



COLUMBUS GEORGIA  
CONVENTION & TRADE CENTER

# TRADE CENTER REOPENING PLAN

---

COVID-19 PANDEMIC

# TRADE CENTER REOPENING PLAN

---

The following plan is intended to be flexible and is subject to change as information and best practices are established during the various phases after the Shelter In Place orders are lifted. The plan's goal is to keep everyone safe while also allowing for events to be held once again at the Trade Center. We need to accept the fact that even when we reopen the Trade Center, the Coronavirus will be a part of our society until a vaccine is discovered. This 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



# 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 physically return to work until cleared by a medical provider.

# HIGHER RISK INDIVIDUALS DEFINED

---

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People 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
  - People with severe obesity (body mass index [BMI] of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

\*\* Source: CDC – Centers for Disease Control and Prevention 4/20/20

# PHASE ONE: MAY 1<sup>ST</sup>– MAY 31<sup>ST</sup>

14-DAY PERIOD CAN BE EVALUATED ON MAY 4<sup>TH</sup> TO SEE IF GUIDELINES BELOW ARE MET  
FIRST TENTATIVE SCHEDULED EVENT IS MAY 16<sup>TH</sup> AFTER STATE OF EMERGENCY IS RELEASED

---

- 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 and in circumstances that do not allow six feet of 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 conducted with thorough cleaning and sanitation check-list (Appendix B)

# PHASE ONE ACTION ITEMS

---

## Action Items:

- Hand sanitizer stations 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

---

## 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

# PHASE ONE: ROOM SET-UP

## Church Services

---

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

- Individual chairs will be set up 6 feet apart from one another
- 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
- Face masks are recommended for guests entering the space
- 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 10 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
- At risk population will be asked to watch service virtually during phase one (see defined at risk-population /slide three)
- Work with church leadership on detailed sanitization cleaning that can take place after each service



# PHASE ONE: ROOM SET-UP

## Gun Shows

---

### **Gun Show (Maximum 150 attendees in space 15,000 sq. ft. or higher)**

- Tables will be set up 6 feet apart from one another
- South Hall is 31,000 sq. feet and typically can hold 2,500 attendees
- For this event a limited 150 attendees can be in the space during show hours.
- 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: ROOM SET-UP

## Weddings

---

### **Wedding (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); 70” 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 (defined on slide three)
- Attendees must use hand sanitizer when entering the ceremony space
- Standard buffet set ups will now be required to be a plated dinner option only

# PHASE ONE: ROOM SET-UP

## 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); 70” rounds (8 people maximum)
- Dancing is not permitted
- Face masks are recommended for guests in attendance
- Virtual option is required for at-risk population (defined on slide three)
- 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 Service Guidelines

---

### **Bar Protocol for Events During Phase One:**

- Wine and Beer must be individual disposable containers
- No mixed drinks or non-disposable glasses
- 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
- Recommended to see what online platforms are available for ordering drinks from a personal device

# PHASE ONE:

## Banquet Service Guidelines

---

### **Banquet Guidelines Events During Phase One:**

- 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

# PHASE TWO: JUNE 1<sup>ST</sup> – JUNE 30<sup>TH</sup>

THIS IS A TENTATIVE DATE RANGE DEPENDING ON PHASE ONE RESULTS

---

- 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

---

## **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 guests 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

---

## 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



# PHASE TWO: ROOM SET-UP

## 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 the service virtually during phase two. (see defined at risk-population /slide three)
- Work with church leadership on detailed sanitization cleaning that can take place after each service

# PHASE TWO: ROOM SET-UP

## 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); 70” 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 (defined on slide three)
- Attendees must use hand sanitizer when entering the ceremony space
- Buffet stations will not be self-served.

# PHASE TWO: ROOM SET-UP

## 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); 70” rounds (8 people maximum)
- Dance floor for only 50 people or less at anytime
- Virtual option is required for at-risk population (defined on slide three)
- Attendees must use hand sanitizer when entering the space
- Buffet stations will not be self-served.

# PHASE TWO:

## Bar Service Guidelines

---

### **Bar Protocol for Events During Phase Two:**

- 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 Guidelines

---

### **Buffet Protocol for Events During Phase Two:**

- 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 Service Guidelines

---

### **Banquet Guidelines for Events During Phase Two:**

- 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

# PHASE THREE: JULY 1<sup>ST</sup> – FUTURE EVENTS

THIS IS A TENTATIVE DATE RANGE DEPENDING ON PHASE TWO RESULTS

---

- 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

---

## 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

---

## 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)