

safety first

Private Event Guidelines

Purpose

The Cobb Energy Performing Arts Centre prioritizes the health and safety of employees and guests. We are committed to upholding the highest standards of cleanliness throughout our facility by updating or enhancing our cleaning and safety protocols to help ensure the safety and well-being of everyone who walks through our doors. Central to our commitment is a staff member who is certified in infection mitigation to oversee our program and ensure adherence to these protocols.

Updated July 1, 2021



Employee Hygiene and Wellness

Employees are trained, and precautions include frequent hand washing and staying home when sick.



Cleanliness

Hand sanitizing stations located in common areas, as well as regular disinfecting of frequently touched locations, surfaces and equipment.



Ventilation

HVAC system maintenance to facilitate ventilation and reduce re-circulated air.



Event Planner and Contractor Guidelines

Recommendations for health and safety inside of leased spaces.



Food and Beverage

Standard and pre-packaged menu options; cleanliness procedures.



Audiovisual

Enhanced cleanliness and disinfecting.



Parking

Cashless payments only.

Safety First Private Event Guidelines



Employee Hygiene and Wellness

Cobb Energy Performing Arts Centre is committed to ensuring that our facilities are as safe as possible. The following Safety First Private Event Guidelines illustrate the measures we take to help protect the health and well-being of our employees and guests:

- Cobb Energy Performing Arts Centre monitors federal, state, and local public health communications about COVID-19 regulations, guidance, and recommendations and regularly updates our employees as this information evolves.
- Employees are required to stay home if they are sick.
- Employees will inform their supervisor if they have a sick family member at home with COVID-19.
- Employees showing symptoms consistent with COVID-19 will be isolated and sent for medical attention or self-quarantine pursuant to CDC guidelines.
- Employees with COVID-19 illness or exposure will not be allowed to return to work until they have met the CDC return to work criteria.
- All employees who prepare or handle food are required to wear gloves and hairnets/hats while preparing food or in any food preparation areas.
- Employees are required to complete thorough training regarding the updated hygiene standards and practices. The areas of training include proper personal hygiene steps to protect themselves and cleaning protocols.
- Employees are required to wash their hands according to CDC recommendations, which include:
 - ▶ Before and after work shifts
 - ▶ Before and after breaks
 - ▶ After blowing their nose, coughing, or sneezing
 - ▶ After using the restroom
 - ▶ Before eating or preparing food
 - ▶ After putting on, touching, or removing face masks, gloves, or face shields.
- Employees receive regular communications advising them of any ongoing developments and the protocols the company has put in place to manage COVID-19.



Cleanliness

Cobb Energy Performing Arts Centre follows the Centers for Disease Control and Prevention (CDC) Guidance for Cleaning and Disinfecting www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html to develop, implement, and maintain a plan for regular cleaning. Guest sanitizing stations are located in common areas throughout the building. Locations, surfaces, and equipment that are occupied and frequently touched, such as the ones listed below, but not limited to, are regularly disinfected using products approved by the CDC.

- Door hardware
- Restrooms
- Kitchen
- Food pantries
- Ice machines
- Vending machines
- Concession stands
- Elevators and access control equipment



Maintaining a Healthy Environment

Cobb Energy Performing Arts Centre adheres to routine maintenance on HVAC systems including, but not limited to the following:

- Increase ventilation speeds
 - Disable demand-controlled ventilations (DCV).
 - Open outdoor air dampers to reduce or eliminate recirculation.
 - Routinely change filters to ensure they are within service life and appropriately installed.
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Event Planner and Contractor Guidelines

We recommend the following precautions be taken by the planner and their contractor for all events:

- Recommend having guests wear face masks/cloth face coverings.
 - Install hand sanitizing stations within leased space.
 - Move to digital registration.
 - Go cashless, if possible.
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Food and Beverage

Cobb Energy Performing Arts Centre's Food and Beverage operations align with best practices set by the Georgia Restaurant Association for safety, hygiene, and reduce overall contact when possible. Protocols include, but are not limited to:

- Culinary employees must wear a hairnet, hat and gloves.
 - Kitchens are deep cleaned and disinfected at least once per day. Food preparation stations are sanitized before and after each use.
 - Hand sanitizing stations have been placed in food service areas.
 - A ServSafe Food Safety Manager is present during food and beverage service.
 - Cobb Energy Performing Arts Centre is a "cashless" facility.
 - Vending machines are sanitized frequently, and sanitizing stations are positioned nearby.
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Audiovisual

- Associates use hand sanitizer throughout the day and after every client interaction.
 - Associates who are guest-facing or who come in direct contact with guests, are required to wear a face mask.
 - All high-touch equipment such as, but not limited to, microphones, laptops, wireless remotes, keyboards, mics and communication headsets are disinfected after each session and daily and after each session.
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Parking

- Payment options are cashless only.
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The *Safety First Private Event Guidelines* are subject to change pending direction from the Centers for Disease Control and Prevention (CDC), Emergency Declaration Office of the Governor State of Georgia, and Georgia Public Health Department.