PARTICIPANTS ARE TO WEAR A FACE COVERING UNLESS THEY HAVE A MEDICAL REASON, disability or under the age of 2. If someone is not able to wear a face covering during the race, it is recommended that they wear a face covering before and afterwards.
- All participants, on race day, will be given a mask provided by Trick or Trot.
- Participants must be in good health and symptom free from any illness for at least 2 weeks prior to the event.

- If someone was called by a contact tracer and told that they were in close contact with someone who was positive and that they need to be quarantined, they CANNOT ATTEND the race if they are still within their 14 day quarantine period.
- After picking up their bib number and upon approaching the start line, participants are required to start immediately on the staff member's audible cue. Participants will not be allowed to congregate or conduct any race preparation (warm-ups, stretching, adjusting or changing apparel, etc.) in the start area.
- Participants MUST approach the start line ready to run.
- It is required that everyone maintains 6ft distancing at all times. Passing someone during the race is NOT an exception. When passing, participants being passed should always remain on the far right side of the path. Participants passing on the course must adhere to "no drafting" rules which include being no closer than 10 feet behind or in front of or 6 feet beside other competitors whenever possible. Participants may pass only when it is safe and clear of others. Before passing, participants must be sure they can safely remain 10 feet behind and then 10 feet in front of the participant being overtaken before merging back to the right-hand side of the pathway. The slower runner must give way to the faster runner.
- Participants ONLY event. Spectators are not allowed to join the participants during the race. Please DO NOT promote any spectators to join you on course or at the start and finish.
- Upon completing the race and crossing the finish line, participants must continue moving towards the exit of the finish area. Participants are required to leave the finish area and PROCEED IMMEDIATELY AWAY FROM THE EVENT as soon as they complete the race. NO CONGREGATING of any type will be permitted either before, during, or after the event.
- **FAILURE TO ADHERE TO ANY OF THE STATED RACE REQUIREMENTS WILL RESULT IN THE PARTICIPANT BEING ESCORTED OFF THE RACE SITE. IF REQUIRED, LAW ENFORCEMENT WILL BE INVOLVED.**

Trick or Trot Staff and Volunteer Guidelines

TO HELP ENSURE THE SAFETY OF THE PARTICIPANTS, STAFF AND PUBLIC, ALL TRICK OR TROT STAFF & VOLUNTEERS WILL ADHERE TO THE FOLLOWING REQUIREMENTS:

- All volunteers are to arrive no sooner than 15 minutes before the designated start time listed on our Trick or Trot volunteer sign up form
- All Trick or Trot staff and volunteers will wear face coverings.
- All Trick or Trot staff and volunteers will be screened. If someone was called by a contact tracer and told that they were in close contact with someone who was positive and that they need to be quarantined, they CANNOT VOLUNTEER in the race if they are still within their 14 day quarantine period.

- Hand sanitizers will be provided and available at Registration, Start/Finish line, water and candy stations, and refreshment table.
- Two separate check in tents will be used to allow for swag bag pick up and spacing.
- Registration is ONLY available online and the only exchanging of goods will be for participants to pick up their swag bags, water, pre-made candy bags, post race and post-race snack bags and water.
- All surfaces will be wiped down with sanitizer between participants.
- 6 FEET OF SEPARATION WILL BE MAINTAINED BY ALL STAFF AT ALL TIMES and will be required by participants at Packet Pickup and strongly encouraged on the run/walk.
- Timed starts of 1-2 participants per minute per 7 min window will prevent large groups from being on the course at one time.
- There will be restrooms available. Restrooms will be closely monitored and frequently cleaned between usages.
- There will be one water station. Additionally, there will be up to three candy stations as well as post-race refreshment table with prepackaged food in separate but individualized bags.
- There will be separate Start and Finish Areas.
- Bib Pickup, Parking, Start and Finish are all spaced out to limit crossover of participants.
- The course is designed so that there will be a limited route of two-way traffic.

General Guidelines

- Volunteers must register for a specific category ahead of time.
 - To sign up, please visit:
<https://runsignup.com/Race/Volunteer/WI/Madison/GSAFE>
- Please check your email before attending Trick or Trot to review the most up-to-date Volunteer Guidelines before the event.
- Please plan to arrive at least 15-30 minutes early to your assigned location.
- Walk-ups will not be accepted and you must be at least 16 years of age to volunteer.
- Please try to limit your personal items. We will not be able to provide a bag check but a small backpack will be permitted for you to wear. GSAFE is not responsible for any lost or stolen personal items.
- If you need to cancel, please contact: info@gsafevi.org or (608) 235-5467.

Additional Guidelines due to COVID-19 (Prior to Event)

- Please follow us on social media and check your email before the event to receive the most up-to-date information and volunteer guidelines for the 2nd Annual Madison Gospel 5K Run/Walk.
- Take care of yourself prior to the Race Day so you are healthy to participate and volunteer. Here are some tips:

- Stay home when you are sick, except to get medical care.
- Cover your coughs and sneezes with a tissue, then throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean frequently touched surfaces and objects per use.

Additional Guidelines due to COVID-19 (Race Day)

- Once you have arrived at your designated volunteer location, a volunteer leader will again discuss the most up-to-date guidelines to ensure everyone's safety.
- Please plan to wear a face covering/mask during your shift. If you do not have a mask, we will provide you with one.
- You will also be asked to follow the below guidelines to help us keep our participants and volunteers safe during our event.

Additional Steps to Educate and Decrease the Spread of COVID-19

We will:

- Post CDC and Forward Dane promotional material to help educate and decrease the spread of COVID-19.
- **Display signs** (physical and electronic) prior to and throughout the event to ensure the safety of our volunteers and participants. Handshakes and "high-fives" are often exchanged at meetings and sporting events, and these can be ways in which COVID-19 can be transmitted from person to person. We will provide promotional material to discourage these actions during the gathering.
- **Provide COVID-19 prevention supplies to event staff and participants.**
 - Including: hand sanitizer that contains at least 60% alcohol, tissues, trash baskets, disposable facemasks, and cleaners and disinfectants.
- **Clean frequently touched surfaces and objects** with detergent and water prior to disinfection, especially surfaces that are visibly dirty.
- Plan for staff absences.
 - Event staff need to stay home when they are sick, or they may need to stay home to care for a sick household member or care for their children in the event of school dismissals.
- Consider alternatives for event staff and participants who are at increased risk for complications from COVID-19.
- Promote messages that discourage people who are sick from attending events.
- Identify a space that can be used to isolate staff or participants who become ill at the event.

- If any staff member or participant becomes sick at our event, we will separate them from others as soon as possible and help them leave the event and get the care that they need.
- We will work with the local public health department and nearby hospitals to care for those who become sick. If needed, contact emergency services for those who need emergency care.
- If you become sick: Public transportation, shared rides, and taxis should be avoided and disposable facemasks should be worn by persons who are sick at all times when in a vehicle.
- Work closely with local public health officials to assess local capacities in the area. During a COVID-19 outbreak, resource limitations among local healthcare systems and/or law enforcement can influence the decision to postpone or cancel our event. If possible, we will plan alternative ways for participants to enjoy the events virtually.
- Stay informed about the local COVID-19 situation by following the guidelines and recommendations put forth by the CDC and Forward Dane.
- Update and distribute timely and accurate emergency communication information.
 - Identify everyone in your chain of communication (for example, event staff, participants, suppliers, vendors, and key community partners and stakeholders) and establish systems for sharing information with them.
 - Maintain up-to-date contact information for everyone in the chain of communication.
 - Identify platforms, such as a hotline, automated text messaging, and a website to help disseminate information. Update key community partners and stakeholders regularly.
 - Share information about how you and the emergency operations coordinator or venue planning team are responding to the outbreak.

These recommendations and guidelines have been adopted from the Centers for Disease Control Prevention, Forward Dane, and Industry Leaders.