



COLUMBUS GA CONVENTION & TRADE CENTER

Phase Two 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 (Four weeks of declining cases).
- It is recommended all vulnerable individuals should continue to shelter in place.
- Avoid socializing in groups of more than 50 people in circumstances that do not allow social distancing.
- Teleworking will still be encourage whenever possible.
- Client meetings/planning sessions will still be encouraged to be virtually.
- 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 conducted with thorough cleaning and sanitation check-list (Appendix B).

Phase Two: Action Items

- Evaluate if we need any additional hand sanitizer stations throughout the building.
- 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 guest areas will continue to be deep cleaned and sanitize.
- Catering can begin buffet service that is not self served with strict guidelines.

Phase Two: 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 under moderate physical distancing protocols.

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

Initial Here _____

Phase Two: Church Services

Weekly Church Service – Church of the Highlands (Maximum 150 attendees in space 15,000 sq. ft. or higher)

- Individual chairs will be under moderate physical distancing protocols.
- Ballroom is 22,000 sq. feet and typically can hold 2,500 attendees.
- For this event a limited 150 attendees can be in the space during worship hours. Church staff will monitor this attendance number.
- Hand sanitizer station before entering the church space is require for each member to enter worship area.
- Children’s designated rooms will be based on size and limited to a certain amount of kids per space.
- Alternate worship locations for overflow will be available and steaming option will be available.
- Additional service times can be added to help the attendance numbers to stay low for each session.
- It is recommended that the at risk population will watch service virtually during phase two.
- Work with church leadership on detailed sanitization cleaning that can take place after each service.

Phase Two: 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 Two: Weddings

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

- Tables will be set up 7 feet apart from one another.
- Individual chairs will be under moderate physical distancing protocols.
- 60” rounds (6 people maximum); 72” rounds (8 people maximum)
- No more than 50 people can be on the dance floor at a given time.
- Virtual option is required for at-risk population.
- Attendees must use hand sanitizer when entering the ceremony space.
- Buffet stations will not be self-served.

Phase Two: 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)
- Dance floor for only 50 people or less at anytime.
- Virtual option is required for at-risk population.
- Attendees must use hand sanitizer when entering the space.
- Buffet stations will not be self-served..

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Initial Here _____

Phase Two: Bar Protocols

- Hand washing station to all bars.
- Bartenders to wear gloves at all times.
- Credit card option only; machines get wiped down after every use (handheld units).
- Sanitizer on all bar front for guests to wipe credit card and/or hands.
- Bar tops to be cleaned every 15 minutes during the event.
- Use disposable when possible.
- Recommended to see what online platforms are available for ordering drinks from a personal device.

Phase Two: Buffet Protocols

- All buffets must be single sided and served by attendants.
- Sneeze guards should be used.
- Utilize stanchions to keep guests 3 feet from buffet food.
- Hand sanitizer should be present at all buffet stations.
- Include signage stating precautions that are being taken for guest and staff safety.
- Captain or banquet manager should coordinate to call tables to buffets to avoid mass congregation.

Phase Two: 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
- 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
- Bread service served on individual bread plate with butter
- Salads to be pre-dressed

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