



COLUMBUS GA CONVENTION & TRADE CENTER

Phase One Pandemic Policy Agreement

Specific guidelines regarding events that fall under the different phases of the Trade Center reopening process are listed below. The lessee will have to agree to and sign the agreement and understand these new guidelines will have to be communicated to their event attendees. It will be the lessee's responsibility that all guidelines are being followed with the support of the tools and resources that the Trade Center will provide.

Overview

- Shelter in place guidelines will be released. It is recommended all vulnerable individuals should continue to stay at home
- Downward trajectory of Covid-like syndromic cases and positive percent of total tests reported within a 14-day period (Determined by CDC Results and City Results).
- Avoid socializing in groups of more than 10 people in circumstances that do not allow social distancing.
- Employees who have been teleworking will begin to come back to work in phases.
- All client meetings for future events will still be done virtually/electronically.
- All common areas where personnel are likely to congregate and interact, will have strict social distancing guidelines.
- Employees will follow the Trade Center COVID-19 Procedures (Appendix A).
- Opening and Closing will be conducted with thorough cleaning and sanitation check-list (Appendix B).

Phase One: Action Items

- Hand sanitizer station purchased for all bathroom exits.
- Hand sanitizer stations purchased for all entrances to major event spaces and food serving areas.
- All bathrooms will have signage indicating the proper way to wash hands.
- Provide protective masks and gloves for all on the floor Trade Center employees.
- Reach out to clients in regards to strict guidelines for future events.
- Tape off areas where lines can form to indicate 6 feet of social distance.
- Bathrooms, and other heavily frequented guests areas, will continue to be deep cleaned and sanitize.
- Temperature checks for entrance in the building could go into effect for event entrance.
- Make sure we have a fully staffed and trained team for when business is back to operating standards.

Phase One: Room set-up Changes

- Event Coordinators will communicate changes to clients on their event space.
- All clients will be required to have event insurance unless approved by the Executive Director.
- All client will be required to sign an addendum to their contract that will include Pandemic protocol guidelines.
- 72" Round table should only be set for a maximum of (8) guests
- 60" Round table should only be set for a maximum of (6) guests
- All tables should be 7 feet apart (from chair backs).
- Individual chairs will be set 6 feet apart.

By signing this document, the lessee is in agreement with the policies and procedures stated above.

Initial Here _____

Phase One: Church Services

Weekly Church Service – Church of the Highlands

- Individual chairs will be set up 6 feet apart from one another
- Ballroom is 22,000 sq. feet and typically can hold up to 2,500 attendees.
- For this event, a limit of 150 attendees can be in the space during worship hours. Church staff will monitor this attendance number.
- Face masks are recommended for guests entering the space.
- Hand sanitizer station before entering the church space is required for each member to enter worship area.
- Children's designated rooms will be based on size and limited to 10 kids per space.
- Alternate worship locations for overflow will be available and streaming option will be available
- Additional service times can be added to help the attendance numbers to stay low for each session.
- At risk population will be asked to watch service virtually during phase one (see defined at risk-population).
- Work with church leadership on detailed sanitization cleaning that can take place after each service.

Phase One: Consumer Shows

- Vendor tables will be set up 6 feet apart from one another
- South Hall is 31,000 sq. feet and typically can hold up to 2,500 attendees.
- For this event, a limited 150 attendees can be in the space during show hours. Officer Locey, or Officer on Duty, will monitor this attendance number.
- Communication between the seller and the buyer will keep 6 feet of distance.
- Face masks are recommended for guests entering the show space.
- Sellers are recommended to use gloves and change out their gloves frequently.
- Sellers are required to hand sanitize after all transactions with buyers.
- Lines to enter the show will have indication of holding spots of 6 feet of distance as they purchase show tickets.
- Catering will have strict guidelines for their concession sales.

Phase One: Weddings

Wedding Set Ups (Maximum 150 guests in space 15,000 sq. ft. or higher)

- Tables will be set up 7 feet apart from one another.
- Chairs for ceremony must be 6 feet apart from one another.
- 60" rounds (6 people maximum); 72" rounds (8 people maximum)
- Bride and Groom can do their traditional first dances but no group dances will be permitted.
- Face masks are recommended for guests in attendance.
- Virtual option is required for at-risk population.
- Attendees must use hand sanitizer when entering the ceremony and/or reception space.
- Standard buffet set ups will now be required to be a plated dinner option only.

By signing this document, the lessee is in agreement with the policies stated above.

Initial Here _____

Phase One: Social Events

Social Events (Maximum 150 guests in space 15,000 sq. ft. or higher)

- Tables will be set up 7 feet apart from one another.
- 60” rounds (6 people maximum); 72” rounds (8 people maximum)
- Dancing is not permitted.
- Face masks are recommended for guests in attendance
- Virtual option is required for at-risk population.
- Attendees must use hand sanitizer when entering the space.
- Standard buffet set ups will now be required to be a plated dinner option only.

Phase One: Bar Protocols

- Wine and Beer must be in individual, disposable containers.
- No mixed drinks or non-disposable glasses allowed.
- Hand washing station at all bars.
- Bartenders are to wear gloves at all times.
- Credit card option only; machines must get wiped down after every use (handheld units).
- Sanitizer on all bar fronts for guests to wipe credit card and/or hands.
- Bar tops to be cleaned every 15 minutes during the event.
- Recommended to see what online platforms are available for ordering drinks from a personal device.

Phase One: Banquet Protocols

- There should be no items preset on banquet tables. This includes: salt and pepper shakers; centerpieces; sugar caddies; condiments; food items to include preset salads, bread, desserts, etc.
- All silverware should be rolled and cannot be preset.
- Glassware should have paper lids placed over.
- Coffee, iced tea, and water should all be serviced and brought to the tables.
- Plated dinner options only.
- No bussing station or trashcans should be visible or in guest areas. All dishes and silverware will be taken immediately to the kitchen for washing.

I, the lessee, understand that by signing this document, agree to all the policies stated in this agreement. I understand that these policies are put in place to protect myself, my guests, all Trade Center and Spectra Employees, any vendors/contractors who are working in the Trade Center, and anyone else that my enter the building. I understand that at any time the Executive Director can modify the protocols listed in this agreement as more information may become available. I understand that violating any of the policies may result in additional fees and/or legal action.

Print Name

Client Signature

Date

Event Coordinator Signature

Date