

REAL MEETINGS. REAL SAFE.

REOPENING THE COLUMBIA METROPOLITAN CONVENTION CENTER

Please
**PRACTICE SOCIAL
DISTANCING SAFETY**

 **COLUMBIA SC
METROPOLITAN
CONVENTION CENTER**

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PLEASE READ THE FOLLOWING CORONAVIRUS UPDATE

All persons are required to be screened prior to admission pursuant to the guidelines published by the Centers for Disease Control and Prevention. No one with a temperature of 100.4°F or more will be admitted.

These premises are subject to governmental ordinance which requires that a face covering or mask must be worn at all times within the Columbia Metropolitan Convention Center by all persons over the age of 10 years, unless doing so will aggravate an existing health condition.

Social distancing and frequent hand washing are encouraged. Hand sanitizing stations have been placed throughout the venue for your use.

Any and all persons who enter the Columbia Metropolitan Convention Center knowingly and voluntarily assume the risk of potential exposure to COVID-19 and related illnesses.

Your voluntary presence within the Columbia Metropolitan Convention Center constitutes a full release of The Midlands Authority for Conventions, Sports and Tourism and all related entities (collectively, "the Authority") from all liability for any personal injury, including death, or other loss suffered from exposure to or contraction of a naturally occurring disease as a result of your presence on the premises or any negligence of the Authority.

THANK YOU.



WELCOME TO THE



CMCC HEALTH



DISCLAIMER

PLEASE READ THE FOLLOWING:

We have taken enhanced health and safety measures for all guests, visitors and staff members. Please follow all posted instructions while inside the CMCC.

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. By visiting the Columbia Metropolitan Convention Center you voluntarily assume all risks related to exposure to COVID-19.

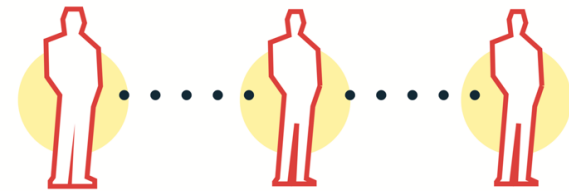


**WASH YOUR HANDS
FREQUENTLY**

WITH SOAP AND WATER FOR
AT LEAST TWENTY SECONDS.

Take advantage of our hand sanitizer stations.
Avoid touching your nose, mouth and face.

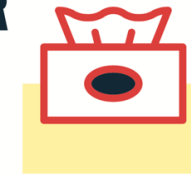
KEEP SIX FEET OF DISTANCE



Please maintain at **LEAST SIX FEET** of social distance
with other attendees and CMCC team members.

**COVER YOUR
NOSE &
MOUTH**

WHEN SNEEZING OR COUGHING



Please cover your
mouth with a
tissue then, throw
the tissue in the
trash and wash
your hands.

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CMCC HOUSEKEEPING & OPERATIONS ADDITIONAL COVID-19 RELATED GUIDE

During this time, the CMCC team's top priority is the safety and well-being of our guests. We have always taken pride in our cleanliness protocols and have taken enhanced health and safety measures for all guests, visitors and staff members.

Please note the below is fluid and may change based on heightened restrictions presented by the SC government and CDC. Thank you for trusting us to host an event with you!

What We're Doing at A Glance:

1. Your CMCC Event Manager will guide you through the process of designing the flow of your event, including assigning designated entrance and exit (for each space used and into and out of the facility), number of people allowed in each space (based on social distancing and items in the rooms), limited restroom capacity (including every other stall closed), social distancing in registration lines, location of Food and Beverage, and much more.
2. Cleaning high-touch areas frequently per CDC guidelines with disinfectant and sanitizer. This includes but is not limited to doors, escalator/elevators, restrooms and CMCC inventory.
3. Removing all soft-surface items typically set in our lobby/gathering areas to encourage social distancing and prevent germs from remaining on surfaces such as leather couches, tables, etc. We appreciate your understanding as our general seating areas are closed for the time being.
4. Propping doors open to encourage touch-less access to the facility and meeting rooms.
 - a. All restrooms include touch-less features such as doors, toilets, water and paper towels.
5. Thinking through our housekeeping procedures and tailoring to each event as needed to ensure all guests of the CMCC feel safe attending events in our facility. For specifics and to request a special cleaning service for your event, please reach out to your CMCC event manager.

A Clean Venue Is Our Promise To You

Once your event space is set + cleaned for your event, CMCC Housekeeping seals off and labels the space with the date and time the room was cleaned, disinfected and sanitized.

Our event managers remove this tape when you arrive to ensure the room remains untouched prior to each event day. Please see the image to the right.



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CMCC Housekeeping Areas of Focus

Please note all CMCC Housekeeping Staff is required to wear Personal Protective Equipment (PPE) and remain diligent about hand hygiene while cleaning the facility.

- **Hard (Non-porous) Surfaces** (Note: This applies to all tables, door handles, and any other hard surfaces within the building)
 - Cleaned using a detergent or soap and water prior to disinfection.
 - Disinfected every 30 minutes (more depending on event flow) with EPA approved disinfectant that is approved for use against the virus that causes COVID-19.
- **Soft (Porous) Surfaces** (Note: This applies to carpeted floor, rugs, chairs and any other soft surfaces within the building)
 - Cleaned with products that are EPA approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.
 - Soft Surfaces are cleaned between event use and in between sessions (same day cleaning) as needed.
- **Restrooms**
 - Restrooms are cleaned, disinfected and sanitized using EPA approved products for use against the virus that causes COVID-19.
 - Restrooms are cleaned before, during and after the event. CMCC Housekeeping works to clean the restrooms at a minimum of every 30 minutes during an event day.
- **Elevator and Escalator Cleaning**
 - Escalator handles are cleaned with EPA approved disinfectant that is approved for use against the virus that causes COVID-19. This is done every 30 minutes at a minimum and may increase based on event flow as needed.
 - Elevators (buttons, railings, etc.) are cleaned with EPA approved disinfectant that is approved for use against the virus that causes COVID-19. This is done every 30 minutes at a minimum and may increase based on event flow as needed.

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CLEANING PRODUCTS USED AT THE COLUMBIA METROPOLITAN CONVENTION CENTER

Cleaning Product Name	EPA Reg. Number	EPA Est. Number	Usage	Miscellaneous
PURE Hard Surface Disinfectant	75977-5-73912	48211-MO-01	Surfaces	
OneShot 256 Century Q One Step Disinfectant Germicidal Detergent	47371-129-5449	8155-OH-1	Surfaces	
Multi-Task System: Dilution Control Task Flex 4 / Foamy MAC			Restroom & Tile	Meets Green Seall® Standard GS-37
Wipes Plus Disinfecting Wipes	6836-340-75399	75399-NJ-001	Surfaces	
409 Cleaner, Degreaser and Disinfectant	67619-10	5813-CA-03(A8), GA-01(A4)	Surfaces	
SprayPak Stainless Steel Cleaner	N/A	N/A	Stainless Steel	
SprayPak Spray Disinfectant	498-179	498-IL-1	Soft Surfaces	
SprayPak Furniture Polish Lemon	N/A	N/A	Furniture	
Champion Sprayon Spray Disinfectant	498-179	498-IL-1	Hard Surfaces	
SprayPak Foaming Cleaner	498-62	498-IL-1	Hard Surfaces	
Covalent Clean EcoSafe Disinfectant & Sanitizer	85134-1-96009	85134-TX-001	Hard Surfaces	

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ADDITIONAL HOUSEKEEPING INVENTORY

MOP STARLINE BLEND WET MOP GREEN 5' HEADBAND
TOILET TISSUE ANGEL SOFT COMPACT 18/1125 (CE1)
TOWEL ENMOTION HIGH CAPACITY WH ROLL 8" CB1) 700'
CL LINER 43X47 1.5 MIL (100/CSE) BLACK
GLOVES NITRILE BLACK PF LARGE 10/100 (BC2)
IMPAC 50RA-I REST ASSURED TOILET SEAT COVERS HALF-FOLD 20/250 (25 LBS. 15x11x13)
MOP STARLINE BLEND WET MOP GREEN 5' HEADBAND
CL LINER 24X33 8 MIC. 1000/CASE CLEAR/NATURAL 20x11X6 (16 lbs.)
NEW TERRY TOWEL / BARTOWEL 5LB BOX 17" X 17" (BB3)
HAND SOAP COUNTER MOUNT ANTIBACT MOISTURE WASH 4/1000 ML. USE IN DISP 9930/9931 *GCN
68941HAND SOAP WALL MOUNT, FOAMING ANTIBACT 1000 ML.6/CSE USE IN DISP 9941/9942 *GCN
Kleenex Tissues (1 Box Per Office=20-25 Office)

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COVID-19 TEMPERATURE CHECK POLICY

TEMPERATURE AND HEALTH SCREENING

- Right inside the exterior doors of the venue, a UES Security, wearing face covering or mask and gloves, should take the temperature of every patron.
 - Temperature should be taken a touchless thermometer
 - Attendee should not have a temperature higher than 100.4
- If an attendee has a temperature higher than 100.4, h/she will be asked to step into the cool down area by h/herself (people in the persons party will not be allowed to stand with h/her) for 10 minutes. At that time, the person checking temperatures will come to h/her and take h/her temperature again.
 - If the reading is less than 100.4 and there are no visible signs of symptoms (symptoms include coughing, sweating, delirious or confused) h/she will be allowed into the venue.
 - If h/she has another reading of 100.4 or higher or has visible signs of symptoms (symptoms include coughing, sweating, delirious or confused) the attendee, and all members of the attendees party, will be refused entrance into the venue and will be encouraged to contact appropriate medical care.

IF AN ATTENDEE(S) BECOMES ILL AT THE VENUE:

- Immediately isolate the attendee(s) in the Isolation Room (located on both levels back of house) by walking the shortest path through front of house to the isolation area.
- Attendee(s) who are sick should be instructed to go home or to a healthcare facility, depending on how severe h/her/their symptoms are
- The Event Manager will need to notify the client of who the ill person is.
- Individual(s) who have had close contact (per CDC, < 6ft for > 15 minutes) with the person who has symptoms should be separated, sent home and advised to follow CDC guidance for community-related exposure.

CLEAN AND DISINFECT:

- Close off any area(s) used by a sick person and do not use these areas until after cleaning and disinfecting them.
- Wait at least 24 hours before cleaning and disinfecting. Total time should be 30 hours before area(s) is(are) opened.

NOTIFY HEALTH OFFICIALS AND CLOSE CONTACTS:

- In accordance with state and local laws and regulations, **Event Planners** should notify local health officials, staff and attendees of any case of COVID-19 while maintaining confidentiality in accordance with ADA and other applicable laws and regulations.
 - CMCC Event Manager will communicate to all Event Planners to keep record of all attendees and their contact information to use for contract tracing by local health officials.

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ROOM CAPACITIES – COVID-19 COLUMBIA METROPOLITAN CONVENTION CENTER

MEETING ROOM	50% of Standard Room Occupancy	MAX Room Occupancy While Maintaining 6 Foot Social Distance **
Exhibit Hall	1,762	417
Carolina Room	158	32
Carolina A	68	16
Carolina B	70	16
Lexington Room	297	72
Lexington A	160	40
Lexington B	131	32
Richland Room	405	96
Richland A	130	32
Richland B	135	32
Richland C	138	32
Congaree Room	159	38
Congaree A	77	19
Congaree B	75	19
Ballroom	1,193	283
Ballroom A	461	102
Ballroom B	390	90
Ballroom C	384	89
Hall of Fame Room	98	27
Lincoln Room	66	13
Lincoln A	24	6
Lincoln B	24	7
Senate Room	81	14
Senate A	24	7
Senate B	24	7

** Max capacity of each room, to be reduced based on additional setup needs.
AUGUST 19th, 2020

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SPECTRA FOOD SERVICES & HOSPITALITY REOPENING INFORMATION

OPERATIONAL PROCEDURES FOR REOPENING

- Patrons will be seated and socially distanced prior to removing masks to eat or drink. CMCC will provide adequate amount of seating for attendees.
- Strong and frequent cleaning and sanitation procedures.
- Social Distancing, including guests in line and self-service stations.
- Spectra employees will wear clean face coverings (worn at all times), disposable gloves and aprons when necessary.
- Spectra will provide written instructions and training for proper cleaning and laundering procedures for employee uniforms.
- CMCC will provide stanchions, directional signs, and line control tape. Spectra will provide sneeze guards (see equipment budget page) at appropriate tables and bars.

BANQUET & CATERING OPERATIONS

- After screening, management will require each employee to check in with appropriate supervisor to review safety and sanitation guidelines as well as PPE and uniform expectations.
- Management will schedule employees based on sales and customer guarantees with segregation of duties to prevent the potential spread of bacteria and viruses.
- Hand sanitizer stations will be placed at all entrances as well as heavily frequented locations.
- Masks, gloves and sanitizer will be available to each employee.

BANQUET & CATERING BARS

- Hand Sanitizing Stations and Wipes to be placed at all bars.
- Bartenders to wear gloves at all times.
- Sanitizer to be located on all bar fronts for guests to wipe credit card and/or hands.
- Bar tops to be cleaned every 15-20 minutes during the events.
- Use disposables when possible, napkins and stir sticks available upon request.
- For some events, we may consider ticket option for purchasing drinks.
- All unused glasses will be washed at the completion of each event.
- CMCC will provide stanchions, directional signs, line control tape for adequate barriers between guests and employees. Spectra will provide sneeze guards (if needed)

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CATERING PLATED MEAL PROTOCOLS

- 60" round tables will be set for a maximum of four guests (SCRLA guideline).
- All tables will be set 10ft apart from table to table. (SCRLA guideline is 6ft apart chair to chair)
- There should be no items preset on tables including salt and pepper shakers, sugar caddies, condiments, and food items to include preset salads, bread, desserts, etc.
- Rolled silverware, salads, entrees, and desserts will be served.
- Coffee service will be offered upon request.
- No bussing station or trashcans should be visible or in guest areas. All dishes and silverware will be taken immediately to the breakdown station in back of house service areas.
- CMCC will provide stanchions, directional signs, line control tape for adequate barriers between guests and employees. Spectra will provide sneeze guards (if needed).

CATERING BUFFET PROTOCOLS

- 60" round tables will be set for a maximum of four guests (SCRLA guideline).
- CMCC will provide stanchions, directional signs, line control tape for adequate barriers between guests and employees. Spectra will provide sneeze guards.
- Hand sanitizer should be present at all buffet stations.
- Include signage stating precautions that are being taken for guest and staff safety.
- Buffet items will be properly distanced to reduce congestion.
- Pre rolled silverware to be handed last on buffet.
- There should be no items preset on banquet tables including salt and pepper shakers, sugar caddies, condiments, and food items.
- No bussing station or trashcans should be visible or in guest areas. All dishes and silverware will be taken immediately to the breakdown station in back of house service areas.

BREAK PROTOCOLS

- All day beverage stations will be single service items pre-wrapped in tamper-resistant packaging set up with service staff handing out items.
- All day coffee stations will be set-up barista style with service staff pouring a cup of coffee and providing guest with a napkin and stir stick. Single portion coffee creamer and sugar should be provided by service staff.
- Staff will not fill guest-provided coffee cups.

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- AM/PM Breaks – P/C or individual portioned items served in tamper-resistant packaging should be provided.
- Signage listing the additional precautions that are being taken for guest and staff safety will be posted
- CMCC will provide stanchions, directional signs, line control tape for adequate barriers between guests and employees. Spectra will provide sneeze guards (if needed).

CONCESSIONS PROTOCOLS

- Spectra employees will wear clean face coverings (worn at all times) and disposable gloves.
- Spectra will provide written instruction and training for proper cleaning and laundering procedures for employee uniforms.
- CMCC will provide stanchions, directional signs, line control tape for adequate barriers between guests and employees. Spectra will provide sneeze guards.
- POS stands and cashiers will be spaced six (6) feet apart, and six (6) feet from guests or as revised distances are provided by CDC or other local, state, federal, or provincial orders.
- All items that guests might personally touch, such as coffee additives, drinkware, condiment packs, pre-packaged cutlery, individually wrapped straws, etc. will be removed and handed out as needed.
- All portable concession stands will have sanitizing dispensers.

CONCESSIONS BARS

- Bartenders to wear gloves at all times.
- Sanitizer to be located on all bar fronts for guests to wipe credit card and/or hands.
- Bar tops to be cleaned every 15 minutes during the events.
- Use disposable when possible, napkins and stir sticks available upon request.
- CMCC will provide stanchions, directional signs, line control tape for adequate barriers between guests and employees. Spectra will provide sneeze guards (if needed).

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FACE COVERING REMINDER ANNOUNCEMENT

"Welcome to the Columbia Metropolitan Convention Center. Your safety and the safety of others is our number one priority. We appreciate your efforts in wearing your face coverings at all times and socially distancing while in all spaces throughout the venue. Welcome Back and we hope you enjoy your time with us!"