



## **COVID-19 Preparedness Plan for Profile Event Center**

Profile Event Center is committed to providing a clean and safe venue for all who come through our doors. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All staff are responsible for implementing this plan and guests are strongly encouraged to review and follow. Our goal is to mitigate the potential for transmission of COVID-19 in Profile Event Center, and to do so requires full cooperation from all. Through this cooperative effort we can establish and maintain everyone's safety and health.

Profile staff are responsible for implementing and complying with all aspects of this Preparedness Plan. Profile Event Center staff have our full support in enforcing the provisions of this policy.

We are serious about safety and health, as well as keeping our staff working at Profile Event Center. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We are open to ideas and feedback from our staff and our office team has been working to continuously develop better practices as we move forward in this new time. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette
- engineering and administrative controls for social distancing
- housekeeping – cleaning, disinfecting and decontamination
- prompt identification and isolation of sick persons
- communications and training that will be provided to managers and workers
- management and supervision necessary to ensure effective implementation of the plan

### **Screening policies for employees exhibiting signs and symptoms of COVID-19**

Staff 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 staff health status prior to entering the workplace and for staff to report when they are sick or experiencing symptoms. For example, all staff will be required to take an infrared temperature check prior to starting their shift to ensure no fever is present. Temperature checks are available should the client request a screening for all guests at the start of their event.

Profile Event Center has informed staff to stay 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. Profile Event Center has implemented a policy for informing staff if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine per the CDC recommended amount of time. We will reach out to all relevant staff and clientele if we hear confirmed reports of a COVID-19 case on our property.

Regarding these COVID-19 policies, Profile Event Center will continue to protect the privacy of workers' health status and health information. This information is always private and protected so we will work with our employees to ensure this remains the same as we navigate scheduling and cleaning procedures work best for our business and staff.



## **Handwashing**

Basic infection prevention measures are always being implemented at our workplaces. Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, and after using the restroom. All visitors to the venue will be able to utilize a hand sanitizer station upon entering Profile Event Center. Sanitizer will be available throughout the venue space and restocked as needed by event staff. All restrooms have handwashing guidelines visible at the sinks so that guests may be reminded of proper instructions. Server plating rooms also have these guidelines above the hand washing sinks. All staff are required to wear a face mask and gloves during their shift and replaced as needed.

## **Respiratory etiquette: Cover your cough or sneeze**

Staff and visitors are being encouraged to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be supported by making tissues and trash receptacles available to all staff and visitors. Trash bins will be more easily accessible for guest use to dispose of used tissues faster and without passing through as many hands. Tissue boxes will also be located throughout the venue space and restocked as needed by event staff and maintenance staff. Per the recent government mandate, all guests are required to wear masks when not eating, drinking, or speaking in a speech. Our mask policy is to inform the couple of the order, post signs and make regular DJ announcements to aid in letting everyone know the law. We will provide masks to guests who do not have one. We will make smart common sense exceptions with our overall objective to coordinate the needs of the bride and groom with public safety as our core focus. We will continue to strictly enforce mask wearing for all PEC staff.

Minnesota's statewide masking mandate is based on a set of core principles:

- Individuals are responsible for wearing a mask
- Businesses need to be partners in that effort
- Smart, common-sense, exceptions need to be made to get this right
- Enforcement is a pathway to target flagrant offenders; the ultimate goal is compliance

## **Social distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- Remote meetings and flexible work hours for our full-time staff
- Staggered shifts for our servers and bartenders
- Maintaining 6 feet of distance between staff whenever possible
- Signage and instructions for employees and visitors



- Ordering of protective supplies such as masks, gloves, and disinfectant
- Increased distance between guest tables when possible
- Lower guest seating around tables when possible
- Restricted number of guests allowed on tours and meetings
- Designated order lines to aid bar flow
- Employees are required to wear face masks while onsite
- Guests are strongly encouraged to wear face masks while onsite
- Plexiglass and queue placement signage at the bars

Staff and visitors are discouraged from gathering in groups and confined areas and from using other people's personal protective equipment, phones, computers, desks, workstations, offices or other personal work tools and equipment.

### **Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, wedding suites, lounge rooms, office, and sound booths. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, light switches, railings, copy machines, etc. Our venue will be cleaned after each use with staff cleaning routinely while the event is occurring. Our office space will be cleaned regularly by our maintenance staff as well as the office staff cleaning in between appointments. Should a worker or guest be diagnosed with COVID-19 the normal cleaning schedule will be increased and the entire building immediately sanitized as a preventative measure.

### **Communications and training**

This Preparedness Plan was communicated to all workers via email on 06/16/2020. Ongoing communication and training will continue and be provided to all staff in the form of on-site instruction and posters showing guidelines and policies. Managers and supervisors are to monitor how effective the program has been implemented by reviewing Captain Log reports, observing staff work during events, and checking refill needs themselves. Management and staff are to implement this new program together and update the process training, as necessary. This Preparedness Plan has been certified by Profile Event Center management and was posted throughout the workplace on 06/16/2020. It will be updated, as necessary.

Certified by:

*Profile Events Team*