

# **USAFA Guide for Hosting Events During the COVID-19 Pandemic 25 August 2020**

**A GUIDE FOR LEADERS  
PREPARED BY THE 10 ABW**



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# Introduction

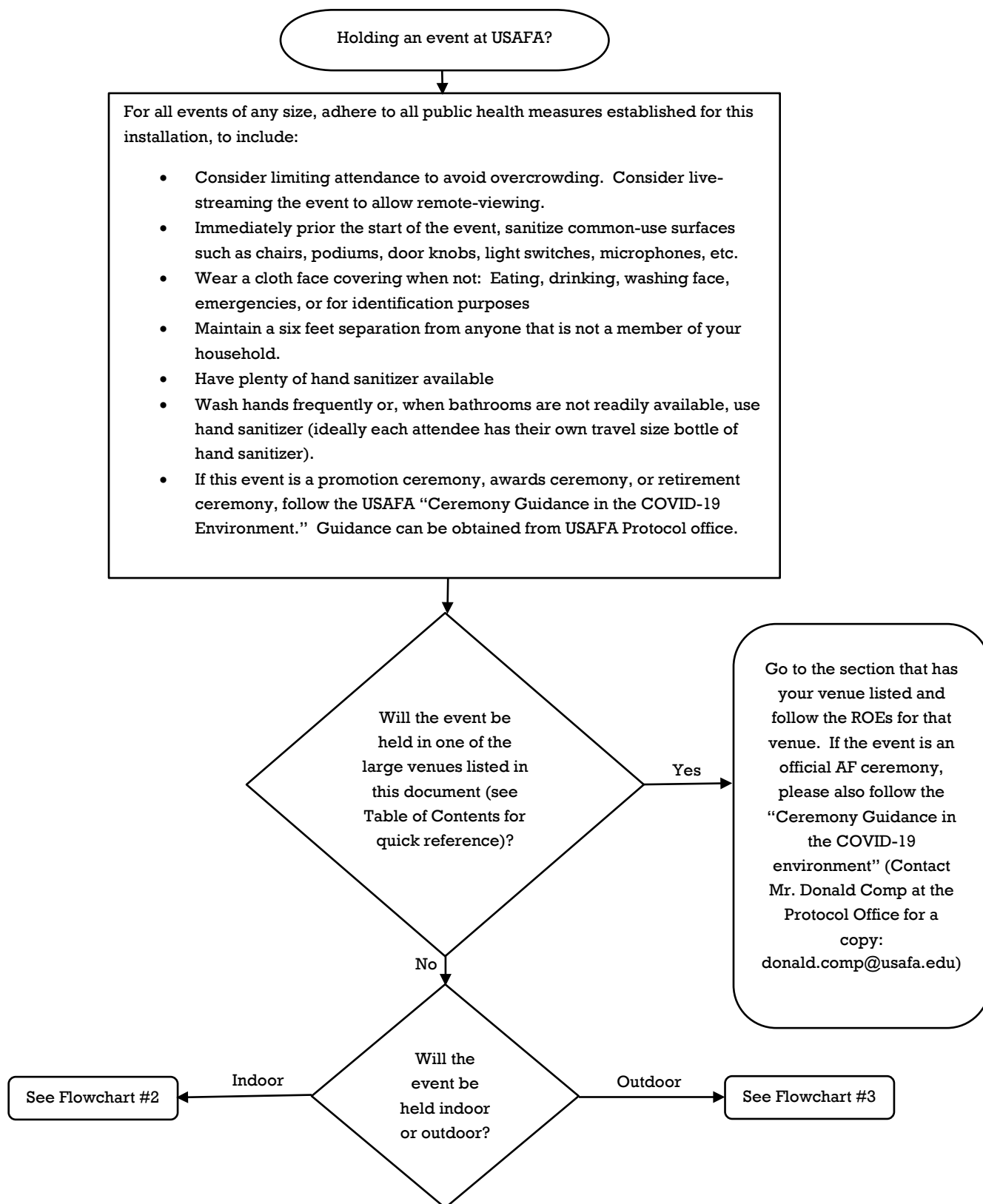
This document will guide you in organizing your large event during the COVID-19 pandemic while adhering to USAFA policy. If you wish to hold an event that does not adhere to these ROEs, you can request a waiver by first contacting the PHEO, Col Ramon Yambo, PHEO, at [ramon.yamboarias.mil@mail.mil](mailto:ramon.yamboarias.mil@mail.mil) or 719-373-5481 and providing the following information:

- How many attendees are you anticipating?
- Does your Mission Element leader approve of this event and the requested attendance?
- Will you be able to provide six feet separation between attendees?

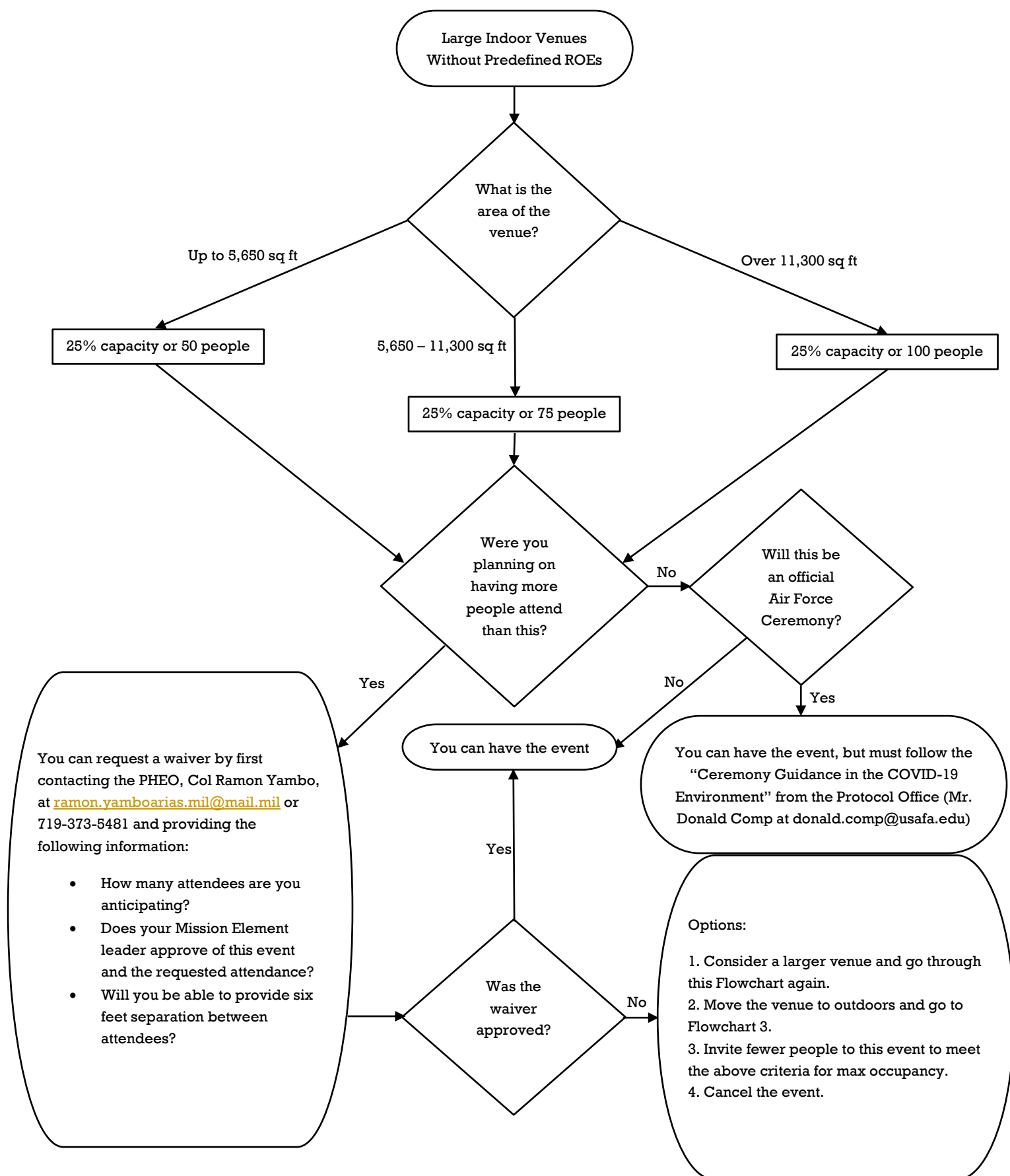
Exceptions to policy specific to ceremonies should be routed through the Protocol office by contacting Mr. Donald Comp at [donald.comp@usafa.edu](mailto:donald.comp@usafa.edu).

Due to frequent updates, please make sure you have the latest version of this guide. For questions or for suggestions on this guide, contact Col Ramon Yambo at the contact information provided above.

## Flowchart #1: Start Here



## Flowchart #2: Large Indoor Venues Without Predefined ROEs



## Flowchart #3: Outdoor Venues without Predefined ROEs

Large Outdoor Venues  
Without Predefined ROEs

1. If more than 175 people are expected, a waiver is required (see bottom of Flowchart for instructions)

2. Wear cloth face covering when not eating/drinking.

3. Do not remove cloth face covering while going through the food line.

4. Place hand sanitizer stations at the start of food lines and near each table.

5. Designate 1 person to serve food unless food was previously served onto individual plates/bowls that guests can pick up with their hand. Servers must wash/sanitize hands prior to serving.

6. Use only disposable plates/bowls/cups. No sharing of food.

7. Ensure 6 ft separation for all attendees

Will this event be a picnic, BBQ, Burger Burn or similar event serving food?

Yes

No

Will there be more than 175 people present at this event?

No

Yes

You can hold the event.



If this is an official AF Ceremony, consult the "Ceremony Guidance in the COVID-19 Environment" available from the protocol office (Mr. Donald Comp: [donald.comp@usafa.edu](mailto:donald.comp@usafa.edu))

175 people is the max participation for an outdoor event for a venue that does not already have ROEs established. But you can request a waiver by contacting the PHEO, Col Ramon Yambo, at [ramon.yamboarias.mil@mail.mil](mailto:ramon.yamboarias.mil@mail.mil) or 719-373-5481 and providing the following information:

- How many attendees are you anticipating?
- Does your Mission Element leader approve of this event and the requested attendance?
- Will you be able to provide six feet separation between attendees?

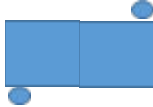
## ROEs by Venue

The ROEs for the large public venues begins in the table below. The “maximum capacity” in this table refers to the maximum capacity during the pandemic, not the pre-pandemic max capacity determined by the Fire Department. Pre-pandemic capacities, if known, are listed in the “Other” column. The spacing instructions are for members that are not of the same household (to include roommates); household/roommates can, if they choose, sit closer together. Deviations from these ROEs must be approved by the installation commander. To start the process, please submit requests to the Public Health Emergency Officer (PHEO). To contact the PHEO, Col Ramon Yambo, call him at 719-373-5481 or email him at [ramon.yamboarias.mil@mail.mil](mailto:ramon.yamboarias.mil@mail.mil).


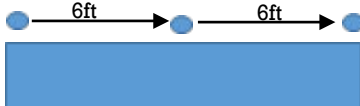
Venue	Maximum Capacity	Spacing	Other
<b>Arnold Hall Ballroom</b>	Ballroom: 100 Outdoor patio: 100 people	<ul style="list-style-type: none"> <li>• “8 top” round tables: Three chairs per round table in this arrangement:</li> </ul>  <ul style="list-style-type: none"> <li>• The picnic tables located outside on the patio should also be limited to three per table in this arrangement:</li> </ul> 	The ballroom covers 17,170 sq feet, including the stage area. The outdoor patio adds 18,000 square feet.
<b>Arnold Hall Theater</b>	612 Total <ul style="list-style-type: none"> <li>• Main Floor: 390</li> <li>• Balcony: 222</li> </ul>	Keep four empty seats (or an aisle) between attendees. No empty rows, but attendees must stagger so that they are not sitting directly in front of another attendee. Members of a household may sit within six feet of each other if they choose; this includes roommates from the same cadet dorm room.	The main floor of the theater covers an area of 12,086 sq ft not including the orchestra or the stage. It has 1,756 seats. The balcony area covers 8,178 sq ft and it has 1,036 additional seats.

Venue	Maximum Capacity	Spacing	Other
Athletic Buildings/Fields	<p><b>Field House:</b>  <b>Ice Hockey:</b> 600 seated spectators; Press boxes can hold two per box in diagonal seating layout  <b>Basketball Court:</b> 1,500  <b>All-Purpose Area (Indoor Track):</b> 175  <b>Outdoor Track Stadium:</b> 350  <b>Falcon Field</b> (Baseball): 75  <b>Soccer Field:</b> 400  <b>Cadet Gym:</b>  <b>East Gym:</b> 188 for volleyball, 200 for gymnastics  <b>Natatorium (Main Spectator Pool):</b> 225  <b>Center Gym</b> (basketball, fencing): 50  <b>West Gym</b> (gymnastics): 200</p>	<p><b>Field House:</b>  <b>Ice Hockey:</b> 3 empty seats between spectators; press box seating as in this diagram:</p> <div data-bbox="824 405 1149 520" data-label="Diagram"> </div> <p><b>Basketball Court:</b> 3 empty seats between spectators  <b>All-Purpose Area (Indoor Track):</b> 3 per bench  <b>Outdoor Track Stadium:</b> 6 feet between spectators  <b>Falcon Field</b> (Baseball): 6 feet between spectators  <b>Soccer Stadium:</b> 6 feet between spectators  <b>Cadet Gym:</b>  <b>East Gym:</b> 3 empty seats between spectators  <b>Natatorium (Main Spectator Pool):</b> 6 feet between spectators  <b>Center Gym</b> (basketball, fencing): 6 feet between spectators  <b>West Gym</b> (gymnastics): 6 feet between spectators</p>	<p><b>Field House:</b>  <b>Ice Hockey:</b> Normally seats 2,400, with 4 in each press box.  <b>Basketball Court:</b> Normally seats 6,000  <b>All-Purpose Area (Indoor Track):</b> Normally seats 700  <b>Outdoor Track Stadium:</b> Normally seats 1,400  <b>Falcon Field</b> (Baseball): 300  <b>Soccer Field:</b> Normally seats 1,500  <b>Cadet Gym:</b>  <b>East Gym:</b> 750 for volleyball, 800 for gymnastics  <b>Natatorium (Main Spectator Pool):</b> 900  <b>Center Gym</b> (basketball, fencing): 200  <b>West Gym</b> (gymnastics): 800</p>





Venue	Maximum Capacity	Spacing	Other
Base Theater	45 seated spectators	Seats have been marked off six feet from each other	Normally has a posted occupancy of 260. The pandemic max occupancy of 45 does not include the stage areas or employees in that building.
Bowling Alley	63 total <b>Bowling area:</b> 25 <b>Lounge:</b> 22 <b>Dining:</b> 20	Two per table sitting diagonally from each other in this layout:  Outdoor seating area: 1 per table.	Bowling Alley total pre-pandemic capacity, normal capacity: 250 Dining area – 663 sq ft, Normally accommodates 101 people pre-pandemic Lounge – 1,312 sq ft, normally accommodates 89 people pre-pandemic Bowling – 2,300 sq ft, normally accommodates 60 people pre-pandemic
Carlton House	<b>Great Room:</b> 18 <b>Portico and covered outside area:</b> 18 <b>Grass area</b> outside of Portico (see appendix for aerial photo): 200  Weather permitting, we suggest using the grass area to host guests in groups larger than 18. If the side doors of the Great Room are left open, the Portico, Great Room and grass area space occupancy can be combined.	Only one person per roundtable (including pub tables and patio glass-top tables).	The Carlton House has a net square footage of 3,928 sq ft. The Great Room measures 1,254 sq ft. The Portico and covered outside area is 1,167 sq ft. Grass area outside of the Portico and covered areas is 15,760 sq ft.

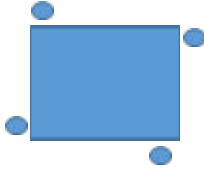


Venue	Maximum Capacity	Spacing	Other
Community Center Ballroom	22		This “old ballroom” space is not likely to be used for installation meetings or activities because it is being converted into temp offices for a regional university.
Doolittle Hall	<u>Main Assembly Area:</u> 75 <u>Patio:</u> 20 <u>Atrium:</u> 25	<u>Main Assembly Area:</u> Space seats six feet apart. Two to a rectangular tables, in this layout: <div data-bbox="862 638 1117 751" data-label="Image"> </div> 2 per round table sitting across from each other. <u>Patio:</u> Everyone should be 6 feet apart from everyone else. <u>Atrium:</u> Space seats 6 feet apart	Pre-pandemic max capacities: <u>Main Assembly Area</u> normally seats 300 pre-pandemic <u>Patio:</u> Normally has a pre-pandemic max occupancy of 80 <u>Atrium:</u> Normally has a pre-pandemic max occupancy of 100

Venue	Maximum Capacity	Spacing	Other
Fairchild Classrooms	<p>H-1: 140 people (normally holds 390)  H-2: 70  D-1 84  D-2 140  F-1 351 (normally 1000)</p> <p>Where the speaker is on the same level as the 1st row, the 1st row (middle) is kept empty.</p> <p>These classrooms were not assessed by PHEO. Numbers determined by DF and Pandemic Math Team. See DF policy letter.</p>	Occupy every 3rd seat side to side. Occupants should also be six feet from those sitting in front and behind them.	The office of the Dean of Faculty (DF) has published policy on occupancy and spacing of seats in Fairchild Classrooms. Please reference that document for full details.
Falcon Club	<p><b><u>Conference Rooms (combined)</u></b>: 175. This includes the following rooms combined:</p> <ul style="list-style-type: none"> <li>• Sunrise Room</li> <li>• Ballrooms 1 and 2</li> <li>• Terraces A-E</li> </ul> <p><b><u>Dining room</u></b>: 25</p> <p><b><u>Basement Bar</u></b>: Falcon Club has no plans to use this area in the short term due to reservation of that area by a third party. If this area ever opens up for activities, we can reassess at a future time or simply use the Flowcharts above to determine max occupancy.</p>	<p>Round Tables: 3 per round table.</p>  <p>Long tables: Seated occupants must be spaced 6 feet apart as in the below diagram. The long tables are too narrow to allow for bilateral seating even if staggered.</p> 	<p><b><u>The conference rooms</u></b> (combined) have a square footage of 8,738 sq ft, with a normal, pre-pandemic occupancy limit of 684. This does not include the dining room, the Falcon Lounge, or the Falcon Room. (See appendix for diagram of Falcon Club)</p> <p><b><u>The dining room</u></b> alone has an area of 2,420 sq ft.</p>

Venue	Maximum Capacity	Spacing	Other
Falcon Stadium	<b><u>Spectator Area:</u></b> 14,000	<b><u>Spectator areas:</u></b> Spectators will be required to ensure that they space themselves six feet away from other households. <ul style="list-style-type: none"> <li>Bleachers: Since many people attend football games with family, marking seating areas on the bleachers for 6 feet spacing is not practical. However, instructions on flyers, tickets, and/or entryways should remind attendees to wear the cloth face covering, sit 6 feet away from other households, and wash/sanitize hands frequently.</li> <li>Handicap seating areas: leave 1 empty seat between occupants. Attendant can sit directly next to the handicap member if they prefer, but can also occupy a handicap seat next to them if they prefer to do so for their own safety.</li> </ul>	<b><u>Spectator areas:</u></b> Falcon Stadium has pre-pandemic bleacher seating designed to seat 46,000 spectators. The square footage of exterior seating areas are as follows: Level C3 West Side bleacher section is 30,660 sq ft; Level C2 West Side is 36,465 sq ft; Level C1 is 74,087 sq ft; Level C2 East Side is 24,180 sq ft.
	<b><u>Blue &amp; Silver Club lounge:</u></b> 131 (This number includes staff working routinely on the club floor; guests of the lounge/suites count towards this total even if already counted for their the lounge/suite occupancy; therefore, consider controlling entry into the club floor to avoid overcrowding)	<b><u>Blue &amp; Silver Club:</u></b> 6 feet between attendees. 1 per square table.	<b><u>Blue &amp; Silver Club:</u></b> This refers to the lobby area of the Club and does not include the closed-off lounges or suites. The main lobby of the Club measures 9,650 square feet. The Club has a posted, pre-pandemic occupancy max of 525 people.
	<b><u>South Lounge:</u></b> 20	<b><u>Front row theater seats:</u></b> 3 empty seats between non-household members	

<b><u>Blue and Silver Club indoor seats:</u></b> 75	3 empty seats between spectators. Stagger seating by row.	Normal capacity is 286
<b><u>Small Suites:</u></b> 5		
<b><u>Athletic Department Suite (the “medium” suite):</u></b> 10		This suite hosts donors, prospects, DVs, and sponsors. It measures 27.5 x 12 feet = 330 sq ft. Normal capacity is 24.
<b><u>Command Post:</u></b> 6		
<b><u>Home Coaches:</u></b> 5		
<b><u>Visitor Coaches:</u></b> 5		
<b><u>Superintendent’s Box:</u></b> 20		Normally hosts 40-65 guests.
<b><u>Media Box:</u></b> 31	11 in front, 10 in middle, and 10 in back	
<b><u>Control Room:</u></b> 5 (If dividers installed between occupants, max occupancy can increase to 8)		Normally has an occupancy of 8 people.
<b><u>Foundation Suite (Suite #8 or the “Large” suite):</u></b> 15	2 per each row section and 5 sitting in the stools in the rear of the room.	
<b><u>Broadcast Room:</u></b> 11	4 per each row section	The Broadcast Room measures 13 x 16 feet.
<b><u>Replay Booth:</u></b> 3	Windows should be opened as much as weather allows and cloth face coverings must be worn at all times. No eating in replay booth.	The actual limit for this room is 2, but due to critical nature of game management duties (a conference requirement) 3 are allowed.
<b><u>Home Radio:</u></b> 7		
<b><u>Visiting Radio:</u></b> 4		
<b><u>Medical Observer:</u></b> 7		
<b><u>Timers Booth:</u></b> 4		
<b><u>Emergency Management Booth:</u></b> 4	3 seated in front row, 1 in the back	
<b><u>Stadium ops (aka, IT booth):</u></b> 4	3 seated in front, and 1 in the back	
<b><u>CE Emergency Response Team:</u></b> 4		
<b><u>Coaches wives booth #1 (the smaller room):</u></b> 5 <b><u>Coaches wives booth #2 (the larger room):</u></b> 9	In booth number two, 5 can sit up front, and 4 in the back.	
<b><u>Elevators:</u></b> <b><u>Large (ten large elevators total throughout stadium):</u></b> 3 each <b><u>Small (one in press box area):</u></b> 1		

Venue	Maximum Capacity	Spacing	Other
Golf Course	<p><b>Tavern 34 (indoor):</b> 10  <b>Tavern 34 deck:</b> 20  <b>Blue &amp; Silver rooms:</b> 34  <b>Blue &amp; Silver deck:</b> 10  <b>Dining area:</b> 1 per table, unless part of same household  <b>Grill area</b> (outdoor area adjacent to dining area): 3 per table unless part of the same household</p>	<p><b>Tavern 34</b> (indoor and outdoor): Customer must ensure 6 feet spacing.  <b>Blue &amp; Silver Rooms:</b> Attendees must ensure 6 feet spacing.  <b>Dining area:</b> 1 per table, unless part of same household  <b>Grill area:</b> 3 per table.</p>	<p><b>Tavern 34:</b> Indoor = 840 sq ft and pre-pandemic capacity of 25 people; Deck = 1,022 sq ft and pre-pandemic cap of 34  <b>Blue &amp; Silver rooms:</b> 3,096 sq ft, pre-pandemic capacity of 135. The Deck is 665 Sq ft, pre-pandemic capacity of 18. Dining room: approx. 576 sq ft.</p>
Heritage House	<p><b>Grand Room:</b> 14  <b>Dining Room + Family Room + Kitchen:</b> 14  <b>Covered patio:</b> 10  <b>Covered Breezeway:</b> 6  <b>Outdoor Courtyard:</b> 6</p> <p>To increase the building “occupancy” beyond 50, recommend using adjoining grassy areas which can host up to 100 people, if weather permits.</p>	<p>Table in covered patio: 3 to a table in this layout:</p> 	<p><b>Grand Room:</b> 989 sq ft  <b>Dining Room + Family Room + Kitchen:</b> 1,038 sq ft  <b>Covered patio:</b> 690 sq ft  <b>Covered breezeway:</b> 475 sq ft  <b>Outdoor Courtyard:</b> 474 sq ft  <b>Grassy area</b> surrounding three sides of house: 7,790 sq ft</p>
Medical Group Lobby	55	Occupants should be 6 feet apart	The pre-pandemic occupancy is 370 with chairs or 793 without chairs. This includes the carpeted area, the black granite tiled area and takes into account the columns and the info desk. See appendix for layout of MDG Lobby.
“Metal” Mitches	200	<p>3 per table with same layout as in below diagram. Tables are aligned in rows; rows of tables must be 6 feet apart.</p> 	“Metal” Mitches is the informal name of the dining hall located at Jack’s Valley, which is serviced by Mitchell Hall employees.

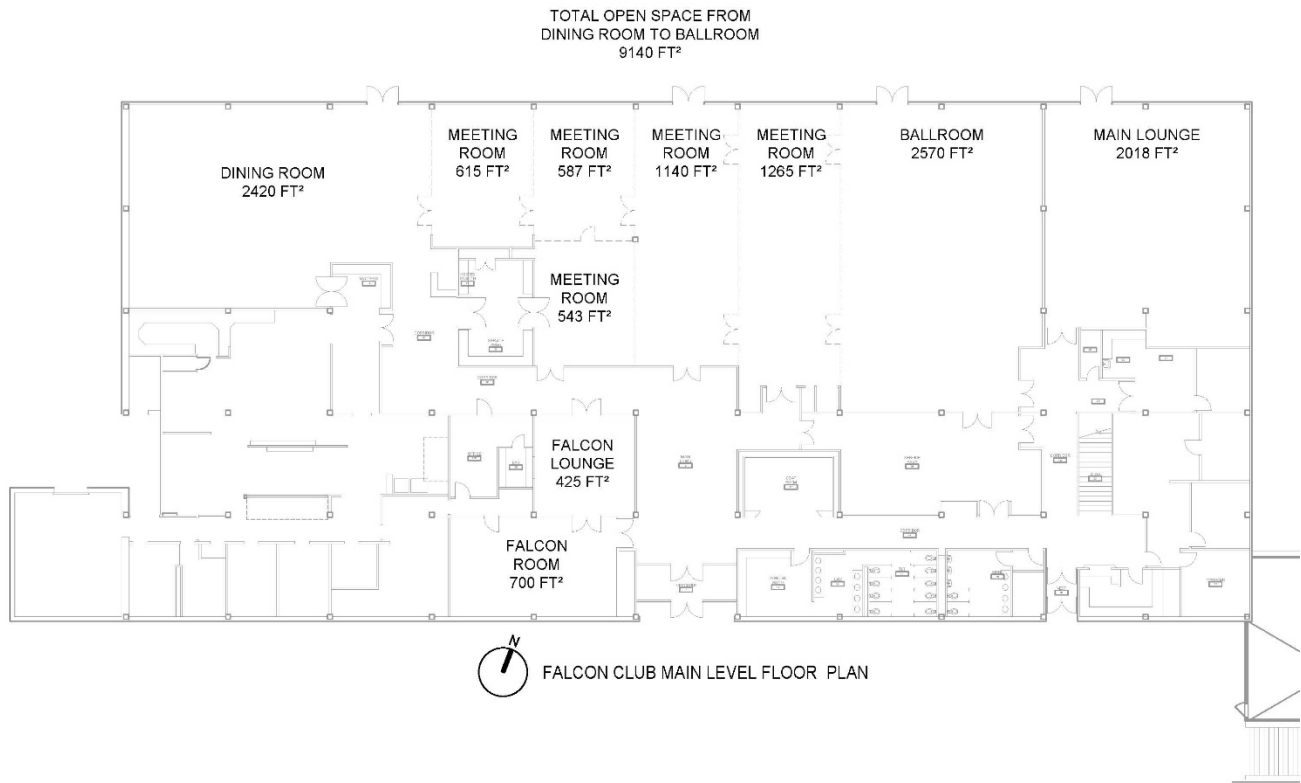
Venue	Maximum Capacity	Spacing	Other
Mitchell Hall	<p><b>Main Floor:</b> 1,032  <b>Staff Tower</b> (VIP area): 112</p> <p>They are currently adding additional tables, so the max occupancy has not yet been determined.</p>	<p>But the seating is limited to four per table in this arrangement.</p> 	<p>Mitchell Hall has its own ROEs for feeding cadets. Mitchell Hall does not host events such as concerts, ceremonies, etc.</p>
Otis House	<p><b>Great Room + Foyer + Adjoining Hallway:</b> 20  <b>Formal dining room + Sunroom:</b> 15  <b>Patio + Grass area:</b> 200</p> <p>Weather permitting, we recommend maximizing the use of the patio and grass area on the West side of the house.</p>	<p>Bar tables: 1 per table  Formal Dining Room table: 3 per table in this layout:</p>  <p>Pool table (if used as a dining table): four per table in this layout:</p> 	<p>Great Room + Foyer + Adjoining Hallway = 1,402 sq ft  Formal Dining Room + Sunroom = 1,145 sq ft</p>
Polaris Hall	<ul style="list-style-type: none"> <li>• <b>Main Forum:</b> 50 for the main forum. This includes the floor area and opera boxes. The useable seats are appropriately marked with small signs on the backs of the chairs. Rows that need to be kept empty have also been marked with signs instructing attendees not to use them.</li> <li>• <b>Seminar rooms:</b> 20 max attendees in Seminar rooms (18 at tables and up to 2 instructors)</li> <li>• <b>Collaboration rooms:</b> 4 attendees in each of the collaboration rooms on either side of the main forum.</li> </ul>		<p>The Hall covers 2,400 square feet.</p>

<b>Venue</b>	<b>Maximum Capacity</b>	<b>Spacing</b>	<b>Other</b>
<b>Stillman Field</b>	<b><u>Field and Bleachers:</u></b> 5,483	Everyone, whether on the bleachers or standing, must be 6 feet apart.	Square footage including the bleachers is 1,127,875.
<b>Terrazzo</b>	4,800	Attendees should remain 6 feet apart	The useable space of the Terrazzo (see aerial photo below) for when concerts and other events are held there is 493,565 square feet. Concerts and other large events in the Terrazzo do not occur often. Concerts are usually held at Stillman Field, Arnold Hall, or Falcon Stadium. (See appendix for diagram of Terrazzo)



## Appendix: Building Layouts

### Falcon Club



Medical Group Lobby



