



## COVID-19 PLAN FOR IBD PROMOTIONS ART & CRAFT SHOWS

### NO EVENTS UNTIL 2021

#### Plan for Certification to be an ArtSafe Event:

IBD Promotions (Images by Davenport, LLC.) is committed to protecting the health and safety of our community. The purpose of this plan is to inform everyone of the procedures we are taking for their safety. The information in this document is meant to explain the steps we are taking to stop the transmission of COVID-19 and provide a safe environment for vendors and customers. We pledge to abide by the universal measures and Missouri ArtSafe pledge.

#### Missouri ArtSafe Pledge:

To ensure that we may Create Safely, Present Safely, and Attend Safely, we pledge to:

- Wear face coverings
- Provide space for social distancing
- Conduct health checks
- Area for contact tracing
- Offer enhanced sanitation
- Arrange training in COVID-19 safe practices

#### Indoor Event Location:

- The Pavilion at John Knox Village – 850 NW Murray Rd., Lee's Summit, MO 64081
- Pavilion has a capacity for 2,000, with 24,000 square feet to provide a flexible floor plan.

#### WHAT YOU CAN EXPECT FROM IBD PROMOTIONS:

##### Enhanced Sanitation & Health Screenings:

- Face coverings are required while in the facility except when eating.
- Sanitation station will be setup inside the front door. Six other hand sanitizing stations will be strategically placed around the building.
- Signs to indicate that face coverings are required will be posted on the entrance and throughout the facility.
- End of day cleaning procedure will be handled by the Pavilion staff.
- Restrooms have signs to wash hands and will also contain hand sanitizer.
- All vendors, volunteers and staff will get their temperature checked each day prior to setup. 100.4 or higher will not be allowed in the building.

##### Contact Tracing:

- Everyone will be required to sign in at the contact tracing podium just inside the entrance.

##### Contact-less Experience:

- Doors will be marked with signage for right side entrance and left side exit. Doors also have handicapped button to push with elbow instead of hands.
- Free admission – so no contact during entrance. Weather permitting doors will be open.
- Vendors will be told to follow no-contact payment options when possible.



#### Social Distancing & Reduced Capacities:

- Signs will be placed on all pillars (eight) indicating social distancing and mask requirements (signage provided by the Jackson County Health Department).
- Booths are back to back or side by side but will be arranged to provide social distancing with a screen, panel, fabric or display between them. Booth layouts will be arranged to provide safe space for each vendor.
- Aisles are eight to ten feet in width to provide enough room for attendee social distancing.
- With current regulations at 50%, we will monitor attendance and reduce capacities by watching ticket sales from Eventbrite.com and have a monitor at the door. At the time of our event, if CDC and health regulation still require groups to not exceed 50 people – our event will be cancelled. As health department regulations change, we will follow all protocols.

#### WHAT WE EXPECT FROM OUR VENDORS:

##### Training:

- Each vendor will be required to watch the COVID-19 safe practices video (via your link), prior to the setup day and agree to follow those guidelines. We will also be showing the video on the big screen during set-up on both days as a reminder for them to practice those skills.
- A “Pocket Guide to COVID-19 Etiquette” will be given to each vendor in their welcome packet.

Research conducted: [www.cdc.gov](http://www.cdc.gov); [www.Jacksongov.org](http://www.Jacksongov.org); [www.Artkcgo.com](http://www.Artkcgo.com); [www.SummitArt.org](http://www.SummitArt.org); [www.eventbrite.com](http://www.eventbrite.com); <https://bestofmissourihands.org>; and John Hopkins Medicine.

**The information in this document is not intended to be a substitute for professional medical advice or recommendations from federal, state and local public health authorities. As the knowledge regarding COVID-19 is constantly changing, so might these plans as well. Please refer to [www.cdc.gov](http://www.cdc.gov) and local public health officials for the most up to date information.**

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