

Columbus GA Convention & Trade Center COVID-19 PANDEMIC POLICY ADDENDUM

SUBJECT: COVID-19 Pandemic TITLE: COVID-19 Pandemic Policy

ADOPTED: April 23rd, 2020

I. PURPOSE

The purpose of this plan is to provide COLUMBUS GA CONVENTION & TRADE CENTER with a framework for preparedness planning and continued operation during the COVID-19 pandemic. The information and tools in this plan are adapted for the needs of the COLUMBUS GA CONVENTION & TRADE CENTER staff, lessees, clients, attendees, and community. This guide provides need-to-know information that will assist all personnel associated with the COLUMBUS GA CONVENTION & TRADE CENTER in preparing business continuity plans. To that end, the guide contains:

- Specific guidelines regarding events that fall under the different phases of the Trade Center reopening process.
- 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 to ensure all guidelines are being followed with the support of the tools and resources that the Trade Center will provide.

II. ACCOUNTABILITY

The COLUMBUS GA CONVENTION & TRADE staff and lessee have the responsibility to be aware of the aspects of the plan that pertain to their event and to implement this plan during the COVID-19 pandemic situation. The Executive Director, City Attorney's Office, Columbus Mayor, City Manager and Columbus GA Convention & Trade Center Authority Board have the responsibility to review this plan on an annual and/or as needed basis.

III. REFERENCES

The plan was created with recommendations from the following sources

- President Trump's Opening Up America Again Guidelines
- Congress Problem Solving Caucus "Back to Work" Checklist
- Governor Kemp's guidelines for the state of Georgia
- Mayor Skip Henderson's guidelines for Muscogee County

IV. POLICY

This plan will address all aspects of planning and preparedness to resume operational aspects. The Columbus GA Convention & Trade Center will operate under a three-phase protocol for our reopening strategy to the general public. Based on the time frame of the lessee's event will determine which phase and policies will have to be followed. Please see the attachments for which phase your event falls under to know the protocols to host your event.

Guidelines for all phases: individuals

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces
- Strongly consider using face coverings while in public, and when in mass transit

- Avoid touching your face
- Sneeze or cough into a tissue, or the inside of your elbow
- Disinfect frequently used items and surfaces as much as possible
- Do not allow symptomatic people to physical return to work until cleared by a medical provider.

Higher risk individuals defined (Source: CDC – Centers for Disease Control and Prevention 4/20/20)

- Individuals 65 years and older
- Individuals who live in a nursing home or long-term care facility
- Individuals of all ages with underlying medical conditions, particularly if not well controlled, including:
 - Individuals with chronic lung disease or moderate to severe asthma
 - Individuals who have serious heart conditions
 - Individuals who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- Individuals with severe obesity (body mass index [BMI] of 40 or higher)
- Individuals with diabetes
- Individuals with chronic kidney disease undergoing dialysis

V. HOLD HARMLESS AND INDEMNITY AGREEMENTS

By the acceptance of this agreement Lessee covenants to indemnify, save and keep free and harmless Lessor, its officers and employees, from and against any and all claims, demands, loss, liability, cost or expense of any kind of nature whatsoever which Lessor, its directors, officers or employees, or any of them, may sustain or incur, or that may be imposed upon them, or any damages to properly arising out of, connected with or attributable to the use and occupancy use of the facility by Lessee. Lessee agrees to pay for any damage to the facility and for any damage to, loss of use of or loss of any of Lessor's property resulting from the occupancy use of said facility by Lessee or resulting from the conduct or actions of Lessee, its directors, officers, or employees, or any persons participating in or attending the event during Lessee's occupancy use.

In addition to the foregoing, the Lessee further agrees to save the Lessor and the Columbus, Georgia Convention and Trade Center harmless and to indemnify them against any claims or liability arising or resulting from any injury or symptom that could arise due to the COVID-19 Pandemic to any visitor, spectator or participant in any activity in any part or portion of the Columbus, Georgia Convention and Trade Center, regardless of entrance gained to said Columbus, Georgia Convention and Trade Center - by paid admissions, by pass issued by Lessee or Lessor or by any unlawful admission gained without knowledge of Lessor or Lessee.

VI. EVENT INSURANCE

To indemnify Lessor as herein provided, Lessee will carry property and public liability insurance with the coverage and the amount thereof to be specified and approved by the Executive Director of the Columbus GA Convention and Trade Center and Lessee will furnish Lessor with a certificate of insurance, or other satisfactory evidence of compliance with this agreement. The policy will cover any attendees to the lessee's event, public within the facility, and employees of the Columbus Georgia Convention and Trade Center who are serving the event needs. The Columbus GA Convention and Trade Center Authority will be listed as an addition insured on the policy. Insurance specifics are located in the lessee's signed leased agreement.

VII. SUPPLEMENTAL AGREEMENT

This addendum is in addition to the Agreement executed between Lessor and Lessee on _____, all requirements of both the Agreement and this Addendum shall apply except where inconsistent and in that event the requirements of this later addendum will apply. An additional supporting document will provide guidelines on additional policies/restrictions that will be expected by the Lessee to follow in its entirety closer to their contracted event date. This agreement will support the three-phase process in reopening the Trade Center.

Lessor:

Columbus, Georgia Convention and Trade Center
Columbus, Georgia

By: _____

Date: _____

Lessee::

By: _____

Date: _____