



Run Away Events cares about the health and safety of all of our participants. We also care about the well-being that running and competing brings to the lifestyle of our community.

Running events like the Houdini 10k add some resemblance of normalcy back into our community in an environment that supports & respects

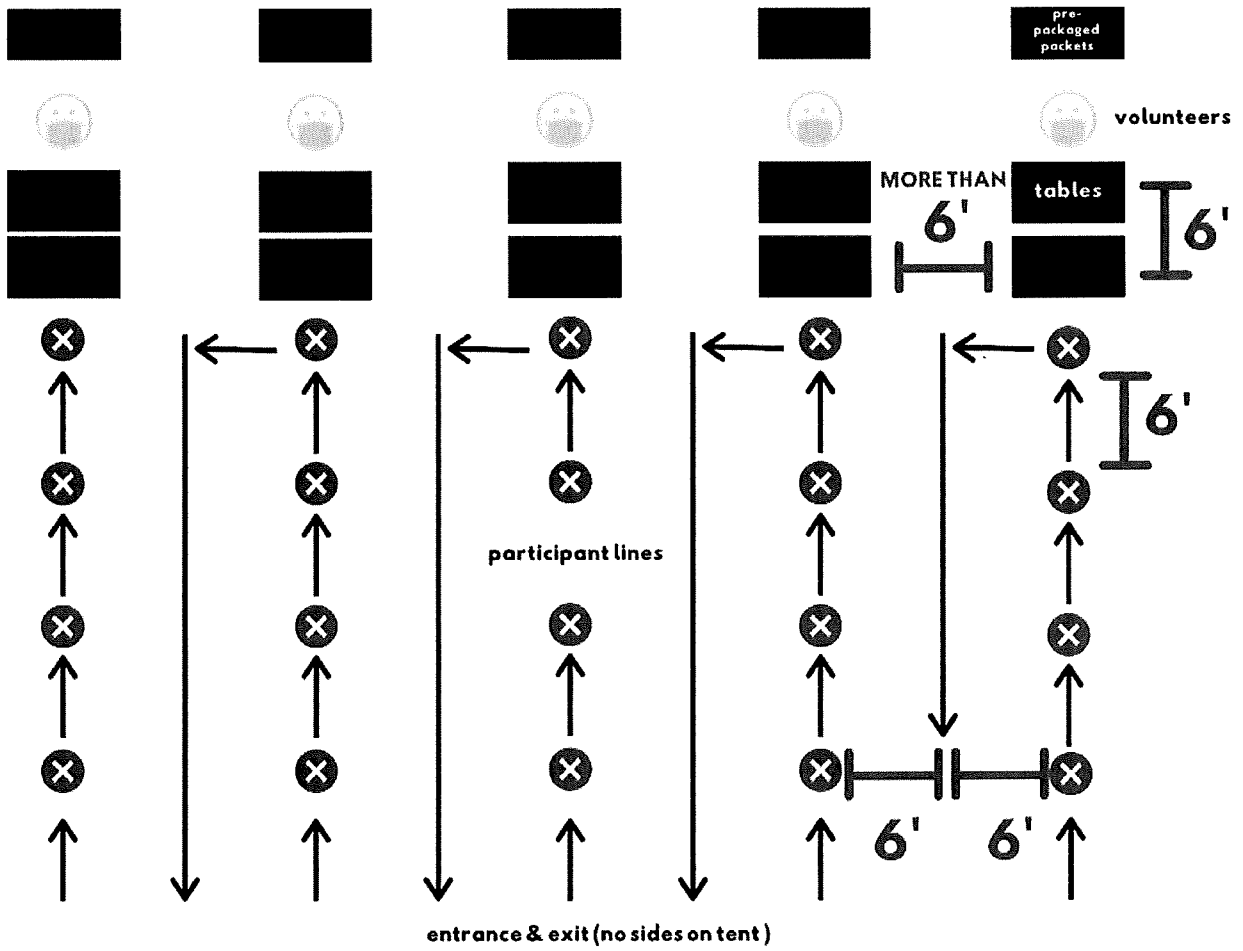
- CDC Event Recommendations
 - CDC does *not have a limit* or recommend a specific number of attendees for these types of events and instead **encourages event organizers** to focus on ways to **limit people's contact with each other.**
 - Social distancing
 - outdoor recommendations: The event is entirely outdoors
 - Limited contact where contact is involved at packet pick-up and post race food (boxed to-go)
 - Limited time in one space: there are no pre or post-race gatherings
 - Providing participants, volunteers and spectators with health screening questions before attending and signage for reminders of all the safety measures in place (hand sanitizing stations, social distancing, ways to celebrate without hugging or hi-fiving, etc.)
- The local economy: the city, local non-profits, awareness and patronage to downtown businesses, Run Away Shoes, local residents as the event staff

We are also finding that local guidelines are referring to the guidelines of larger institutions, such as the CDC guidelines, which we referred to often when creating this safety plan

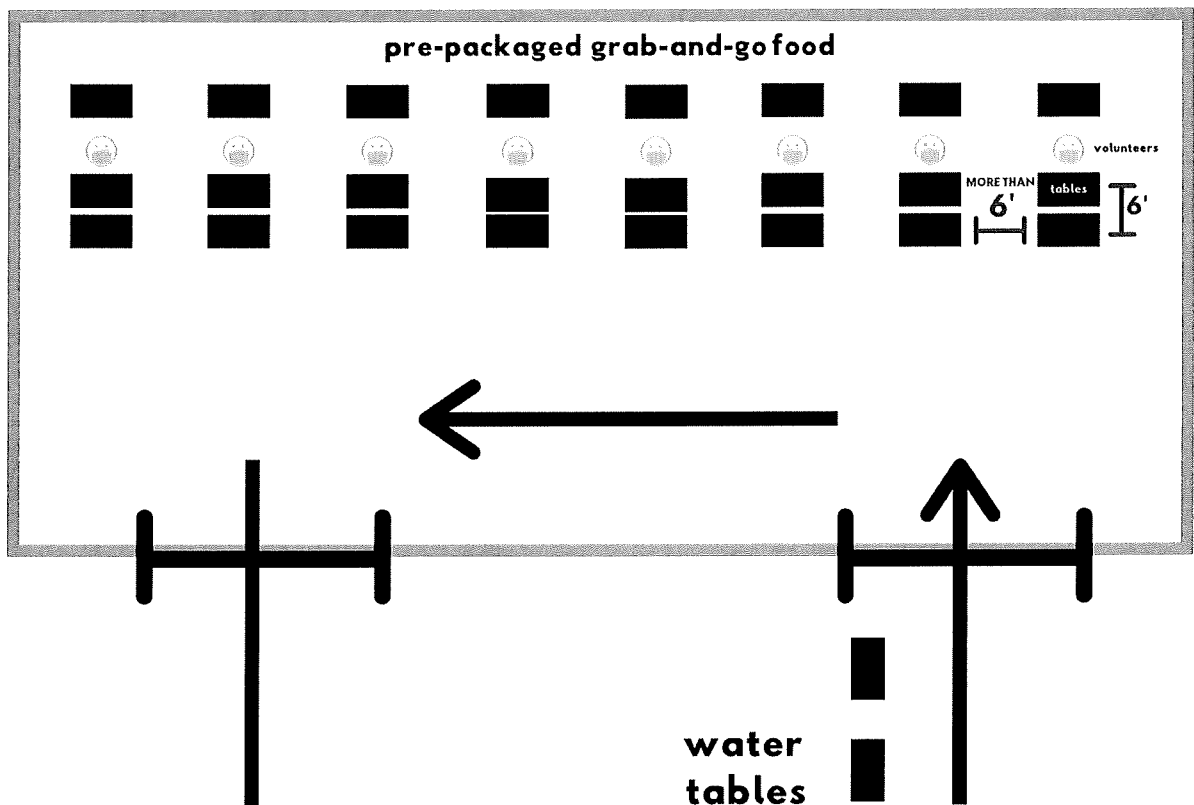
We will reduce our maximum from 1400 to 600 which is what the City of Oshkosh has approved for the Lumberjack & Jill 10 Mile, Relay & 2-Mile Walk (www.runawayshoes.net/lumberjackjill)

- Those 600 people will start in 4 waves with 15 minutes between waves.
 - Participants may only arrive 5 minutes before their race so there will be no gatherings before.
 - Participants have choose their wave start time and have a bib color assigned for that wave to keep people limited to the wave they sign up for.
- Walking through the process of the race and experience of the runner and how social distancing will be maintained the entire time. Please see maps.

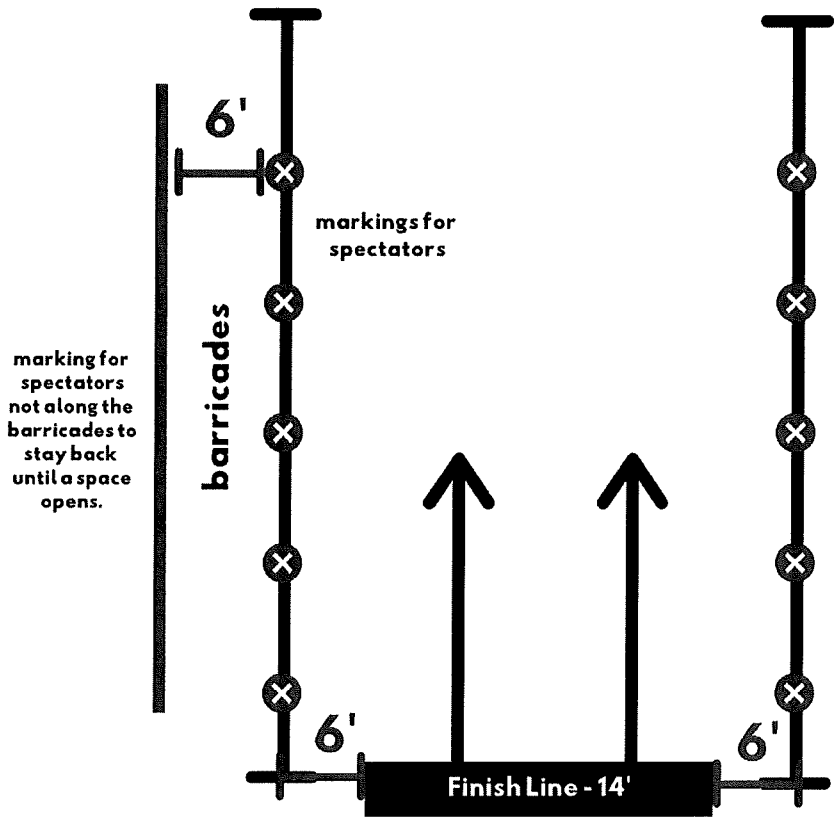
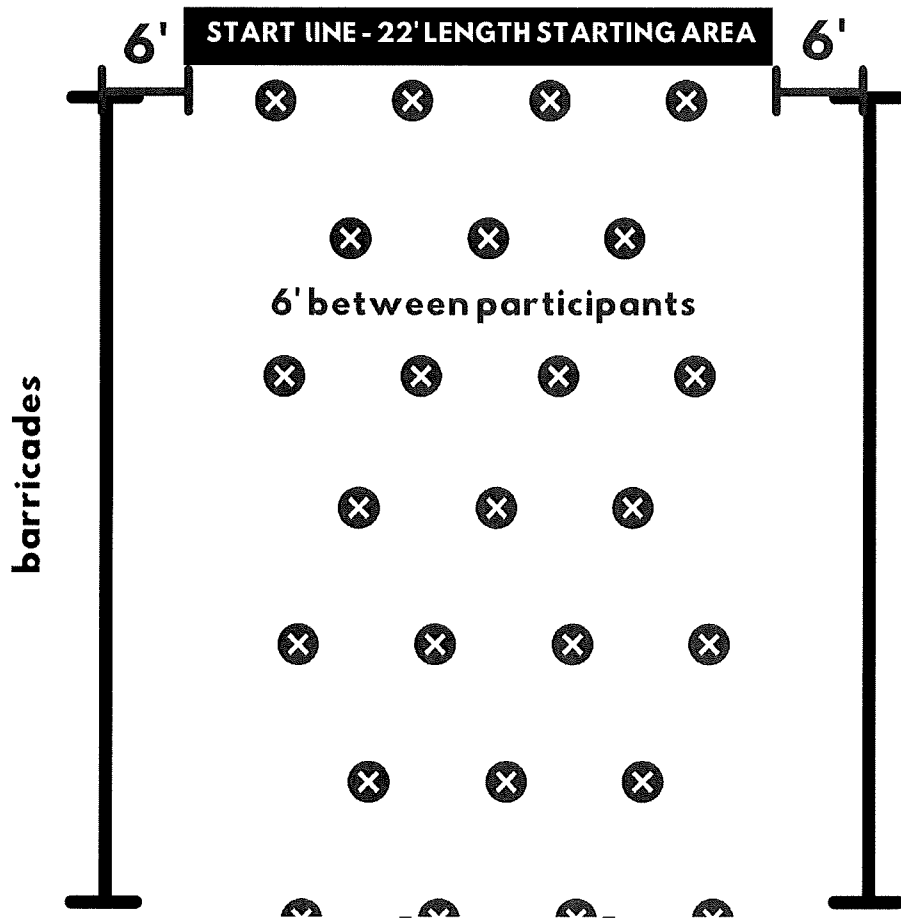
Run Away Event Races
Packet Pick-Up



Food Line



Run Away Event Races
Start & Finish Lines





Updated 8/25/20

Run Away Events cares about the health and safety of all of our participants. We also care about the well-being that running and competing brings to the lifestyle of our community. We have devised a plan moving forward that takes into consideration the current health climate by including extra measure to keep everyone safe while the events still go on. **This plan was developed taking into considerations all recommendations given by the CDC.**

These measures will be in place for events in Fall of 2020 at least through Spring of 2021. Due to the ever changing recommendations and limitations as a result of COVID-19, all of these plans, and the length of time that they are enforced, are subject to change.

In This Document:

1. **CDC Guidelines & Our Response**
2. Run Away Event Staff & Volunteer Safety Measures
3. All Races: Participant Guidelines
4. All Races: Spectator Guidelines
5. All Races: Event Changes
6. Run Away Events COVID-19 Screening Questions

1. CDC Guidelines & Our Response

Article: Event Planning and COVID-19: Questions and Answers | Information for Event Planners and Individuals

Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/event-planners-and-attendees-faq.html>

Updated July 13th

Article is copied and pasted below. Our response to each area is in red.

What actions should I take to plan for an outbreak?

Creating an emergency plan for mass gatherings and large community events, such as concerts and sporting events, can help protect the health of your staff, attendees, and the local community. This planning should include:

- Encouraging staff and attendees to stay home if sick. – This is included in section 2 of this Safety Plan that is shared with participants on our website (www.runawayshoes.net/events and on each individual event webpage), and in e-mail marking, participant, staff & volunteer e-mails and social media posts. Additionally, staff & volunteers will be asked health screening questions at check-in during any race-related work and participants will be given a health screening checklist to follow before coming to the race in a participant e-mail and with their race packet. We also have these reminders for participants to pass along to people who plan to attend the event as a spectator.
- Developing flexible refund policies for attendees. – Due to the upfront cost of preparing for an event, there are no refunds for this event. Participants may switch to the virtual event to complete at a later date if they are unwell or choose to participate virtually based on their comfort level.
- Providing supplies for attendees and staff that can be used to help prevent the spread of germs. – Disposable surgical masks will be available for persons who forget/lose theirs prior to or during the event. Hand sanitizing stations will be set-up throughout the event area. Cleaning supplies will be available and utilized on a regular schedule throughout the event.
- Consulting local public health officials about your event. – We are working with local health officials for event safety approval and revisions.

How many guests can safely attend a conference, sporting event, conference, or other community event?

CDC does *not* have a limit or recommend a specific number of attendees for these types of events and instead encourages event organizers to focus on ways to limit people's contact with each other. Each event organizer will need to determine the appropriate number for their setting in collaboration with local health officials. They should also check state, county, and city rules regarding any current restrictions limiting the number of attendees at events.

In general, the number that is chosen should allow individuals to remain at least 6 feet apart from each other. Rather than focusing on an ideal number, event organizers and administrators should focus on the ability to reduce and limit contact between attendees, staff, and others. In general, the **more people** you interact with, the **more closely** you interact with them, and the **longer that interaction**, the higher your risk of getting and spreading COVID-19. Indoor spaces are more risky than outdoor spaces because indoors, it can be harder to keep people at least 6 feet apart and the ventilation is not as good as it is outdoors.

- The focus of our safety plan is reducing contact between participants, volunteers, staff & spectators. We have reduced the number of participants we will allow to register for the event and have introduced wave starts to limit the number of people gathering at the start of the event. Packet Pick-Up, Start, Finish, Water Stations, and Event Exit all have layouts designed to respect social distancing. The entirety of this event is outdoors and the tent space will not have all four walls in order to promote ventilation. The event

plan is always introduced to and worked out with local municipalities to be in compliance with current health ordinances.

Does CDC have recommendations on how to maintain 6’ between attendees during events?

Yes. CDC recommends several strategies for this. For instance, organizers can:

- Limit attendance or seating capacity to allow for social distancing, or host smaller events in larger rooms. – We have reduced the number of participants allowed to register for the event and have introduced a wave start system with further reduces the number of participants in one space at one time. The entirety of this event is outdoors.
- Block off rows or sections of seating in order to space people at least 6 feet apart.
- Use multiple entrances and exits and discourage crowded waiting areas.
- Eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times (such as guides for creating one-way routes). – No seating will be available at this event. Participants will arrive and find an X at the start line (all 6’ apart) with the guidance of race staff 5 minutes before their wave begins. At the conclusion of their race, they will continue to move through the finish line to receive their grab-and-go box of food and exit the event.
- Prioritize outdoor activities where social distancing can be maintained as much as possible. – the entirety of this event is outdoors
- Offer online attendance options in addition to in-person attendance to help reduce the number of attendees. – Virtual participation options are offered.
- Consider limiting the number of people who occupy the restroom at one time to allow for social distancing. – No restrooms will be available, only single stall portable units.
- Do not allow lines or crowds to form near the restroom. Take steps to ensure that individuals can stay at least 6 feet apart from each other. – Units will be spaced 6’ apart and marks for social distancing while waiting to use a unit will be available.

Should organizers test all attendees and staff for COVID-19 before they can enter an event?

CDC does **not** recommend testing all attendees and staff before allowing them to enter. Testing all event attendees and staff for COVID-19 before allowing them to enter the venue has not been systematically studied. It is unknown if entry testing at event venues provides any additional reduction in person-to-person transmission of the virus beyond what would be expected with other preventive measures (such as social distancing, wearing cloth face coverings, hand washing, enhanced cleaning and disinfection).

CDC does recommend conducting health checks such as temperature screening and/or symptom checking of staff and attendees safely and respectfully, and in accordance with any

applicable privacy laws and regulations. – We are providing all individuals with a health screening document to use before attending the event (see at the end of this document).

Does CDC recommend all event attendees wear cloth face coverings?

Yes. CDC recommends that people wear cloth face coverings in public settings and when around people who don't live in their household, especially when other social distancing measures are difficult to maintain. CDC recommends that organizers require staff to wear cloth face coverings and encourage attendees ahead of events to bring and wear cloth face coverings at the event. – All staff & volunteers are required to wear cloth face covering for the entirety of the event. Two wave starts have required face coverings at the start and we are recommending that everyone wear a face covering. Cloth face coverings are most essential when physical distancing is difficult (such as when moving within a crowd or audience). Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks or respirators. They are not personal protective equipment.

Cloth face coverings are strongly encouraged in settings where individuals might raise their voices (such as shouting, chanting, singing). Provide all staff with information on proper use, removal, and washing of cloth face coverings. Advise staff that cloth face coverings should not be placed on:

- Babies or children younger than 2 years old
- Anyone who has trouble breathing
- Anyone who is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance

What actions can staff & attendees take to prevent the spread of COVID-19

Encourage staff and attendees to take everyday preventive actions to help prevent the spread of respiratory illnesses, such as COVID-19. This includes:

- **Cleaning your hands often.** – staff & volunteers are required to wash or use hand sanitizer once an hour.
- **Avoiding close contact** with people who are sick. – Part of the health screening questions
- Staying home when you are sick. – Part of the health screening questions
- Covering coughs and sneezes with a tissue or the inside of your elbow.
- Cleaning and disinfecting frequently touched surfaces.
- Using a cloth face covering in public, especially when it may be difficult to maintain a distance of at least six feet from other people. - There will be signage reminding of these precautions, as well as masks available, a cleaning schedule for touched surfaces and hand sanitizer out at all times.

How should staff clean the facility before and during the event to limit spread of the virus?

Event staff should use several strategies to maintain healthy environments, including cleaning and disinfection:

- Clean and disinfect frequently touched surfaces within the venue at least daily or between uses as much as possible—for example, door handles, sink handles, ~~drinking fountains~~, grab bars, hand railings, and ~~cash registers~~.
- Clean and disinfect shared objects between uses—for example, ~~payment terminals~~, tables, countertops, ~~bars~~, and ~~condiment holders~~. Consider closing areas such as drinking fountains that cannot be adequately cleaned and disinfected during an event. – staff & volunteers will be regularly disinfecting porta potty door handles, barricades where spectators may be gathering and any other surfaces. There will be no drinking fountains. The only tables will be for holding the boxed food and packet pick-up materials.
- Develop a schedule for increased, routine cleaning and disinfection. Plan for and enact these cleaning routines when renting event space and ensure that other groups who may use your facilities follow these routines. – Volunteers and Staff will be assigned regular cleaning duties.
- Ensure safe and correct use and storage of cleaners and disinfectants to avoid harm to employees and other individuals. Always read and follow label instructions for each product, and store products securely away from children. – We plan to use cleaning products responsibly.
- Use EPA-approved disinfectants against COVID-19. Cleaning products should not be used near children. Staff should ensure that there is adequate ventilation when using these products to prevent attendees or themselves from inhaling toxic vapors. – We plan to use EPA-approved disinfectants against COVID-19 and since the entirety of the event is outdoors there will be adequate ventilation.
- Use disposable gloves when removing garbage bags or handling and disposing of trash. After using disposable gloves, throw them out in a lined trash can. Do not disinfect or reuse the gloves. Wash hands after removing gloves. – Staff and volunteers will wear gloves when handling trash.
- Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations. Consider having pre-packaged boxes or bags for each attendee. – All food will be in grab-and-go containers already assembled.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible — for example, by opening windows and doors and prioritizing outdoor seating. However, do not open windows and doors if doing so poses a safety or health risk to customers or employees (e.g., risk of falling or triggering asthma symptoms). – The entirety of the event is outdoors.

What are things to consider when determining if an event needs to be postponed or canceled?

Consult with local public health officials and continually assess, based on current conditions, whether to postpone, cancel, or significantly reduce the number of attendees (if possible) at an event or gathering. When determining if you should postpone or cancel a large gathering or event, consider the:

- Overall number of attendees or crowd size.
- Number of attendees who are at higher risk of developing serious illness from COVID-19. This includes older adults and people with underlying health problems such as lung or heart disease and diabetes.
- How close together attendees will be at the event.
- Amount of spread in local community and the communities from where your attendees are likely to travel.
- Needs and capacity of the local community to host or participate in your event.

The event will continue to be in evaluation based on the current health climate up until race day. If the event is canceled for any reason, participants will automatically be registered for the following year event.

2. Run Away Event Staff & Volunteer Safety Measures

Staff & Volunteers Safety Measure

- All Staff and Volunteers will need to check-in with the Run Away Events appointed COVID-19 Manager prior to starting their shift. This check-in includes:
 - Answering a series a questions to screen them for COVID-19 before starting their shift. These questions included at the conclusion of this document.
 - Staff and Volunteers are must take their own temperature before they come and may not report if they have a temperature of 100.4 degrees Fahrenheit or greater, COVID-19 symptoms, or have knowingly been in contact with someone who has been diagnosed with COVID-19 or has had COVID-19 symptoms in the past 14 days. Temperature must be taken without the use of fever-reducing or other symptom-altering medicines.
 - If a staff member or volunteer is not cleared to enter the event area, they will be encouraged to head to a COVID-19 testing site.
- All Race Staff & Volunteers will be
 - Required to wear a mask throughout the duration of the event.
 - Provided with and required to use hand sanitizer at least once an hour throughout the duration of the event.
 - Instructed and assigned to additional cleaning of frequently touched surfaces for the duration of the event
- Staff and volunteers will have very specific responsibilities to reduce contact with each other and cross-contaminating equipment.

Social Distancing Disclosures

- Social distancing will be a priority between volunteers and staff. We will be adjusting our internal race preparations and race –day preparations to make this accommodation a priority as much as possible. However, please be aware in some situations with set-up, less than the recommended distance of 6’ may be necessary for a brief period of time between staff members.
- Staff & Volunteers will strive to maintain a distance of 6’ from event participants. Because of the nature of the event, there may be times of passing between staff, volunteers and participants with less than 6’ of distance between persons.

3. All Races: Participant Guidelines

a. Communication and Reminders

Participants will be informed of safety and new event guidelines in several ways:

1. **Leading up to the race:** Participant e-mails, event website, and social media on Run Away Shoes and Run Away Event Races accounts
2. **Race Day:** On-site announcements, participant e-mails, event website, and social media on Run Away Shoes and Run Away Event Races accounts
 - Participants will be encouraged to make sure they are receiving e-mail updates and to reach out to events@runawayshoes.net if they are not. They will also be encouraged to regularly check their e-mail, the event webpage, and Run Away Shoes and Run Away Event Races social media accounts.
 - We will post non time sensitive updates on a schedule (per event) so that participants can expect when to hear from us regarding any changes or updates. That schedule will be posted on the event website. We will also have e-mail templates ready to update quickly and send for emergency event updates.

b. Participants

Definition:

- A participant is defined as someone who has purchased a registration or has had a registration transferred to them and has a race bib. This also includes individuals who may be participating in this event with them while being pushed in a stroller or wheel chair.

c. Health Guidelines for Participants

- All participants should ask themselves these questions to screen themselves for COVID-19 before coming to the event. These questions are included at the end of this document. It will also be included in participant packets.
- Participants must take their own temperature before they come and may not attend if they have a temperature of 100.4 degrees Fahrenheit or greater, COVID-19 symptoms, or have knowingly been in contact with someone who has been diagnosed with COVID-19 or has had COVID-19 symptoms in the past 14 days. Temperature must be taken without the use of fever-reducing or other symptom-altering medicines.

d. Do and Don't Guidelines for Participants:

- Don't share fluids, gels, or other fuel.
- Do wash your hands or use hand sanitizer after using the port-a-john.
- Do not spit or "nose rocket" your nose in public – bring along tissues or a small towel or hanky if you need to get rid of some snot during the race.
- Do practice social distancing - ensure appropriate spacing between runners; the current recommendation is at least six feet of separation.
- Do avoid close-group selfies.

3. All Races: Spectator Guidelines

a. Spectators

Definition:

- A spectator is an individual who is not registered for the event but attends for the purpose of viewing and/or supporting the registered participants

b. Health Guidelines for Spectators

- All spectators should ask themselves these questions to screen themselves for COVID-19 before coming to the event. These questions are included at the end of this document.
- Spectators are encouraged to take their own temperature before they come and may not attend if they have a temperature of 100.4 degrees Fahrenheit or greater, COVID-19 symptoms, or have knowingly been in contact with someone who has been diagnosed with COVID-19 or has had COVID-19 symptoms in the past 14 days.

c. Conduct Guidelines for Spectators

- Spectators must stay out of the restricted race areas. This includes inside the start & finish line areas, and the post-race food pick-up area. Only participants with a bib

will be allowed in these areas. There is a map to show these areas on the individual event webpages.

- Spectators must keep 6' of distance from other spectators along barricades at the start & finish line areas. There will be markings on the barricades. Other spectators must stay 6' back from the barricades until a spot opens.
- Spectators are encouraged to find a spot along the course to cheer on the participants while respecting 6' of social distancing of other spectators not in their household and participants on the course. Course maps are located on the individual event webpages with easy-to-reach spectator viewing spots.

4. All Races: Event Changes

Registration

- Registration will be online only. There will be no registration available at packet pick-up.
- Registration will close for the event when online registration closes.

Packet Pick-Up

Participants will be give their race materials at two different times

1. Participants will choose the option of having their race bib + pins mailed to them (for a small shipping fee) or at an on-site pick up before raced-day. We do encourage only one person picking up for households of multiple participants to reduce the number of people at packet pick-up.
2. Hours for packet pick-up will be longer than in the past to help prevent congestion.
3. If participants cannot make it to the race but would still like to receive their packet materials, they will be instructed to e-mail events@runawayshoes.net by the Sunday following the event. They will be notified when they are available for pick-up at select Run Away Shoes locations. If a participant does not reach out by then, their materials will be donated. Food will not be included in these late pick-ups.

What materials are included with the race?

- **Pre-Race:** Bib, Pins, Materials from Sponsors, Shirt, Reusable Water Bottle, Race Day Checklist with COVID screening questions
- **Post-Race:**
 - Race Medal
 - Beverage Coupon
 - Food
 - Bottled Water

T-Shirt Try-ons:

- T-shirt try-ons will still be available at Run Away Shoes until race registration closes. Limit 5 people in the store at one time.

T-Shirt Exchanges:

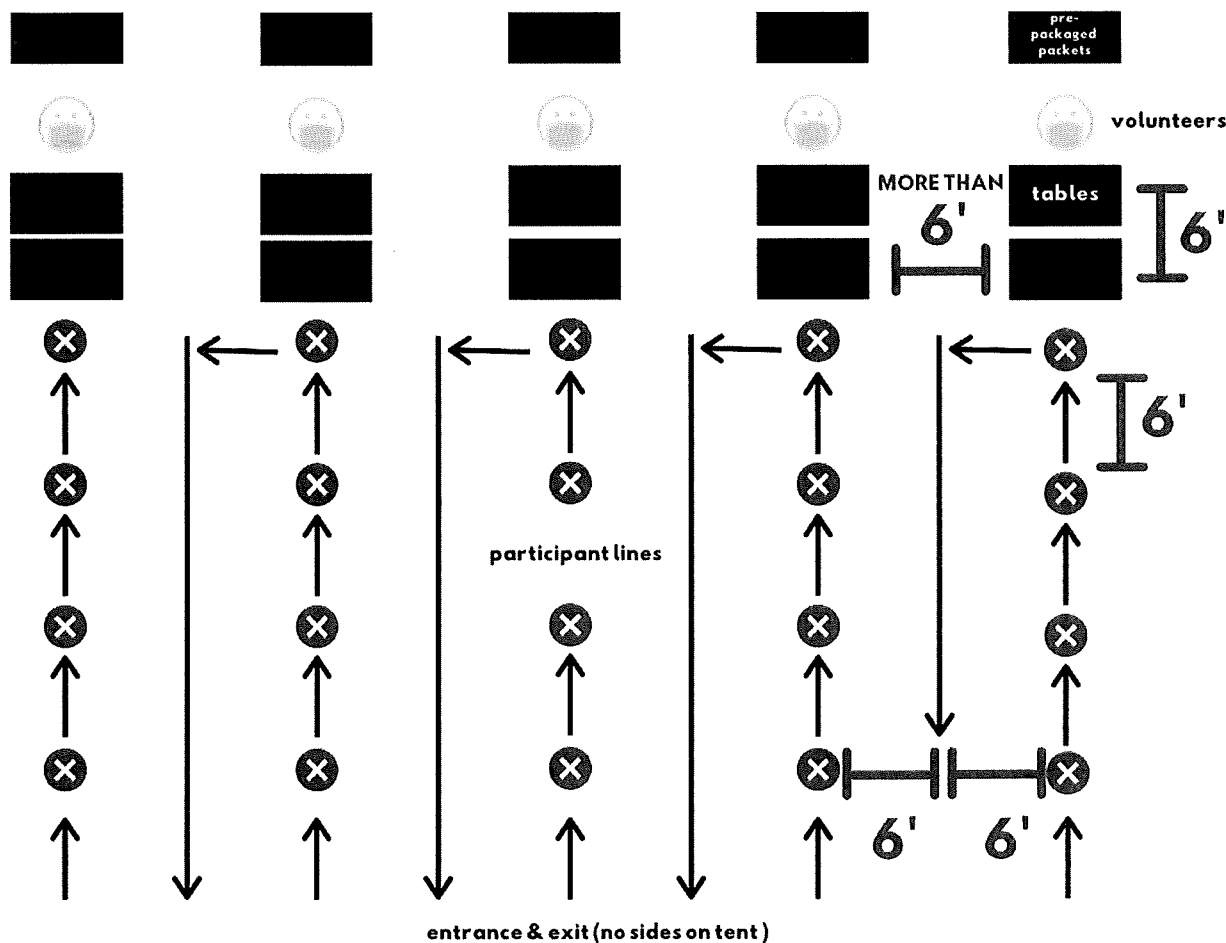
- T-Shirt exchanges will NOT be available on race day. If participants have an issue with the t-shirt size they ordered, they must e-mail events@runawayshoes.net by the Sunday after the race to coordinate an exchange at Run Away Shoes. Exchanges are not guaranteed.

What to expect at in-person packet pick-up:

- Bib pick-up will take place outside, and under a (40x100 tent).
- Tables will be spaced 6' apart.
- 6' distance markings will be on the ground as participants come to pick-up their packet.
- A path will be marked out for entering and exiting to keep social distancing relevant at all times.
- We will be accepting group packet pick-up requests to help reduce the number of people coming to packet pick-up. Participants e-mail to have the packets of a specific group of people put together to make packet pick-up for multiple people easier. A minimum of 10 people must be included for these requests. These requests must be submitted to events@runawayshoes.net by the Wednesday of race week.
- There will be a volunteer to keep the number of participants in the tent to a minimum. If it is filling up the volunteer will kindly ask participants to wait.

Please see packet pick-up diagram on the next page.

Run Away Event Safety Measures – COVID-19



Event Areas

Restrictions

- Only essential personnel (participants, staff, volunteers and medical personnel) are permitted in the event area. This includes packet pick-up, start & finish line areas, race course. For a complete map for restricted areas, see the individual event webpages.

Safety Measures

Run Away Events will provide the following amenities to encourage hygiene and social distancing at the events:

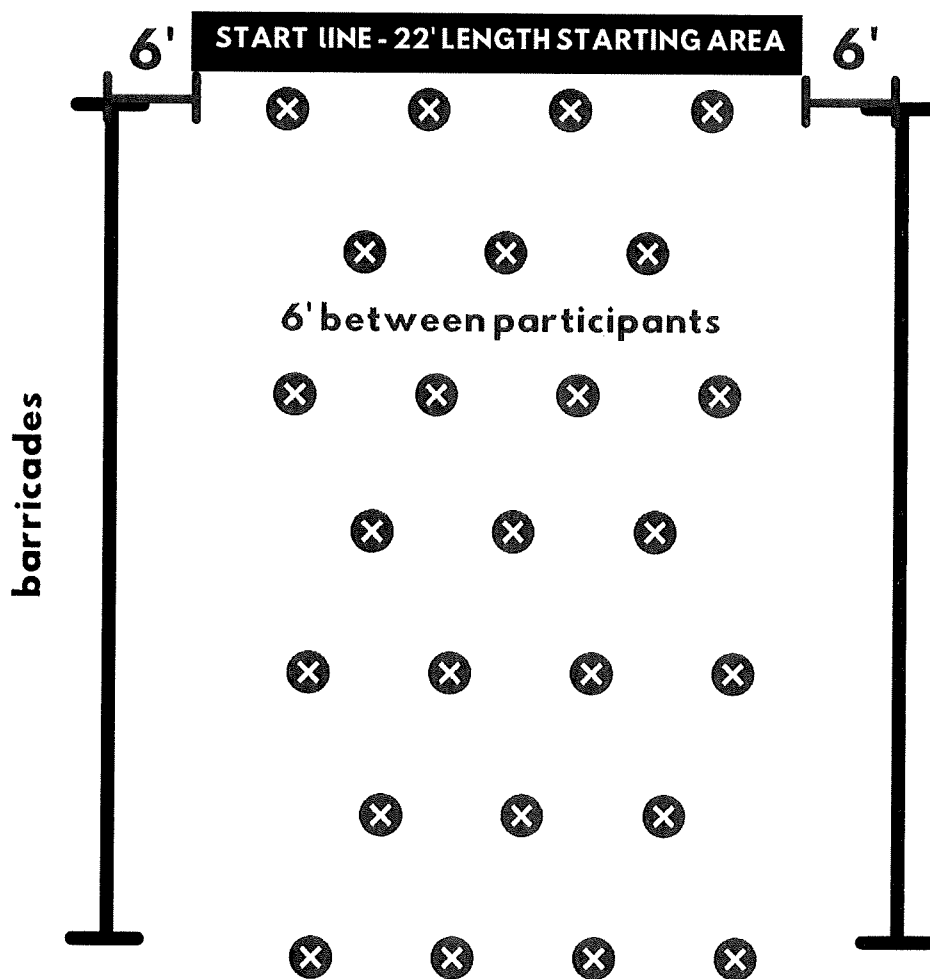
- Hand sanitizing stations: outside porta potties, stations near start and finish area, and at the event area entrances and exits
- 6' spacing markers for social distancing
- Lanes to keep moving in one direction from the finish line to picking up materials and exiting the event.

- Signage to encourage hand sanitizing, social distancing, face covering, and not touching your face.
- Signage to discourage celebratory hand-shakes, hi-fives and hugs

Start Line

- Only essential staff and participants are permitted behind the start line.
- Participants will start in waves of no more than 250 participants, 10-15 minutes apart.
- Participants can exit their cars and come to the start 5 minutes before the start of the race. They will report directly to an X on the starting line.
- Participants will choose their wave when they sign up (or via survey if registered before COVID-19 shut-down began).
- Participants must come to their assigned wave. There will be bib colors assigned for each wave.
- Participants will start 6' apart. There will be marks chalked on the ground.
- Details on reporting to your assigned wave will be laid out in participant instructions per individual event via participant e-mail and posted on the website.
- We will offer at least one “mask required” wave for participants who feel most comfortable with that option. Mask will be required at the start line of the event only because participants in other waves will be finishing with participants in the “mask only” wave.

Please see diagram of the start line on the next page.



Porta Potties

- Porta potties will be available in the start and finish line areas of the events, and select places along the course (varies per event). Please see individual event notes for specifics. They will be spaced at least 6' apart, with markers for social distancing.

Course

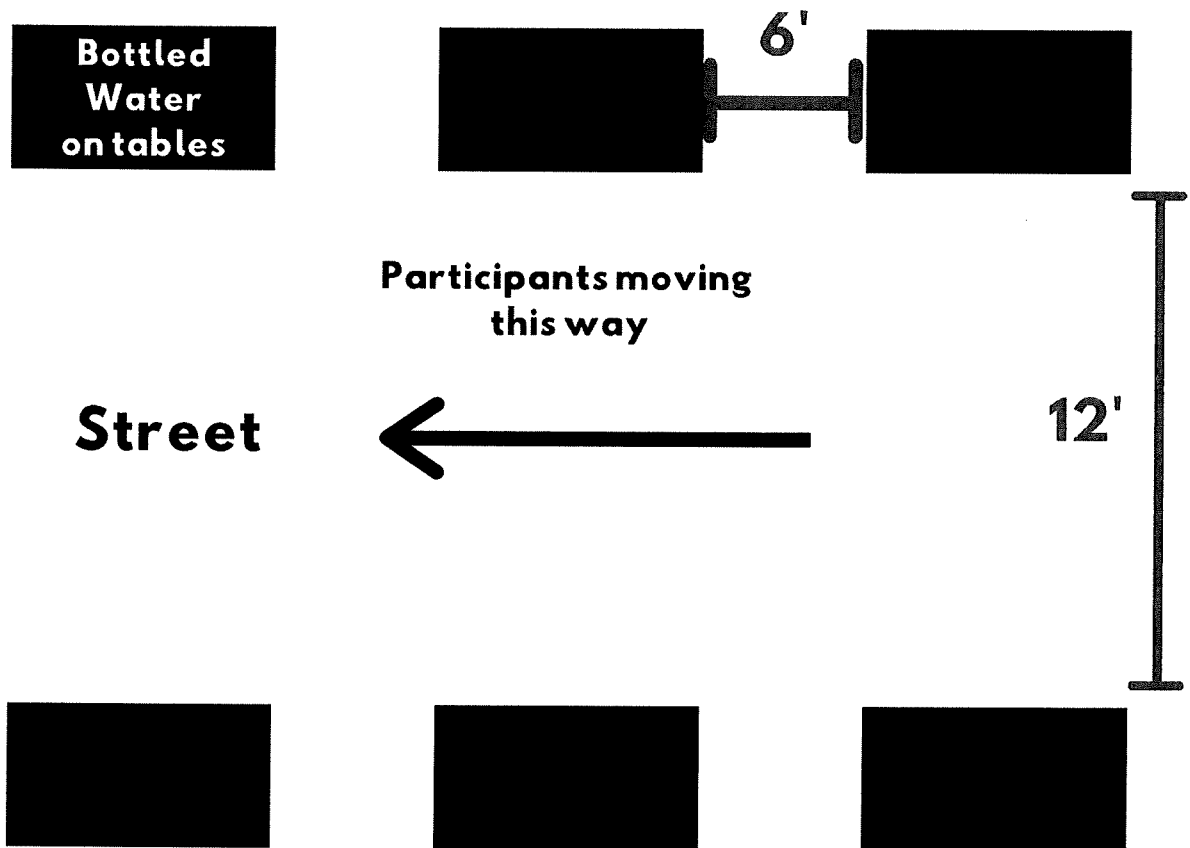
- Areas of congestion will be reviewed per race. Please see the individual race section for updates. With waves of 250 participants we do not anticipate this being a problem.
- Participants are encouraged to be mindful of keeping your distance from other participants while they are walking or running unless they are from the same household.

Water Stops

- We encourage all participants to bring their own water. Reusable water bottles will be provided in participant packets. If participants are interested in purchasing a handheld

water bottle, Run Away Shoes is offering a 25% discount on hydration products for race registrants.

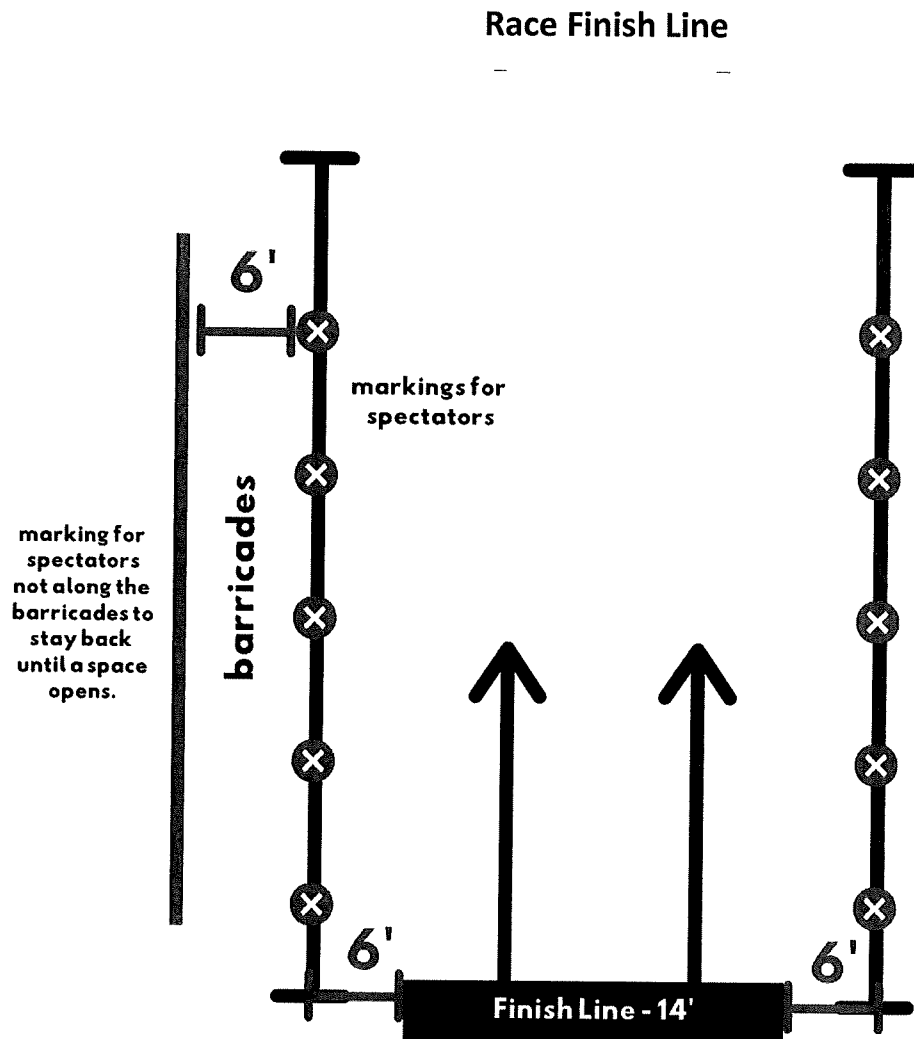
- There still will be water stops on the course and water at the finish.
- Volunteers will not be passing out water. There will be small sealed water bottles on the table. There will be trash cans along the course. Participants need to discard their water bottle and cap into a trash receptacle and may not toss it on the ground. Participants will be encouraged to keep moving or step away from the water stop quickly to allow others in. We will include markings on the ground for participants who want to stop and drink their water. Water stop tables will be separated for social distancing and there will be multiple available.



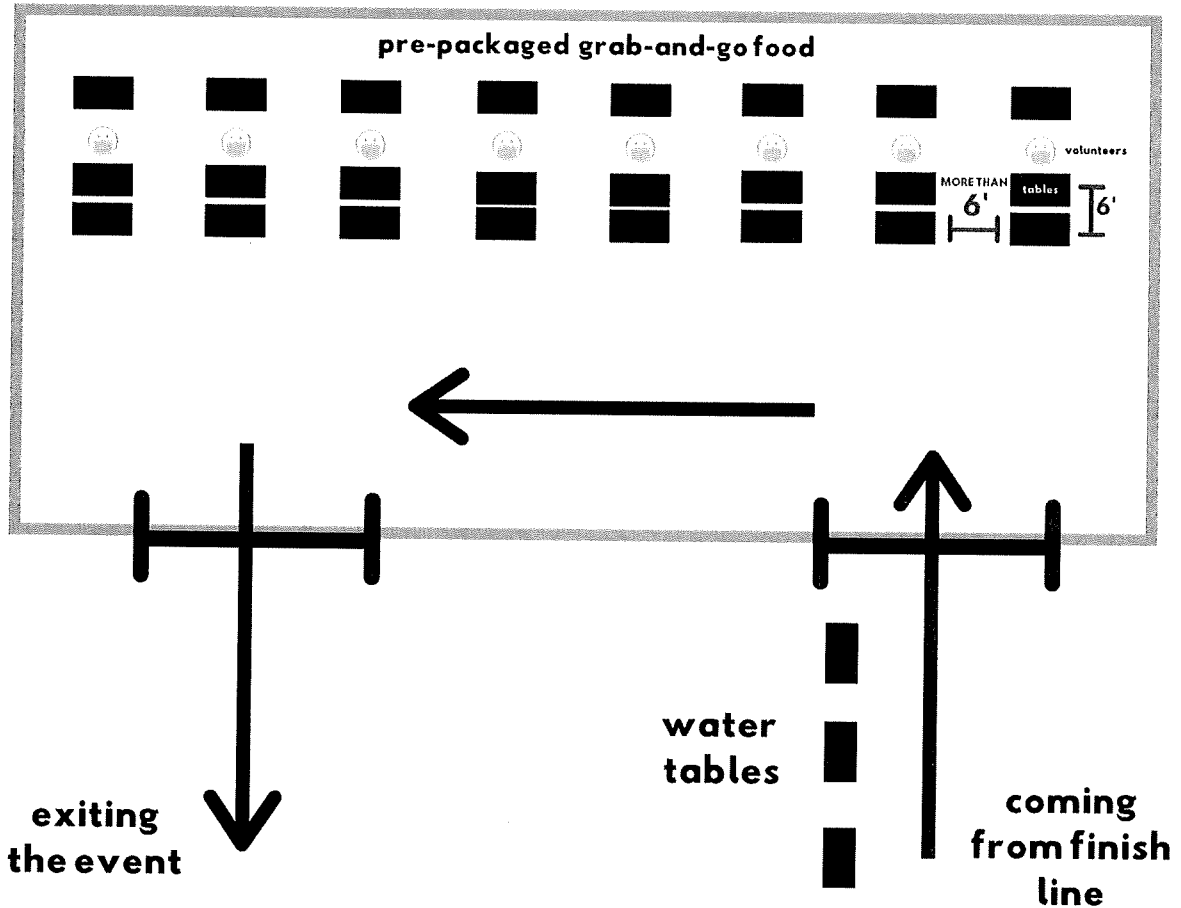
Finish Line

- Participants will be encouraged to continue to move through the finish line area.
- There will be a table with the remaining items for participants (food, beverage coupon, and medal) inside the tent. Water will be located on tables outside the event.

- There will be no post-race party. All participants will be directed to immediately exit the event once they pick up their materials.
- Participants who complete the event cannot come back in. They may move to a spectator spot along the finish line of the course.



Finish Area Food, Medal and Water Pick-Up



Results & Awards

- No results will be posted on site to prevent crowding. All results can be found online at the individual event websites.
- There will be no awards ceremony. Participants will be notified and awards will be distributed via mail or pick-up at Run Away Shoes.

Individual race pages will have specifics per event as the event approaches.

Any Additional Questions or Concerns can be directed to
events@runawayshoes.net

Run Away Events COVID-19 Screening Questions

Instructions:

1. Please take your temperature before coming to the race. If it is over 100.4 or if it has been over 100.4 degrees Farenheit at some point in the past 10 days, please do not attend the event. This must be without the use of fever-reducing medication.

2. **Do you have any of the following?**

Fever or chills

- If you have symptoms of acute respiratory illness please contact X and stay home until you are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

new loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

Have contact with someone diagnosed with COVID-19?

If you have one or more symptom(s) that may be related to COVID-19 stay home and take care of yourself.