
CPC Health & Safety Plan

— Stakeholder Information —

Guiding Principles

INCM's guiding principles for responding to the COVID-19 pandemic are rooted in concern for the health and safety of our attendees, providers, volunteers, VIPs, staff, and guests. Our plans are aligned and consistent with applicable local, state, and federal laws, as well as industry best practices. Our plans recognize our shared responsibility for keeping the CPC community healthy and safe, and include symptom monitoring, physical distancing, reducing the density of individuals with meeting design, personal safety practices, regular cleaning and disinfection, contact tracing, and communication. As our knowledge and understanding of the pandemic continues to evolve, and additional guidelines are promulgated for events, so too will this Safety Plan.

Attendees, providers, volunteers, VIPs, staff, and guests (the CPC community) are expected to fully comply with the provisions of this Safety Plan and other policies, procedures, and guidelines designed to protect the health and safety of all individuals at CPC. INCM seeks to maximize opportunities for the CPC community to have an amazing CPC experience while staying healthy and safe. Accordingly, some areas and activities may need to be modified in accordance with government mandates and to support the health and safety of the CPC community. Failure to do so may result in corrective action. The expectation is that every individual will take the steps necessary to protect themselves and the community at large.

Code of Conduct

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A code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behavior. To provide as safe an environment as possible when meeting in-person, responsibility is shared equally among event organizers, the event venue, attendees, and providers.

Based on our common set of beliefs in the value of the live event experience we know to be true, as stakeholders, we all have a role to play in the mitigation of risk. The code of conduct is meant to serve as a reminder and inspiration to know that if we all collectively respect the significance of this contribution, we are by definition advocating for the well-being of our global CPC community and the children's and family ministry collective body.

Before Leaving Home

- Stay home if you feel sick or have been in contact with someone who has COVID-19
- Review the current local, state, and federal travel restrictions and guidance issued for your state and Florida before deciding to travel
- Adhere to the current local, state, and federal guidance or regulations provided by the CDC (Centers for Disease Control and Prevention) and WHO (World Health Organization)

On-Site During the Event

While on-site at CPC, you agree to:

- Not attend the event and remain in your room if you feel sick
- Wear a mask at all times while inside and in line for any indoor public space; in any room or enclosed area; and outside when within 6 feet of others
- Bring a supply of masks with you
- Keep mask fully covering your nose and mouth
- Wash hands frequently with soap and water or hand sanitizer
- Cover your mouth and nose with a tissue when coughing or sneezing
- Adhere to social distance protocols put in place by INCM and respect other's personal space
- Follow instructions of the INCM staff, volunteers, and Disney Cast Members with regards to food and beverage lines, service, and seating

Post-Event

Based on current recommendations and advice from health authorities, if you test positive for COVID-19 within (14) days after returning home from CPC, please contact INCM and advise them. You can contact the Operations Director, Tracy Baer, at tracy.baer@incm.org.

Non-Adherence to Code of Conduct

Non-compliance to the Code of Conduct will not be accepted. Anyone asked to comply with the code by event staff, security, Disney Cast Members, other attendees, providers, or volunteers will be expected to comply immediately. If the person does not comply, INCM will take action it deems appropriate, including warning or expelling the person from the event with no refund.

What to do if you witness or are subjected to unacceptable behavior

If you are subjected to unacceptable behavior, notice that someone else is being subjected to unacceptable behavior, or have any other concerns, please notify an INCM staff member or volunteer as soon as possible. All reports will remain completely confidential.

Duty of Care

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INCM takes the responsibility of caring for the health and safety of those attending CPC (attendees, providers, volunteers, staff, VIPs and guests) seriously. As such, we are committed to taking measures within our reasonable control to keep everyone safe in the event of an emergency. INCM's Duty of Care consists of Duty to Research, Duty to Recommend, Duty to Plan, and Duty to Inform. By doing our due diligence in these four areas, INCM meets or exceeds industry standards to create a safe meeting environment for everyone attending CPC.

Duty to Research

INCM's Duty to Research includes:

- Performing a thorough risk assessment including new and emerging health risks recommended by the CDC (Centers for Disease Control and Prevention)
- Creating plans to mitigate those risks
- Researching industry best practices and remaining current with new and emerging standards of care
- Updating crisis communication plans, safety and health plans, and disclaimers based on current industry standards due to changing recommendations

Duty to Recommend

INCM's Duty to Recommend includes:

- Working with the venue to ensure compliance with industry standards for sanitization and disinfection protocols and schedules
- Preparing all stakeholders attending CPC for their responsibility in the health and safety of others by providing a Code of Conduct and communicating it thoroughly
- Preparing for on-site guests and those who may be non-compliant
- Working with the venue and their recommendations for adjustment to meeting design such as altering room set ups for social distancing, modifying experiences and activities, changes to food & beverages service and offerings, etc.
- Recommending contactless procedures as possible such as QR code scanning and digital media instead of print

Duty to Plan

INCM's Duty to Plan includes:

- Engaging the assistance of a Pandemic Compliance Advisor to oversee safety and sanitization planning
- Innovating meeting event design for social distancing, crowd reduction, mask break rooms, isolation room potentials, etc.
- Educating internal key stakeholders on changes that need to be made whether to schedule, budget, staffing, etc.
- Engaging stakeholders early in the planning process to assist with changes to Provider handbooks, floor plans, or room capacities

Duty to Inform

INCM's Duty to Inform includes:

- Educating all stakeholders on new procedures and protocols
- Working with the venue to set clear attendance expectations before and at check-in process
- Letting attendees, providers, and volunteers know the steps INCM is taking to keep them safe while on-site at CPC
- Providing all stakeholders with updates or changes to risks or protocols