Introduction to Plan

Charis Bible College is scheduled to host the Summer Family Bible Conference June 29 – July 4 on campus. In keeping with the Safer-at-Home guidelines, our goal is to hold this event while keeping our guests and the community as safe as possible.

At the entrance to property line (this is prior to entering the parking lot):
Screening and signage at the entrance to the property to screen employees and attendees for symptoms of COVID-19 or previous contact with an individual who has tested positive for COVID-19 in the last 14 days. The event coordinator is strongly encouraged to post signage at entrances for employees and attendees notifying them to STOP and not enter the event if they are experiencing symptoms of COVID-19; conduct symptom and previous contact monitoring with employees and attendees prior to entering the event; and adapt a procedure that involves the exclusion of symptomatic employees and attendees with recommend immediate testing. If any employees or attendees tests positive for COVID-19 the event coordinator shall notify TCPHE.

Parking Plan

Overall Parking Plan
Our plan will include steps for directing traffic, parking, and allowing passengers to exit their vehicles while practicing social distancing:

- Parking attendants direct parking
- We will use the outside parking lots and garage for parking guests and staff.
- Establish single-direction traffic flow in and out of venue. Consider separate entrances and exits.
- Consider staggered guest arrival times to avoid congregating at entrances and exits.
Parking Staff:
Parking staff will wear safety equipment and be briefed of proper protocol to ensure safe interaction with guests.

- **Safety Equipment:**
  - Safety vest
  - Personal face coverings
  - Florescent batons for guiding traffic

- **Safety Protocol**
  - Maintain 6 ft. social distancing
  - Holding cars back from unloading simultaneously
  - Posting of signage promoting social distancing, hand hygiene, wearing face covers, and informing patrons that are experiencing symptoms of COVID-19 to leave the event.

Entering Plan

Guests will come in through the front door.

- People will enter the building maintaining six feet social distancing
- Ushers will be at the doors to open them for the guests, to avoid interaction with high contact surfaces.
- Once inside, there will be a check-in table where people will answer an oral symptom survey and have their temperature checked. There will also be social distancing markers leading up to the table to ensure guest safety.
- Post signage at entrances for employees and attendees notifying them to STOP and not enter the event if they are experiencing symptoms of COVID-19; conduct symptom and previous contact monitoring with employees and attendees prior to entering the event; and adapt a procedure that involves the exclusion of symptomatic employees and attendees with recommend
immediate testing. If any employees or attendees tests positive for COVID-19 the event coordinator shall notify TCPHE.

- Collect contact information of guests or attendees through tactics like taking reservations, requiring RSVPs, or having sign-in sheets, and times of arrival and departure to help with potential exposure notification whenever possible.
- Encourage all attendees to wear face coverings, unless doing so would inhibit the individual’s health.
- Establish single-direction traffic flow in and out of venue. Consider separate entrances and exits.
- Consider staggered guest arrival and departure times to avoid congregating at entrances and exits.

Other Details:

Ushers:
- Protective equipment: facial covering and gloves
- Train employees in proper use of protective equipment, and emphasize that they should refrain from face and mask-touching.
- Require frequent handwashing upon arrival, departure and throughout the day.

- Protocol
  - Establish schedule to conduct disinfectant cleaning. Use of hospital grade disinfectant on high touch areas. will be a regular event on the doors and high touch areas.

General Protocol
- Throughout the building there are hand sanitizer stations and sanitizer wipes available.
- We have posted signs regarding social distancing and other preventative action for guest to take.
Seating Plan

Introduction
The goal of our seating plan is to ensure that guests and staff can safely sit and watch the speakers during the event. Our plan below details how we will seat participants with social distancing in mind.

Recommend use of social distance calculator to determine capacity requirements.

Seating Plan Major Detail:

- Guests will be guided to practice social distancing. People can sit in family groups. Nonfamily members should leave 3 seats between themselves and others.
- Establish single-direction traffic flow in and out of venue. Consider separate entrances and exits.
- In the event that the full auditorium is used, overflow areas will be opened up where guests can watch the speakers streamed into the room.
- Operate on a one-in-one-out basis when at capacity.
- Recommend use of social distance calculator to determine capacity requirements in overflow areas.

Sanitation of seats and auditorium:

- Between sessions, the auditorium will be cleaned and sanitized.

Sanitation stations:

- There will be stationed tables at key areas round the building that will have hand sanitizer, masks, and disinfectant wipes for guest use.
Conference Event Plan

Introduction
The goal of our event plan is to ensure that guests can interact safely while practicing social distancing.

Main Plan
Day 1:
5:30pm - Doors Open / Resources Open
7:00pm - Worship
7:45pm - Welcome & Announcements
  • There will be no more than 10 people on stage. All personally will practice social distancing
8:00pm - Andrew Wommack

Day 2:
7:45am - Doors Open / Resources Open
8:30am - Worship
9:00am - Welcome & Announcements
9:05am - Daniel Bennett
10:10am - Stephen Bransford
11:00am - Carrie Pickett
5:30pm - Doors Open/Resources Open
7:00pm - Worship
7:45pm - Welcome & Announcements
8:00pm - Andrew Wommack

Day 3:
7:45am - Doors Open / Resources Open
8:30am - Worship
9:00am - Welcome & Announcements
9:05am - Greg Mohr
10:10am - Mark Cowart
11:00am - Wendell Parr
12:00pm – BBQ – outdoor in lower part of the property.
  • Caterer will provide boxed servings that guests can carry and sit anywhere on
    property to enjoy.
2:00pm - Self Guided Tours
5:30pm - Doors Open/Resources Open
7:00pm - Worship
7:45pm - Welcome & Announcements
8:00pm - Panel Discussion with Tony Perkins, General Boykin, Bill Federer, Janet
Boynes, E.W. Jackson, Andrew Wommack

Day 4:
7:45am - Doors Open / Resources Open
8:30am - Worship
9:00am - Welcome & Announcements
9:05am - Paul Milligan
10:10am - Bill Federer
11:00am - Bill Federer
1:00pm - Healing School with Daniel Amstutz
5:30pm - Doors Open/Resources Open
7:00pm - Worship
7:45pm - Welcome & Announcements
8:00pm - Bill Federer

Day 5:
7:45am - Doors Open / Resources Open
8:30am - Worship
9:00am - Welcome & Announcements
9:05am - Lawson Perdue
10:10am - Billy Epperhart
11:00am - Andrew Wommack
Conference Event Plan Cont.

Day 6: In God We Trust Musical (No Intermission)
4:30pm - Doors Open
6:00pm - Production Begins

Major Details:

Social distancing protocol:

- All the same staff and guest protocols as stated above.

Stage Protocol:

- There will be as few people on the stage as possible.
- All stage equipment will be sanitized before and after use.
- Maximize physical spacing between speakers/performers on-stage.
- Speakers/performers should use a separate entrance/exit than patrons where possible.
- Speakers/performers are not included in capacity limits so long as they do not join the spectator/patron areas at any time. If speakers/performers join the patron spaces, they must be included in the capacity limit numbers.
- Disinfect high-touch areas and equipment such as: microphones, instruments, props, etc. between uses.

Restrooms:

- Posting social distancing protocol on the entrance.
- Develop and post schedule that ensures restrooms will be routinely cleaned and disinfected during event operating hours.
Children and Youth Program

Introduction:
Our goal is to ensure that the children and youth that attend our programs are safe.

Major Details:
Room Set up:
• There will be hand 2 sanitizing stations in both the children and youth areas
• There will be signs to encourage social distancing

Registration:
• Post signage at entrances for parents notifying them to STOP and not enter the event if children are experiencing symptoms of COVID-19; conduct symptom and previous contact monitoring with children’s parents prior to entering the event; and adapt a procedure that involves the exclusion of symptomatic participants with recommend immediate testing. If any child tests positive for COVID-19 the event coordinator shall notify TCPHE.
• The registration area will have multiple registration stations separated according to last name and will have an isolated line.
• These lines will have floor decals that will indicate position in line to practice social distancing.
• There will also be signs posted regarding social distancing.
• Usurers will direct parents to restrooms for hand washing prior to drop-off.
• Parents will sign a release waiver stating that their Child/Youth has not been experiencing flu like symptoms.
• Parents will indicate on the waiver if they want their child to wear a mask.

Volunteers/Staff:
• Medical screening will occur for staff and volunteers checking-in who will be interacting with children/youth
• Staff and Volunteers will wear masks when directly interacting with children. (However, masks will not be worn if on stage while speaking or leading worship) Maximize physical spacing between speakers/performers on-stage.

• Staff will wash hands on the same schedule as children/youth.

• Encourage frequent handwashing.

Children and Youth Program Cont.

Designated Groups:

• Children and youth will be divided into small groups that they will remain with throughout the conference.
  
  o Define group size and composition? Based on age?
  
  o Establish clear rules for cohorts to remain with their group and not mix with other groups during structured time or free time, including pick up and drop off.

• Children and youth will be assigned to specific Volunteers throughout the conference.

• Encourage frequent handwashing.

Food and Drink:

• Food and drinks will be served in individual and sealed packages

Food Service
Introduction
The goal of our food service plan is to ensure that guests can purchase and consume food on site while practicing social distancing.

Main Plan
The Cafés:
- Vendors should be familiar with the CDPHE Workplace Outbreak Guidance (available on the Guidance & Resources page) and apply all recommendations for prevention and mitigation that are outlined in that document to their operation.
- Cafes will operate with order and take out only.
- Hand sanitizer will be placed next to kiosks where orders can be placed and paid for.
- Encourage frequent handwashing.
- Food will be packaged and delivered to customers practicing social distancing.
- No indoor seating will be provided. Guests can either return to their seats in the auditorium or eat outside.
- Request attendees to wear face coverings unless it would inhibit the individual’s health, while they are eating or drinking, or if it is not age-appropriate.
- Provide contactless payment methods.

Exit Plan
Introduction
Our exiting plan is to ensure the safety of our guests while they leave the building and return to their vehicle, while pricing social distancing.

Main Plan
- Everyone will maintain six feet social distancing in exiting the building
- Posted instructions for maintaining six feet when entering their vehicles will be present.
- Encourage all attendees to wear face coverings, unless doing so would inhibit the individual’s health.
- Establish single-direction traffic flow out of venue. Consider separate entrances and exits.
- Consider staggered guest departure times to avoid congregating at entrances and exits.

Major Detail:
Parking attendants will be on hand to direct guests safely off the property while practicing social distancing.