

COVID-19 Safety Response Guideline Overview

Social/Physical Distancing:

- Event attendees are expected to follow 6 ft. social distancing requirements
- All room layout chairs are spaced at a minimum of 6 ft apart or greater (*if requested*)
- A maximum number of attendees in each assigned event space will be enforced based on government regulations
- Only one event will occur simultaneously in each area of the Conference Center to avoid cross-traffic and uphold social distancing measures
- Maximum occupancy signage posted to acknowledge social distancing and capacity requirements
- Visual markers or furniture adjustments have seating and people spaced at 6-feet apart or greater in areas where congregating can occur

PPE, Hygiene, Cleaning & Sanitation:

- Masks are always required to be worn in all event spaces and common areas by event attendees, vendors, and personnel
- On-site support will provide routinely scheduled 2-hour disinfection of common areas, equipment, and restrooms with sanitizing wipes and/or disinfecting sprays for high touch areas and fixtures, light switches, appliance handles & buttons, equipment, and machine surfaces
- Sanitizing wipes and/or hand sanitizer will be provided in each event space for event attendee to wipe down surfaces or personal items in contact with at their discretion
- Dedicated AV on-site will wear PPE (mask, gloves) and is trained to adhere to social distancing measures
- All audio-visual equipment will be disinfected thoroughly adhering to strict cleaning & sanitation protocols before, during (upon request) and after event space usage
- Above standard supplies or equipment requested will be provided exclusively for the event and properly cleaned & sanitized before and after usage
- Disinfectant wipes will be provided in Café close to water & coffee machine for clients to self-sanitize after usage
- Signage will encourage handwashing and utilization of hand sanitizer in-between hand washing with encouragement to carry sanitizer when possible.

Catering Services:

- Any catering requested will be provided as an individually portioned boxed meal or snack
- Catering service provider is expected to follow 6 ft. social distancing requirements
- Catering service provider will always wear PPE when on-site
- Delivery can be staggered to avoid contact with event attendees