



Scott Conference Center

Scott Conference Center COVID Guidelines

GUIDANCE DOCUMENT

The overarching goal is to reduce exposure to individuals and surfaces that may result in COVID-19 exposure by maintaining safe distances between people (at least six feet), reducing contact with and improving sanitization of common areas and surfaces, and increasing personal protective equipment use. We will continue to evaluate to make appropriate adaptations as necessary, even if not specifically described below.

These guidelines are subject to change.

Safeguarding Guidance

In addition to strict adherence with the County, State and CDC Guidelines, we are implementing an assortment of measures to protect Conference Center guests, attendees and staff, including:

Employee Protection

- Staff Temperature Screening:
 - o Managers / Supervisors to take Staff temperatures on-site with a no-touch thermometer each day upon arrival at work. Normal temperature should not exceed 100 degrees Fahrenheit
- Direct any Staff who exhibits COVID-19 symptoms to leave the premises immediately and seek medical care and/or COVID-19 testing.
- All Staff should stay home when feeling ill, when exposed to COVID-19 (e.g., positive household member case), or if diagnosed with a confirmed case of COVID-19.
- Staff will wear cloth face coverings and appropriate gloves while at work.
- Staff Training on mitigation and safeguards, including social distancing protocol for interacting with guests / attendees.
- Provide sanitizing stations in Staff areas.
- Direct Staff to increase hygiene practices – properly wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing, etc.
- Post signage on health guidelines, including the following documents, in the workplace to help educate Staff members on COVID-19 best practices:

Guest / Attendee Protection

- Request Organizers Screen Attendees for Illness:
- Request Organizers Provide symptom screening questions (see below) asked of every guest. Attendees with temperatures above 100.4 degrees Fahrenheit should not be permitted on premise.
 - o Have you been in close contact with a confirmed case of COVID-19 within the past 14 days?
 - o Are you experiencing a cough, shortness of breath, or sore throat?
 - o Have you had a fever in the last 48 hours?
- Strongly encourage Guests to wear cloth face coverings according to CDC Guidance

(Continued)

- Spacing of Tables (8 feet to ensure guests are 6 feet apart) and Chairs (4 – 6 guests per table instead of 8 – 10) to promote proper physical distancing.
- Discontinue self-service of Food and Beverage by guests and attendees.
- Staff to serve / distribute all Food and Beverage.
- Limit the number of Guests / Attendees at an event to promote appropriate social distancing.
- Regulate the flow of Guests and reduce density of persons at traffic flow areas such as served buffets and served beverage stations.
- Provide touchless disinfecting stations with hand sanitizer available throughout our venue.
- Increased cleaning and disinfecting of common areas and bathrooms, including hourly maintenance of high-touch areas.
- Provide directional signage to avoid cross contact of attendees during entering venue, breaks and departure after event.
- Continue to meet or exceed current guidelines and recommendations as provided by Local, State DHM and the CDC.
- Send Organizers resources on health policies to distribute to attendees, including the following documents, to help educate guests on COVID-19 best practices: