



# Harford Christian Educational Foundation 5k

## *2020 Race Plan w/ Revised COVID-19 Procedures*

The purpose of this document is to outline the steps and procedures Charm City Run Events (CCR) will take to execute a safe and successful 5k race on November 14, 2020 at the Ma & Pa Trail in Bel Air, MD. Each aspect of the event has been broken out into sections containing the following information:

1. How CCR would operate under “normal” circumstances (Pre-COVID)
2. Specific new procedures CCR has established to mitigate risks and address issue with each aspect of the event (New Procedures)

This is a living document that can be updated as guidance from federal, state, and local governments and partners becomes available.

## **Event Information & Links**

1. Race website with registration details:  
<https://runsignup.com/Race/MD/BelAir/HarfordChristianEducationalFoundation5K>
2. Race is managed by [Charm City Run Events](#)

## **General Guidelines**

1. All CCR employees will wear face coverings for the duration of the event. Employees in a public-facing position will wear gloves.
2. Race registration (normally capped at 500) will be limited to 150
3. All registrants will receive an email **3 days** prior to the race, reminding runners who feel ill or believe they may have come in contact with someone exposed to COVID-19 to stay home. Runners will be given the option to defer their race registration to 2021.
4. Hand sanitizer stations will be positioned at the start/finish area and participants will be encouraged to utilize them.
5. Runners will not be required to wear masks while running. Face coverings are required anytime participants are in the area before and after the race, with the exception of when participants are lined up to begin the race (social distancing will be maintained).

# Race Registration & Packet Pickup

## **Pre-COVID**

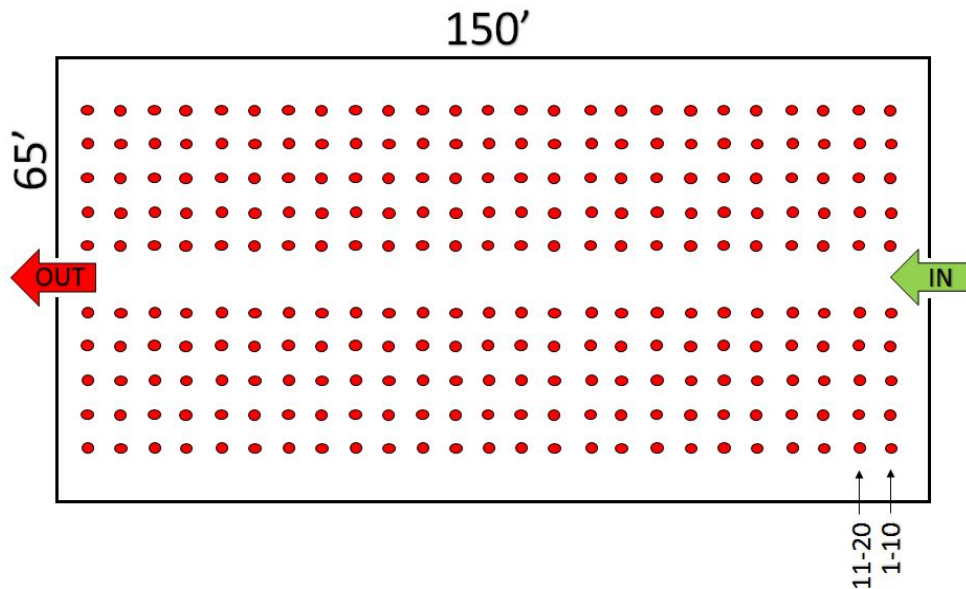
Registration for the race is available both online through a third-party website, as well as by paper form in a Charm City Run store. CCR typically offers race registrants several opportunities to pick up their “race packet” - the general term applied to the items a registrant receives for signing up to participate in the race. Participants could pick up inside a Charm City Run store a day or two before the race, as well as on-site the morning of the race. Packet Pickups are usually staffed by CCR employees, and are occasionally supported on race day by volunteers from the charitable beneficiary.

For the Harford Christian Educational Foundation 5k the “packet” includes:

- Race Bib Number with safety pins
- Race T-Shirt
- Race Bag w/ Giveaways

## **New Procedures**

1. Race registration will be available prior to race day online only - no walk-up registrations will be accepted.
2. CCR will limit packet pickup to two opportunities:
  - a. Curbside behind the Bel Air Charm City Run store on Friday, November 13th from 3PM-6PM
  - b. The morning of the event in the lower Liriodendron parking lot, 11/14 from 7:30AM-9AM
3. Shirt exchanges will not be permitted.
4. On race day, a section of the lower Liriodendron parking lot will be roped off with one ingress and one egress point (see diagram below). The participant’s race packet will be consolidated into a bag that will be labeled with their name and bib number, and those bags will be placed on the ground in a grid pattern in numeric order with at least 6ft between each bag. Under the supervision of one CCR employee, registrants will be permitted to enter the “packet pickup” area to retrieve their bag and then exit. No more than 10 people will be permitted in the area at one time. Should a line from outside the zone, the CCR employee will remind waiting registrants to remain 6ft from the person in front of them.



## General Event Amenities/Infrastructure

### Parking

#### **Pre-COVID**

Participants were not required to park in a specific parking location, but were encouraged to be respectful of neighbors and park in the Ma & Pa overflow lot (Lower Liriodendron lot). CCR cones off the Williams Street Ma & Pa Trail lot at 5:30 AM to restrict automobile traffic.

#### **New Procedures**

1. Runners will be encouraged to park in the lower Liriodendron lot in order to put them close to packet pickup and away from the start/finish line.
2. CCR will provide staff to assist with orderly parking.
3. CCR will cone off the Williams Street Ma & Pa Trail lot at 4:30 AM to restrict automobile traffic.

### Restrooms

#### **Pre-COVID**

In addition to the 1-2 portable restrooms usually located at the Williams Street Ma & Pa parking lot, CCR rented 7 additional units that were placed next to each other in the Williams Street lot.

#### **New Procedures**

1. With the number of runners anticipated, HCEF may rent 1-2 additional units to be placed in the lot on race weekend
2. Hand sanitizer will be located on a table outside of the restrooms.

3. Markings on the ground (“X’s” made of chalk or tape) will designate appropriate spacing for those waiting in line.

## Medical Team

### Pre-COVID

All CCR-owned races are staffed by 2 Emergency Medical Technicians with a Basic Life Support (BLS) ambulance onsite. EMT’s work for the private company ProCare, arrive 30 minutes before the start of the race, and remain roughly 30 minutes after the last finisher completes the race.

### New Procedures

1. The race will be staffed by a private EMS company.
2. Due to the extended duration of the race, EMT’s will be required to remain onsite longer than in the past.
3. EMT’s will wear all necessary PPE while at the event.

## Start Line

### Pre-COVID

The starting area for a race is usually bustling with activity 30+ minutes from the starting time up until the horn sounds. The Race Director will gather runners at the start line just prior to the starting horn for the playing of the national anthem and to review race procedures. Runners are standing shoulder to shoulder in very close proximity to one another until the race begins and runners begin moving through the starting gate. Their time begins when they cross the start line.

### New Procedures

1. All race information/procedures will be communicated to runners via email prior to race day, eliminating the need for a pre-run gathering
2. Runners will sign up for a 5-minute starting “wave” limited to 10 individuals per wave. This will be the time of day runners are to report to the starting area to be given permission to start. The following wave times will be offered:
  - a. 9:00 AM
  - b. 9:05 AM
  - c. 9:10 AM
  - d. 9:15 AM
  - e. 9:20 AM
  - f. 9:25 AM
  - g. 9:30 AM
  - h. 9:35 AM
  - i. 9:40 AM
  - j. 9:45 AM
  - k. 9:50 AM
  - l. 9:55 AM
  - m. 10:00 AM
  - n. 10:05 AM
  - o. 10:10 AM
  - p. 10:15 AM
3. Individuals will approach the starting area during their designated wave time while remaining socially distanced (using the Williams Street Ma & Pa parking lot as a staging area). Marks on the ground (chalked or taped “X’s”) will designate appropriate spacing while runners wait to begin

4. The race will utilize a “time trial” start. Upon receiving the thumbs up from the CCR starter, **ten runners at a time will cross the starting line and begin the race**. Due to electronic “chip” timing, participants do not need to begin at an exact time - their time begins when they cross the start line.
5. At no time will a large group of runners be permitted to assemble in the parking lot or starting area. CCR staff will enforce this and encourage any runners waiting to begin the race to remain at least 6ft apart.

## **Aid Stations**

### **Pre-COVID**

Aid stations play a very important role in a race. Not only do they provide needed fluids to runners, but they also serve as an observation point for staff to identify any runners who may be struggling and should potentially be pulled from the race. The 5k course typically has one aid station set up near the turnaround point of the course (Tollgate Road x Ma & Pa trail intersection). The aid station is staffed by 4-5 volunteers who dispense water into small cups from a large cooler and hand out cups of water to runners as they pass by. Runners toss used cups on the ground near the aid station or in trash cans placed nearby, and volunteers collect any loose cups to add to the trash cans for disposal.

### **New Procedures**

1. Runners will be strongly encouraged to provide their own hydration (prefilled Camelbak, handheld bottle, etc.). Bottled water will be available at the start line for runners who need to fill their hydration packs.
2. One aid station will continue to be placed near the turnaround point. This station will be staffed by two volunteers.
3. The station will consist of 6-8 oz. sealed water bottles spaced out on two tables. Runners will grab a sealed bottle if they wish as they pass by. Bottles will need to be carried for the remainder of the event.
4. CCR staff will sweep the trail upon completion of the event to ensure no bottles have been discarded along the trail. Any bottles found will be picked up by a gloved staff member and disposed of.

## **Course**

### **Pre-COVID**

The race course is typically marked with signage and staffed by course marshals (volunteers) at turns who help guide approaching runners.

### **New Procedures**

1. CCR will continue to mark the course with directional signage and mile markers
2. Any course marshals needed will be CCR staff wearing face coverings - no volunteers will be utilized.

## **Spectators/General Public on Trail**

### **Pre-COVID**

Races typically draw friends and family of runners for support and assistance. Spectators will often arrive with runners, accompany them to packet pickup and the start line, and then wait in the finish area for their arrival.

The Ma & Pa Trail is a busy recreational destination, especially on the weekends. Traffic on the trail has typically been very light due to the time of year and 9:00 AM start time, but any walkers/runners using the trail during the race are always welcomed and treated with respect and consideration.

#### **New Procedures**

1. To limit the number of people at the event, registrants will be encouraged to attend by themselves or with other registered members of their household. While this will be communicated several times via email, CCR will not take any steps onsite further than encouraging people to remain socially distanced.

## **Finish Line**

#### **Pre-COVID**

Race finish lines are often a busy place with runners finishing the race in ones or twos, or sometimes in large groups. Typically runners will linger in the finish line area to get water, wait for friends/family to finish, chat with other runners, and wait for race results to be posted (sometimes via computer printout). The HCEF 5k features a common start/finish line, which is located close to the bulletin board at the Williams Street Ma & Pa Trail entrance.

#### **New Procedures**

1. While starting order and spacing can be controlled, finishing order cannot. CCR staff will be positioned at the finish line to encourage runners to continue moving after completing the race.
2. Pre-race email communication will stress the importance of runners not lingering in the finish area after they complete the race.
3. Race results will be posted online immediately after runners cross the finish line and can be viewed on smartphones or at home on the computer to eliminate the need for paper results and people congregating.

## **Post-Race Activities/Party**

#### **Pre-COVID**

Oftentimes a race is another way for people to get together, and many look forward to celebrating their run after they finish with family and friends. The awards ceremony has taken place in the parking lot and winners are recognized with a medal.

#### **New Procedures**

1. The post-race party has been eliminated.
2. Cold bottled water will be positioned at a table near the exit of the Williams Street Ma & Pa Trail parking lot. A CCR staff member wearing gloves will place bottles spaced out on the table and replace as needed.
3. Awards will be delivered to the Bel Air Charm City Run store, and winners will be notified and permitted to pick up their award at their convenience once results have been made final.

# **Volunteers and Event Support**

## **Pre-COVID**

Volunteers allow races to keep race registration fees low by fulfilling duties that might otherwise need to be completed by a paid staff member. Typically volunteers are used to help distribute race packets, guide runners on the course, and manage the aid station on the course.

## **New Procedures**

1. Out of an abundance of caution, only 3-5 volunteer will be recruited to assist with the event
2. All volunteers will wear face coverings and maintain social distancing