

Covid Regulations for Events at The Prospect Park Picnic House

The below regulations are current as of March 10, 2021 and are subject to change. These regulations incorporate provisions of the State of New York's Interim Guidance for Food Services During the COVID-19 Public Health Emergency and have been set forth by New York City Department of Parks & Recreation.

All Picnic House events, staff, and guests are required to comply with all applicable laws, rules, and regulations listed below.

It is the responsibility of Picnic House renters to share this information with their guests.

Capacity Limitations

Effective March 15, 2021, events that exceed the State's social gathering limit of 50 people are limited to the lesser of: 50% of a particular area, as set by its Certificate of Occupancy.

For The Picnic House, the maximum capacity will be 88 guests, exclusive of employees and event staff.

The maximum number of individuals permitted to be seated at a table is 10.

Notifications to NYC Department of Health and Mental Hygiene (DOHMH)

The Picnic House must notify DOHMH of any catered events scheduled at the facility at least five days in advance of the event. Picnic House staff will work closely with renters and caterers to obtain necessary information about the event to submit to DOHMH.

The Picnic House must require each guest (or, if attendee is a minor, an adult from their party) in attendance to sign in before or immediately upon arrival to the event, providing their full name, date of birth, address, email, and phone number for use in potential contact tracing efforts, if necessary. The sign-in process may be conducted either through a digital application or a paper form. The Picnic House is required to retain records of such sign-in data for a minimum period of 28 days and make such data available to state and local health authorities upon request.

COVID-19 Testing Requirements

The Picnic House must require and ensure that all attendees have tested negative for COVID-19 or have completed their COVID-19 vaccination series.

All attendees are required to present a negative diagnostic test result using a FDA-authorized PCR or other test of comparable analytical sensitivity performance that was performed on a specimen collected within **72 hours** of the event start time. Alternatively, a negative test result from a FDA-authorized antigen (i.e. rapid) test performed on a specimen collected within 6 hours of the event start time will be accepted.

All attendees must present proof of their negative test result, (i.e. mobile application, paper form) to designated employees or event staff prior to, or immediately upon, arrival to the event.

The Picnic House can offer vendor information for clients to hire testing operators to perform FDA-authorized antigen testing for attendees on premises, provided that such antigen testing meets all requirements and standards set forth by NYS DOH, including timely and complete reporting of results to the Department's Electronic Clinical Laboratory Reporting System (ECLRS).

As an alternative to this testing requirement, attendees may provide proof of having completed the COVID-19 vaccination series at least 14 days prior to the date of the event.

Any individual who fails to present a negative COVID-19 test or proof of immunization, will be denied entry to the event. As NYS DOH and the CDC continue to evaluate the effect of immunization on potential transmission, venues may choose to require tests of all attendees.

Employees and event staff are required to be tested for COVID-19 through a diagnostic test prior to events. As an alternative, employees and event staff may provide proof of having completed the COVID-19 vaccination series at least 14 days prior to the date of the event.

Face Covering Protocols

Face coverings are required to be worn at all times, except when seated and food or drink is being consumed.

Face coverings may be temporarily removed during certain parts of the event, such as presenting or speaking, provided that the attendee who removes their face covering maintains 12 feet of distance from others or is separated by an appropriate physical barrier from others.

During the wedding ceremony the couple may be unmasked but the officiant must wear a face covering if they are closer than 12 feet from the couple.

Social Distancing and General Safety Protocols and Enforcement

All attendees are to practice social distancing by maintaining a distance of at least six feet from others, except for members of their immediate party/household/family.

All tables are to be separated by a minimum of six feet in all directions, with chairs at separate tables also at least six feet apart.

All attendees are to be assigned to a table or area where they must remain seated while eating or drinking during the duration of the event.

Any buffet service must be staffed and intervals for food service should be staggered to ensure that attendees maintain social distance while waiting on line.

The serving of any passed foods at a cocktail reception should be placed in containers that limit the touching of any shared surfaces by attendees.

There will be separate points of entry and exit for all guests with signage indicating the appropriate points of entry and exit.

Event staff will monitor restrooms, ensuring social distancing between guests and advising when a guest may enter after another leaves.

Event staff will ensure six-foot social distance while guests are waiting on line for the restroom.

The Picnic House will ensure that employees are at least six feet apart in all directions by modifying the use/restricting the number of workstations and by not sharing areas without cleaning and disinfection between use. When distancing is not feasible, physical barriers (e.g. plastic shielding walls) can be enacted.

Signage will be posted throughout the site, consistent with NYS DOH COVID-19 signage reminding employees and patrons about face coverings, social distance requirements, hygiene and cleaning techniques, etc.

Event contracts must have a cancellation provision for parties that do not adhere to social distancing requirements and operators must have a staff person designated to ensure compliance with social distancing regulations.

Live Music & Dancing Protocols

Live music and DJs will be permitted to play during the event. However, the only dancing allowed will be “ceremonial dances” such as the first dance at a wedding reception. Ceremonial dances are permitted with members of an immediate party/household/family, provided that the names of the attendees are submitted to the event operator prior to the event, and provided that they maintain six feet of separation from other attendees throughout the dance.