

Re-Imagine BLOCK Fest® In-Person Event



Event Overview :: COVID-19

The following overview is a Virtual Build with BLOCK Fest® event, intended to replace a BLOCK Fest® in-person event until COVID-19 restrictions allow for a Re-Imagine BLOCK Fest® In-Person event or an originally designed BLOCK Fest® event.

Event Goal:

Our goal is to provide the families in your community with a fun (sanitized and physically distanced) environment to discover, learn and play with blocks.

Event Overview:

Exhibit components will be divided up into no more than 6 individual stations.

- Blocks from the exhibit will be divided into equal sets of each block type and distributed to each individual station (you decide how many stations to set up)
- Families will remain at one station for the entire event session; rotating blocks every 10 minutes, not stations
- When family is done with blocks, the family places the blocks into large contractor bag (or other disposable storage bag you have provided)
- At the end of event, the bags are tied and transported to the trailer/storage area to be sanitized (this can be done at the time of your choosing)

Hosts and Volunteers can be reduced to 2-3 to handle registration and float around between stations offering facilitation at a distance.

Registration is recommended to be completed online allowing for minimal verification and contact during check-in.

Participating families remain together at their designated block station; physical distancing between other participating groups is maintained at all times.

Exhibit Components

Sanitized before the event.

Sanitized items are placed in large contractor bag or other disposable storage bag

Sanitized after the event.

Facility

Seek outdoor options when possible

Seek large open space when indoors

Sanitize event surfaces: door handles of entrance & restrooms, drinking fountains, hand railing

- Done prior to event start and in between sessions (if multiple events)

Avoid lines in restrooms if possible; Use “6-ft distancing” signage

Separate entrance and exit if possible

Physical Distancing markers |

- On floor at registration table, orientation spaces, block stations; minimum of every 6 feet
- On floor near each block station, marked for host or volunteers to know where to stand when engaging with the block stations

Provision Signage

- Signs regarding symptom recognition, physical distancing, hand sanitizing, mask guidelines, etc. will be displayed throughout the venue

Block Stations

Total of no more than 6 Stations, spaced 6 or more feet apart

Block sets of each set of block type is provided at each station

- Blocks types are equally divided and separated into contractor bags
- Only one family uses each set of blocks

People

- Participation waiver for BLOCK Fest® event signed by volunteers and participants (provided by Twiga); you may also additionally use a waiver for your organization if needed
- Hand sanitizer |
 - made available to participants and volunteers
 - applied upon entrance of event
 - applied upon exit of event
- No physical contact between participants of different family groups and volunteers
- 6 ft physical distancing between family groups and volunteers
- Masks| provided and worn by volunteers and participants per your local and/or state guidelines. We recommend following the CDC recommendations.
 - NOT REQUIRED for:
 - Children under the age of 2
 - Anyone who is unable to remove the mask without assistance
 - Anyone who has trouble breathing
 - “Cloth face coverings should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.” source: CDC

Supplies Needed

Create “Sanitation Bin” (keep at registration table):

- Contractor bags
- Disposable Masks
- Disposable Gloves (staff usage for sanitation of items)
- Hand Sanitizer
- Sanitation Wipes
- Tape Measure
- Tape (Masking, Painters, or Duct Tape)

Other Recommended Supplies:

Facial Tissue
No Touch Trash Cans
Pen Bins (marked sanitized and used)

UNLOADING AND SETTING UP EXHIBIT FOR YOUR EVENT

FIRST STEPS

- Unload tables and set-up (registration, any others)
- Wipe down tables with sanitation wipes
- Place “Sanitation Bin” on table:
 - Contractor bags
 - Gloves
 - Hand Sanitizer
 - Masks
 - Tape Measure
 - Masking Tape or Duct Tape
 - Sanitation Wipes
- Volunteers:
 - Masks on (follow all local and/or state mask guidelines)
 - Apply hand sanitizer
 - Put on gloves (optional)

BLOCK STATIONS SET-UP

- Unload bags from storage/trailer/transporting vehicle
- Set out “Block Station Number” signs (stored in Open Me First Box)
- Unpack mats; layout mats at designated location and clean
 - Wet Swiffer all mats
 - Spray with self-drying disinfectant spray
- Measure at least 6 - 8 feet between block stations

- Tape down a “host” sign centered in between the 8 foot spacing of stations or 6 feet from each station
- Disperse “Block Station Bundle Bag” (aka contractor bag) to each station
- Dump out blocks
 - Sanitize if needed - wipe blocks with sanitation wipes or spray with self-drying sanitation spray, depending on block type
 - We recommend this scenario if wiping all blocks down is not an option:
 - Sanitation Wipe: Brick Blocks, Wooden Planks, Unit Blocks
 - Spray: Foam Blocks, Unit Cubes
- Stack blocks according to block type around the perimeter of the mat station. Avoid placing blocks on the mats, save this space for building during the event
- Designate a space near each station for the personal belongings of each group; try to avoid directly next to the station so any tripping hazards are avoided

REGISTRATION TABLE SET-UP

- Unpack “Open Me First Bag” components, clean items with sanitation wipes or disinfectant spray
- Put on tablecloth (if using; it can be laundered after event)
- Set-Up table signs
- Designate bin location for clean pens and used pens
- Set out forms
 - If not using BLOCK Fest® Registration Platform
 - Sign-in sheet
 - Event Waiver (Twiga’s is required - your organization’s waiver is optional)
 - “Do Not Photograph” stickers
 - Feedback Forms
 - If using BLOCK Fest® Registration Platform
 - Print Participant Registration Sheet
 - Verify who will need “Do Not Photograph” stickers
- Place tape markers on floor 6 feet apart from Registration Table for participants to line up (decide how many placemarks you might need at one time)

BANNERS & SIGNS

- Setup Welcome Banner at first entrance with Provision Signage (Symptoms Checklist, Mask Guidelines, and Sanitize Hands Signs)
- Set up BLOCK Fest® Banner at Registration Table
- Set up Informational Banners at various locations around your venue where it will be easy for adults to read and remain physically distanced

A-FRAMES

- Setup A-Frame signs ...
 - In general area for all to see as waiting
 - In center of block stations where participants can remain physically distanced
 - Other locations that work for your venue space

COVID SIGNAGE

- At venue entrance
 - Place symptom recognition, exhibit sanitation, hand sanitizer, physically distancing and mask signs
 - Posted Locations: before entering event space, at registration table
- At Registration Area
 - Place symptom recognition, exhibit sanitation, hand sanitizer, physically distancing and mask signs
- Near Block Stations
 - Maintain 6 feet distancing, mask signs
- Near Restrooms
 - Physical distancing

FEEDBACK FORMS

- Provide each adult attendee with a clean pen & feedback form during the last block build segment
- Volunteer will collect pens and forms before last block build segment ends
- Volunteer passing out and collecting forms & pens can wear gloves if preferred

During Event

REGISTRATION TABLE

- Verify participants information is correct as they check-in
- Encourage participants to complete the pre-survey emailed to them
- Sanitize pens, clipboards, other material participants will be touching
- Provide clean pens for each participant
- Inform participants which block station they are assigned to and where they can put their personal belongings near their assigned block station
- Provide instruction regarding the designated block station and remaining physically distanced

GETTING STARTED

- Have each family unit use their designated block station as a waiting area until the event begins and orientation has been completed
- Give participants the Orientation Welcome before beginning event
- Rotate each block type every 10 minutes (in order of your choosing)
- Host and volunteers engage with the block stations
 - Use “I Wonder” statements
 - Point out concepts, share definitions, etc.

COMMON SPACES

- Sanitize surfaces as needed during event
- Provide clean pens for each participant filling out Parent Feedback Cards

Pack-Up Procedures

BLOCK STATIONS

- As each block type is used, have the families place those blocks back in the “Block Station Bundle Bag”
 - The blocks will be cleaned at a time of your choosing.
 - Clean blocks should be placed in new unused bags.
- Clean mats, place in storage bags

REGISTRATION AREA

- Clean items with sanitation wipes and repack Open Me First Bag
- Retain any documents needed for reporting or reservation
 - Keep documents needed for your organization (sign-in sheet, waiver, original feedback forms, etc.)

- Submit a copy of to Parent Feedback Cards to Twiga
- Registration sign-in will be needed to complete the Event Report for Twiga

Resources to Download from Host Resource Page

www.blockfest.org/hostresources

Signage: recommended to print the indicated number of copies; designed to print as 8.5 x 11 size. Laminate if possible.

- Sanitize Hands (3)
- Maintain Distance (3)
- Station Numbers (2)
- Exhibit Sanitized (3)
- Mask Guidelines (2)
- Symptoms Checklist (2: at entrance & registration table)
- Block Bag Bundle Configuration

Waiver: this waiver is required by Twiga Foundation, Inc. and must be signed for all participants at in-person events.

>>> **Re-Imagine BLOCK Fest® Virtual Options are also available.**
Please check the Host Resource page for more information.