**Recommendations for in person events. In person programming is only allowed when College Mitigation Alert Level is at 1 or 2. Please see Colorado College risk index before attending an event.**

*[Attendance is defined by state/county/city regulations, usually total number of people in the facility, including guests and staff]*

The following requirements were agreed upon by the event Events Working Group, as of late April 2020; a new group was convened in February of 2021 to assess and finalize these recommendations. The subcommittee acknowledges that this is a fluid situation and circumstances can change daily. The committee was asked to consider how to hold events when the campus has reopened; our requirements are based on that directive.

The working group would like to acknowledge that the academic scheduling of space is a priority and therefore the space for events may be very limited.

This committee prioritized the following principles, based upon the College’s strategic plan and values: the health and safety of our communities; accessibility for all visitors; and sustainability (financial, logistical, environmental, etc.). The committee arrived at these recommendations after deliberating on a wide range of possibilities.

Items 1-8 are core requirements that are critical for all events on campus.

1. **SANITATION:** Event facilities should be cleaned/sanitized between each event and adequate timing must be allocated. This includes items that are touched regularly (door handles, handrails, seats, restroom surfaces, etc.) Hand sanitizer should be available at check in. Staff who are involved the event must have enough staff to have the following checked prior to attendee entering the event (attendance verification (list), temperature checkers COVID app) When possible, venues should adopt contactless mechanisms to enter the event and have hand sanitizing materials. When possible, bathroom usage should be monitored to avoid queuing and for regular cleanings. Organizers should allow time between events and coordinate with Sodexo for adequate cleaning. Please see specifics for sanitation on appendix A.
2. **MASKS:** If the state/college requires masks for campus community, then masks are required for guests as well. There should be ample signage stating this, particularly outside the venue and in pre-event material. A registration or ticketing system is required where this information can be conveyed. If possible, the organizer should provide masks for guests who arrive without them (free or for sale). Masks must be always worn during the event.
3. **SOCIAL DISTANCING:** The event must be set up in a way that allows people to stay at least six feet away from others. Spacing out tables and chairs more than usual may be required. In venues with fixed seating, rows and seats may have to be roped off. There should be ample signage stating our social distancing policy for that event. Events that were normally in a smaller space may have to be moved to larger venues. Organizers should have adequate staff assigned to monitor social distancing throughout the event to ensure safety. Organizers should also plan for and communicate controls of people traffic (adequate access/egress of audiences, directional movements through floor signs, etc., avoiding queues, box office/check-in procedures, etc.).
4. **VENUE CAPACITY**: Capacity for events should be reduced according to percentages recommended by state/county/city authorities; please note that social distancing requirements must still be met. Capacity is based upon Fire Marshall’s capacity for the venue as well as square footage. Each approved venue will have a diagram with space restrictions, so organizers should carefully consider the specific capacities of each venue (in consultation with working group). Organizers will need to decide if an event is financially viable or realistic to hold within these contexts. The committee encourages event planners to target fans/audiences in a thoughtful strategic manner if reductions are required. Please see appendix B [event space list](https://cctigers-my.sharepoint.com/%3Ax%3A/r/personal/khigginbotha_coloradocollege_edu/_layouts/15/Doc.aspx?sourcedoc=%7BE55C0627-F2BE-4134-BF58-A899D048421E%7D&file=Event%20Spaces%20list1.xlsx&wdLOR=c38A3665E-36CE-466A-9980-DBD6B2E56D17&action=default&mobileredirect=true) for specific locations and temporary capacities for events. Please keep in mind that all spaces many are not available for your event as the academic programs has priority on space.
5. **CONTACT TRACING:** We require that organizers plan for the capacity to do contact tracing and communicating with attendees regarding protocols for the event. This will be particularly important during spikes or escalation of coronavirus spread. Members of the campus community must complete the COVID Check app on their phone. Or on the Colorado College website and a hard copy form and show upon entry to the event organizer that they are cleared for entry. Once visitors and community members are allowed on campus, organizers must require them to also do the COVID symptom checker app as well and will be required to maintain a registry of all attendee’s information. Data that must be captured is first, last name, phone number, and email address. Mechanisms for registration include an onsite sign-in, online registration, or advance ticketing. The event planner/organizer will be responsible for notifying attendees if exposure to the virus occurs. The contact list of attendees must be uploaded in the event room scheduling program prior to or immediately after each event.
6. **LIABILITY:** Organizers should include release-of-liability statements in registration materials (via email, on printed tickets, in online registration). Consistent liability signage should be provided at all events as well as in all registration materials. The following statement is currently in use by Campus Activities: “I understand that by electing to participate in an in-person event I am at increased risk for exposure to COVID, even with all risk mitigation protocols in place, and may be subject to contact tracing, quarantine, and/or isolation should I or another attendee of the event tests positive for COVID-19.”
7. **FOOD SAFETY:** Food is an important component of many events. Organizers are encouraged to consider food safety and work closely with Bon Appetit and other providers to ensure standards are met when organizing events. No family style serving for the foreseeable future. The committee also encourages event planners to carefully assess the real need for catering as it weighs on budget and health and safety. All food must be individually packaged for attendees and should be offered in a to-go manner. As weather permits all food events should be held outdoors. See appendix C for specific catering requirements.
8. **EVENT COORDINATION:** This working group will evaluate all in person events on a bi-weekly basis and prior approval will be needed before those can be approved once all the requirements of the event has been completed. This working group will allow a streamlined process and consistency of protocols for the entire campus and would provide recommendations on events to be virtual, in person or a hybrid to allow for flexibility. This group will also arrange for training of event personnel as needed.

|  |  |  |
| --- | --- | --- |
| **College Mitigation Alert Levels** | **Outdoor Event Max Capacity (including support staff)** | **Indoor Event Max Capacity (including support staff)** |
| Campus Alert Level 1 | 100 | 50 |
| Campus Alert Level 2 | 50 | 25 |

* Staggering arrival times of guests
* Event Planner first on site and last to depart
* Ensure accessibility and sanitization station.
* Room diagrams will be done by event planner to ensure all protocols are being followed.
* For every 25 people in attendance at your event, there must be at lease 1 additional staff person to oversee COVID protocols.
* Event planners must complete an [ap](https://forms.office.com/Pages/ResponsePage.aspx?id=PLHHz5YSh0OzCF3gj9E8mfS_d_xYb2dJo7RUyFH4zFZUOElLWDE2WEo2MFNNVEpMV0w1NUdHOFBIQy4u)proval form at least 3 weeks prior to their in-person event and must have approval from this group and meet all the expectations prior to approval of the event. See sample form below:

Events Working Group 2021

Immersive Reader in Microsoft Forms allows you to hear the text of a form title and questions read out loud while following along. You can also change the spacing of line and words to make them easier to read, highlight parts of speech and syllables, select single words or lines of words read aloud, and select language preferences.

Hi, when you submit this form, the owner will be able to see your name and email address.

Initial Below: Required to answer. Single line text.



Event Name Required to answer. Single line text.

Event Date Required to answer. Date.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Event Start Time Required to answer. Single line text.

Event End Time Required to answer. Single line text.

Desired Event Location on Campus (you will still be responsible for reserving your space if your event is approved) Required to answer. Single line text.

Anticipated Number of Guests (please note alert level guest counts below) Required to answer. Single line text.



Event Point of Contact Name and Department Name Required to answer. Single line text.

Is this an annual event or a new event for the 2020/21, 2021/22 academic year? Required to answer. Single choice.

Annual Event, New Event

Type of guests being invited (select all that apply) Required to answer. Multiple choice.

Students,Staff,Faculty,Off Campus Guests (currently not allowed)

Please include details on any time sensitive information related to your event (i.e. deadline for contracts, mailed invitations, etc.). Multi Line Text.

Is there date/time of year flexibility for this event? Single choice.

Yes

No

Provide description on the value and rationale for your event. Required to answer. Multi Line Text.

If needed, can this event be transitioned to hybrid or virtual instead of in-person? Yes, or No. If no, please explain in detail. Required to answer. Multi Line Text.

Submit

* Also we are recommending that proper and consistent signage for event (kit) sample of signage below.



Athletics

All Colorado College Athletic teams are practicing and competing this spring semester. The department have developed extensive plans and protocols to reduce risk associated with travel and participation. These plans and protocols follow local, state, and federal guidelines in addition to conference and NCAA requirements. The implementation of these specific COVID-related protocols, for each sport and facility, prioritizes the safety of student-athletes, coaches, and staff. The protocols include testing at higher rates, contact tracing measures and documented symptom and temperature checks for all individuals before entering facilities. Spectators are permitted to campus community only to attend Colorado College Athletic competitions.

**Appendix A:**

Chemical disinfection of high-touch surfaces is required for any in-person campus event. Several options are available to complete this requirement and are noted below.

Committee will determine one of the three options for disinfection services as part of their events proposal.

**OPTION 1: POST-EVENT DISINFECTION**

Sodexo will perform high touch point disinfection following an event. Disinfection times will be based on the square footage of the event space. Timing between events should follow the same guidance provided in option 1, above.

**OPTION 2: SELF-SERVICE DISINFECTION**

Sodexo will provide disinfection kits and written instruction on how to properly disinfect. Those attending the event can disinfect their own tables, chairs, etc. following event. This is the most cost-effective solution for disinfection. If this option is selected, event organizers must include information in their proposal about who will be responsible for ensuring this disinfection is performed correctly. **This option will not be available for student events.**

Events in theater spaces with fixed seating should be spaced a minimum of 72-hours apart. Option 1 and Option 2 disinfection services are not available options for these spaces.

**Appedix B**





**Appendix C**

**Catering Policies & Procedures**

Bon Appétit Management Company respects the needs of all of our catering clients. No event is too small to demand our full attention. This guide is intended to help you as you begin planning for your event. Our catering staff will be happy to customize menu and service proposals to meet specific needs for your special occasion. Total pricing for the event will reflect your menu and service sections. Please review our policies and feel free to ask questions.

**Office Hours**

Bon Appétit Catering office hours are Monday – Friday from 9:00 a.m. – 5:00 p.m., closed on some holidays. The Catering office is located in Ticknor Hall.

**Bon Appétit Catering Management**

Adrianne Barnhart- Catering Director & Director of Operations

Adrianne.barnhart@cafebonappetit.com

719.389.6673

**Making Change & Making it Visible**

The following initiatives have been put into place to ensure everyone’s safety.

* Pandemic & COVID-19 training completed for all team members and managers.
* Proper cleaning, sanitizing, and disinfecting completed.
* Dedicated personnel for cleaning, sanitizing, and disinfecting highly touched surfaces which will be done very visibly throughout service.
* Reinstate third party auditors to complete sanitation and workplace safety assessments.
* Hand Sanitizers available at beginning of buffet lines.
* We are prepared to follow CDC guidelines to continue our preventative measures:
	+ PPE Standards
	+ Temperature checks & symptoms screening
	+ Physical Distancing

**COVID Restrictions**

We have eliminated self-service open buffet stations. We are currently offering 3 different types of catering services and 2 types of bar service:

* Prepackaged to-go items
	+ Each guest would receive their own individual containers/bags.
* Pre-set meals
	+ BA team to preset all food and beverage on tables for guests prior to them arriving.
	+ BA would check in with client, then leave and would not return until end of event to breakdown.
* Fully serviced buffet
	+ With approval from COVID Director and the College, BA would set up a fully serviced buffet.
	+ Sneeze guards between BA staff and guest would be present.
	+ Available on a first-come-first-served basis.
* Alcohol
	+ Full-service bar
		- BA to provide bartender, sneeze guards and serve guest.
	+ To-Go “sealed containers” Beer and Wine
		- Due to the enactment of SB 20-213, hotel licensees may sell beverage alcohol in sealed containers for takeout and delivery from their licensed premises.
		- The alcohol beverages offered must be stored in a secured area that is monitored by a live person.
		- Guests must have their identification checked and must be assessed for intoxication by a Bon Appetit employee prior to the alcohol being removed from the secured area, to ensure that the guests are of legal drinking age and are not visibly intoxicated.
		- Warning labels and containers must adhere to the parameters of Regulation 47-1101, 1 CCR 203-2.
		- The hours during which to-go sales of alcohol beverages are completed are limited to takeout hours for Restaurants based on the county’s status on the COVID-19 dial. Alcohol beverages offered for sale through room service are still permitted until 2:00 a.m., regardless of county health level status on the COVID-19 dial.

**Placing Your Order**

* Catering orders may be placed via email, telephone, or in person.
	+ Email orders should be sent to catering@coloradocollege.edu.
	+ Telephone orders and inquiries should be addressed to the Catering team at 719-389-6576.
* Visit www.cafebonappetit.com/coloradocollege for more information and photos.
* When making your reservation, please send the facilities department any non-food related needs including number of tables, chairs, trash cans, recycling bins, or any other nonfood related information necessary.
* Room cleanup will be done by Bon Appétit staff following the event.
* Catering orders are not booked or confirmed until you are contacted by Bon Appétit with a confirmation.
* After your order is placed, you will receive a Banquet Event Order form from the Bon Appétit Catering Department to be confirmed.
* Catering orders must be placed no later than ten (10) business days prior to the event. Proper notice enables us to adequately order, staff, and plan for your event.
* A confirmation and guarantee of guest count, event times, location, room set-up and menu choices must be completed at least five (5) business days prior to your event.
	+ Charges may be incurred if cancellations or changes are made after this time frame.
	+ If Bon Appétit Catering is not contacted with final count details within 5 business days will prepare for the original estimated number and charge accordingly.
* Some food selections may be limited based on seasonal availability, location of event and number of attendees.

**Late Orders - event requests within 72 hours of the event**

Bon Appétit catering will make every attempt to accommodate last minute requests based on product availability and previously scheduled catering events. Late orders that are filled are subject to a late fee of $100 to cover additional labor.

**China Usage**

* Unless otherwise specified, disposable bioware is included in our catered event pricing.
* Formal service ware (china, silverware and glassware) is available for most catered events.
	+ A charge of $3.50 per person will be applied to events where such wares are requested.
	+ An additional $3.50 per person will be charged for receptions prior to lunches or dinners.
* We are able to provide formal service ware for up to 75 people at any one time (available on a first-come-first-served basis). Additional formal service ware may be rented at the client’s expense.
* Bar events requesting glassware will be charged 0.50 cents per wine/beer glass and 0.75 cents per champagne flute (available on a first-come-first-served basis).

**Catering equipment**

* As the host of the catered event, you are responsible for the equipment we have provided for the service of the catered event.
* The cost to replace any missing or damaged catering equipment or supplies will be charged to your account.

**Alcohol Policy**

* If Colorado College funds are used to purchase alcohol for an event on campus, the Bon Appétit must be used to serve the alcohol.
* In order to have alcohol served at your event you must fill out an alcohol request form to be approved; you can email Brenda Soto at bsoto@coloradocollege.edu.
* Alcohol may be provided by the client and should be delivered to the location one hour prior to the event start time. If you are interested in having a cash bar, alcohol will be provided and sold by Bon Appétit.   The only place a cash bar can be held is on the main level of Worner Center. For additional information regarding alcohol service please contact the Catering Department.
* Food must be present at any event serving alcohol.
* Bon Appétit will provide one bartender for every fifty (50) guests at events where alcoholic beverages are offered. We will charge a $27.50 per hour fee for each bartender, 3 hour minimum.
* If your event involves liquor at a dinner or reception, a full bar set-up is $3.50 per person.
	+ The bar set-up will include containers for alcohol, non-alcoholic beverages and mixers, fruit, ice, napkins, linen and glassware. Events hosting beer and wine only will be charged a separate fee for glassware or biodegradable products and other supplies needed.
* Bon Appétit reserves the right to refuse service of alcoholic beverages to any person.

**Dietary Restrictions**

In the interest of providing a safe and enjoyable catering experience, it is important that our clients make Bon Appétit Catering fully aware (in advance/7 days) of any guest dietary restrictions, food sensitivities and/or allergies. Depending on the dietary need there may be an additional charge.

**Menu & Guest Count Changes**

* Any cancellations or changes to menu selections, guest counts and other event details must be confirmed no less than three (3) business days prior to the event date. Guest count changes that occur within the 3 business days are subject for an additional charge.
* Event cancellations with less than the specified notice will result in the client being charged 50% of the total contracted order price. Event cancellations must be confirmed in writing.
* Event cancellations occurring within 24 hours of the event will result in the client being charged 100% of the total contracted order price (including any charges for rented equipment, linens, floral arrangements, etc.)
* In the event that Colorado College is closed due to inclement weather, all catering events will be automatically cancelled and no financial charges will be incurred.  This does not apply to events cancelled by the customer when the college remains open

**Onsite Deliveries**

Delivery is complimentary for all onsite orders of $75.00 or more. For orders not meeting this amount, clients may request onsite delivery for a $15 service fee, or in some instances, pickup catered goods at our kitchen for no additional charge

**Payment for Catering Services**

Bon Appétit must have a means of guaranteeing payment at the time an order is placed. This guarantee may be in the form of a credit card number, departmental credit card number or a check for 50% of the total cost. Payment in full must be received by the day of the event

**Prices**

* Menu prices are based on current market conditions and are subject to change.
* Price quotations cannot be guaranteed more than thirty (30) days in advance.

**Linen Fees**

* Standard color linens for guest dining tables and food and beverage tables will be provided at no charge for all full-service meals.
* Linen for any additional tables needed for your event not directly used for food or seating will be $10 per 85”x85” table cloth, Black, White or Ivory. Additional colors and styles available for an additional rental fee.
* If you would like linen placed on guest tables for continental breakfasts, receptions, breaks, meeting tables and box lunches there will be $10.00 per linen. The same applies to registration tables, name tags, and any additional table that will not be directly used for set up.
* If table draping is needed for your event, please discuss this when placing your order. $30.00 per table.

**Service**

* Event appropriate service, setup and room cleanup are included in our menu prices. Bon Appétit catering staff will be provided during the first 2 hours of service. If additional staff time is needed, a fee of $27.50 per hour per catering staff will be charged. We recommend one catering staff for every 50 guests for receptions and events.
* Chef attendant maybe requested at events. $150 per chef for 2 hours.

**Rented Goods & Charges**

Rented goods, service ware and equipment may be necessary for client events for a number of reasons. These may include:

* Client requests for specialty linen, service ware, flowers, or other décor items.
* When the above-mentioned additional rental needs is required, Bon Appétit catering can facilitate these rentals and an appropriate rental charge will be added to the event invoice based on rental prices and coordination needs.
* Outdoor events requiring a gas grill will require the rental of such grill for use at that event. Grill rental ($300) will be coordinated by Bon Appétit catering and rental fee will be applied to event invoice.