

# 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.

In developing the operating plan specific to your event, we ask that you familiarize yourself with the guidelines established by the Centers for Disease Control and Prevention (CDC) and the Georgia Department of Public Health. Cobb Energy Performing Arts Centre plans to continue to monitor all COVID-19 developments closely in alignment with local and national agencies; and we will revise our protocols as this guidance evolves.

*Updated May 4, 2022.*



### 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.



### Physical Distancing

Physical distancing is always encouraged.



### Event Planner Guidance

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 procedures.



### 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 will practice routine cleaning and disinfecting of frequently touched objects and surfaces.
- 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](http://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



## 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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## Physical Distancing

Cobb Energy Performing Arts Centre is diligent in addressing the health risks of operating in the close confines of our event spaces. Staff will work with event planners to develop floorplans and room configurations to meet their occupancy preferences.

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## Event Planner Guidance

We recommend the following:

- Install hand sanitizing stations within leased space.
  - Move to digital registration, **if possible**.
  - 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.
  - All high-touch equipment such as, but not limited to, microphones, laptops, wireless remotes, keyboards, mice 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.