



## **Conference Center COVID-19 Event Protocols**

The health, safety and well-being of our event attendees, business partners, and staff members is our number one priority, especially during these challenging times of COVID-19. Our focus is to provide rental space that meets our customer's needs while also ensuring protocols are in place to help mitigate the likelihood of spreading COVID-19. Our current plans and protocols are outlined below, and we expect to build on these plans as new information becomes available to us.

### **Venue Guests Protocol**

- All guests are required to wear face coverings at all times, except when dining. Guests may remove face coverings while actively eating or drinking, but guests should be stationary and maintain appropriate physical distancing.
- All guests should follow the movement controls and floor markings to maintain guest separation.
- Wash your hands often with either soap and water for at least 20 seconds OR use hand sanitizers located throughout our venue.
- Avoid touching your eyes, nose, and mouth especially with unwashed hands.
- Cover your nose and mouth with a tissue or sleeve when sneezing or coughing.
- Maintain adherence to appropriate social distancing of at least 6ft.

### **Venue Tours**

- All venue tours are limited to only 2 guests.
- Our staff member and all guests are required to wear face coverings.
- Throughout the tour, the safe distance of six feet will be maintained.
- The conference meeting room for discussions will be limited to three chairs with a safe distance between them.
- Upon tour completion, staff will clean and disinfect any touched surfaces during the tour, with special focus within the conference meeting room.

### **Venue Sanitation Protocols**

- Purell Hand Sanitizer Stations will be located throughout the rental areas.
- Every sixty minutes, restrooms will be temporarily closed for cleaning/disinfecting of high usage touch points. Also, under social distancing measures, our bathroom stalls will be reduced in number allowing access only to every other stall in our layout as well as our sink areas.
- After every event, deep cleaning of all bathrooms and the kitchen area will be conducted by our staff.
- All tables and chairs used for an event will be disinfected before and after each event.
- All touch points within the venue will be disinfected on a continual basis during the event hours and after each event.
- For podium, microphones, and A/V cart rentals, disinfectant wipes will be supplied to allow for cleaning between individual's usage.
- All Thrasher-Horne Conference Center staff will wear face coverings.

### **Social Distancing**

- Capacity charts based on setup type (i.e. lecture, banquet style or classroom) for all meeting rooms will be revised to allow for physical distancing standards.
- Our public access doors will be designated as one set for an entrance only and the second set for an exit only to limit cross pedestrian traffic and personal contact.
- No dancing will be allowed at events.

### **Food Service**

- For food service, no "buffet style" catering or platters of food will be allowed. Catering options will be either individually packaged meals or plated served by catering staff.
- All beverages must be served in individual sized containers (i.e. cans or bottles). No open containers or pitchers.
- For alcohol, only individual bottle or cans allowed – Beer & Wine. No mixed drinks.
- All caterers staff are required to wear face coverings and gloves.
- Dedicate catering staff for cleaning, sanitizing, and disinfecting highly touched surfaces within areas of caterer use throughout service period.
- Catering staff should maintain social distancing within work areas.