

North Metro Event Center

COVID-19 Safe Celebrations and Events – Venue Preparedness Plan

North Metro Event Center is committed to providing a safe and healthy workplace for all our workers, customers, clients, patrons, guests and visitors. To ensure we have a safe and healthy workplace, North Metro Event Center has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Best Western Plus, Green Mill and North Metro Event Center who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Best Western Plus, Green Mill and North Metro Event Center managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. Best Western Plus, Green Mill and North Metro Event Center is serious about safety and health and protecting our workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by:

Best Western Plus, Green Mill and North Metro Event Center's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons
- social distancing – workers must be at least six-feet apart
- Food Service Requirements
- worker hygiene and source controls, including face coverings
- workplace building and ventilation protocol
- workplace cleaning and disinfection protocol
- communications and training practices and protocol.

Ensure sick workers stay home and prompt identification and isolation of sick persons.

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- Each employee is required to read and sign off that they pledge to follow our COVID-19 guidelines.

- Covid – 19 Pre-shift Questionnaire
- Employees can work only if they answer NO to all questions. If an employee answers YES to any of the questions, they will be sent home and not work for 14 days or until they've been cleared by a medical professional.

North Metro Event Center has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

- PTO Policy
- Family Medical Leave Act
- FFCRA

Employee Sickness Protocol, North Metro Event Center has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

How to respond if an employee tests positive for COVID-19:

- Immediate Response
 - Employees with symptoms should notify employer and stay home
 - Sick employees should follow CDC recommended steps and not return to work until criteria is met
- Protect Other Employees
 - Employer should inform fellow employees of their possible exposure but maintain confidentiality as required by the American with Disabilities Act
 - Fellow employees should self-monitor for symptoms
- Workplace Environment
 - Perform enhanced cleaning and disinfection after person with confirmed case has left facility
 - Employers should develop policies for worker protection and provide training to all cleaning staff on what PPE is necessary and how to properly dispose of PPE
- Hightop Notification/ Green Mill Corp/ Bird Dog Hospitality
 - Should you have an employee who tests positive for COVID-19, please contact Hightop and Bird Dog Hospitality immediately.

Social Distancing and Capacity

Social distancing of at least six feet will be implemented and maintained between workers and customers, clients, patrons, guests and visitors in the workplace through the following engineering and administrative controls.

- Seating Capacity at 25%
 - Ballroom
 - Fire Marshall Determined Capacity 300 guest,
 - 25% capacity - 75 guests
 - Pre Function Area
 - Fire Marshall Determined Capacity – 100 guests

- 25% capacity – 25 guests
- 4 guest per table, 6 if in the same household, round tables.
- Maximum 2 guests per 8-foot table, to maintain social distancing, in meeting setting.
- Recommend Assigned seating required to our client and provide a seating chart/reservation system.
- Tables are cleaned and sanitized with disinfectant; table clothes are replaced after each use.
- Band/DJ/Entertainment can be hosted/allowed but has to maintain social distance of 12ft or more from attendees.
- Performers/speakers/presenters required to keep a minimum of 12 feet from them to the attendees/guests/patrons/audience.
- Dancing – can be allowed as long as face masks are used and parties from different households can be 6 feet apart at all times and remain social distance.

Food and Beverage Requirements

- All self-service food items must be pre packed, social distancing must be maintained, hand sanitizer is available to all guests, surfaces wipe down after each use, and guests/attendees must wear face masks at all times.
- All food to be served to guest must be plated and served to one guest at a time, or as with attendant serving buffet items
- Face covers can be removed to enable eating and drinking when attendee is seated at their assigned table.
- Control lines to bar with social distancing markings.

Hygiene, Sanitation and Safety

- Employees must continue to wash hands with soap and water for at least 20 seconds.
- Handwashing signs are to be posted at all hand sinks.
- Face masks must be worn at all time, front and back of house employees.
 - Each employee is provided two company issued facemasks free of charge.
- Guest are required to wear face masks unless seated at their table eating or drinking, accommodation can be made for a guest who has a medical condition.
- Gloves are to be worn:
 - By food runners,
 - Hand out all takeout, curbside, and delivery orders.
 - By all Back of House employees.
 - By bartenders when handling garnishes and serving drinks.
- Hand Sanitizer
 - Hand sanitizer stations are set up in high traffic areas, back or house areas and at each guest table.
 - Hand sanitizer must be 80% ethyl alcohol.
- Restroom Checklist & Hight Touchpoint Areas
 - Preform restroom checks every hour
 - Continue to sanitize high contact surfaces using Ecolab Peroxide Multi Surface Disinfectant.

- Preform a daily deep clean prior to opening the facility.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems.

- The HVAC systems maintain routine maintenances and changing of filters and in good working condition

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated in writing and verbally to all workers and necessary training was provided. Additional communication and training will be ongoing by the management team. Training will be provided to all workers who did not receive the initial training and prior to initial training.

Administrator: Tony Donatelle, General Manager

Signature: _____