



COLUMBUS GA CONVENTION & TRADE CENTER

Phase Three 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

- For state and regions with no evidence of a rebound (Six weeks of declining cases).
- Vulnerable individuals can resume public interactions, but should practice social distancing.
- Low risk population should minimize time in crowded environments.
- Teleworking employees will report back to normal office hours.
- Client meetings/planning sessions can be conducted in offices with virtual option encouraged.
- All common areas where personnel are likely to congregate and interact will follow strict sanitation practices after each use of space.
- Employees will follow the Trade Center COVID-19 Procedures (Appendix A).
- Opening and Closing conducted with thorough cleaning and sanitation check-list (Appendix B).

Phase Three: Action Items

- Continue to evaluate sanitation practices and incorporate new methods and policies based on effectiveness.
- Determine a set of new standard protocols for events where physical distancing is limited but precautions are put into place.
- Reach out to clients in regards to guidelines for future events.
- Catering can slowly go back to standard operating procedures with precautions.
- Event diagram setups can slowly go back to operating procedures with precautions.

Phase Three: 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 (10) guests.
- 60" Round table should only be set for a maximum of (8) guests.
- All tables should be 6 feet apart (from chair backs).

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