

## COVID-19 Meeting and Event Procedures

The Home Builders Association of Metro Denver is committed to the safety and health of our staff, members and guests. Returning to in-person meetings and events should be done using the COVID-19 guidance provided by the Colorado Department of Public Health and Environment (CDPHE), which is being used by the City/County of Denver, Jefferson County and Tri-County Health (Adams, Arapahoe and Douglas counties) for in-person events.

The following guidance is adapted from CDPHE's Office and Indoor Events protocols:

<https://covid19.colorado.gov/data/covid-19-dial-dashboard#restrictions>

### NOTES:

- As of February 16, metro-area counties are at Yellow Level.
- Please be sure to check prior to an actual event date to see if the county where the event will be held has changed to a more or less restrictive level.
- These guidelines are subject to change and will be updated if the state, metro counties or Tri-County Health modify rules regarding office and/or meeting procedures.

### Conference/meeting room and event space capacity limit:

- Yellow Level:
  - **Indoor Seated event/meeting:** 50% of stated room capacity or maximum 100 people with 6 feet of distancing between parties.
  - **Indoor Unseated (social) event:** 50% capacity or 50 people without using calculator; up to 100 people using CDPHE's [Social Distancing Calculator](#)
- Blue Level (Less Restrictive):
  - **Indoor Seated and Unseated events/meetings:** 50% of stated room capacity or maximum 175 people with 6 feet of distancing between parties.
- Orange Level (More Restrictive):
  - **Indoor Seated event/meeting:** 25% of stated room capacity or maximum 50 people with 6 feet of distancing between parties.
  - **Indoor Unseated (social) event:** 25% capacity or 50-person capacity using CDPHE's [Social Distancing Calculator](#)
- **Health and Safety protocols:**
  - Chairs must be placed 6 feet apart for a seated meeting
  - Facial covering **required** that fully covers both nose and mouth
    - Facial coverings can only be removed to drink or eat
  - People should not attend if they are feeling sick or have been in contact with a person who is COVID positive
  - Avoid shaking hands
  - Attendance should be taken and maintained for 14 days for contact tracing
  - Provide hand sanitizing stations at entrances and in high-traffic areas.
  - Sanitize meeting area before and after, including high-touch zones
  - Served food must be individually packaged
    - If coffee is served, cream and sugar must be individual packets
- Additional procedures for indoor events: <https://covid19.colorado.gov/indoor-events>