



REOPENING PLAN FOR CORONAVIRUS (COVID-19)

1. General Guidelines

As a multi-venue facility, River's Edge Convention Center recognizes the need for a unique COVID-19 safety plan for every type of event. The practices outlined below are intended to serve as general guidelines. Each event may expand into further detail, but the guide that follows will serve as minimum policies that shall be in effect for all events to preserve the safety of our staff and patrons.

River's Edge will continue to follow the guidance of the Centers for Disease Control (CDC), Minnesota Department of Health (MDH) and recommendations from our local, state and federal government as it evaluates when it is appropriate to resume hosting events. River's Edge will update its guidelines for hosting events as new information becomes available via the CDC or MDH.

All staff shall be required to review this Reopening Plan, and all clients will receive a custom copy unique to their event called an Event Work Order. The Reopening Plan shall be posted in the facility for review as well as being available on our website (www.StCloudRiversEdgeConventionCenter.com).

2. Signage and Communication

As you enter River's Edge Convention Center, window and floor signage in high visibility areas shall be used to notify patrons of social distancing policies and current guidelines for screening of symptoms that each patron shall verify before entering. Floor decals shall be used to help inform and remind patrons to maintain social distancing in areas identified as potential for line queuing. Prior to an event, the client shall receive

a comprehensive Event Work Order that includes:

A. Updated Room Layout(s)

1. The Event Work Order shall be updated to accommodate 6 feet of distance between non-household members and no more than four (4) people at one table, or six (6) people at one table if they are of the same household.
2. Traffic flow for main hallways, if necessary.

B. Specific Plans to Mitigate Congregating in Higher Risk Areas

1. Restrooms. The Event Work Order shall include a restroom plan that is unique to the event. The Event Work Order shall include restrictions on capacity in each restroom and floor signage to create 6 feet of space for queuing. To help reduce congestion, River's Edge will consider utilizing multiple restrooms throughout the facility during breaks, longer or more frequent breaks, staggered and/or assigned breaks, and/or restrooms may be assigned by last name.
2. Registration. Preregistration shall be strongly encouraged. It shall be mandated to have all items prepackaged if handouts are included. Event attendees will be required to stand 6 feet apart during this process and River's Edge Operations staff will preset signage on the floor to help identify line queuing.

C. Face Covering Guidelines

1. Face coverings are required to be worn by all individuals over the age of 5 at all indoor public spaces, per Governor Tim Walz' Emergency Executive Order 20-81 requiring masks. River's Edge will work with planners and promoters to help ensure all event attendees/patrons follow this order.

3. Employee/Worker Safety

The safety of the employees and workers at the River's Edge Convention Center is vital at every level. No employee or worker shall be asked to perform tasks that they are not comfortable with performing. The following policies will be in place for all employees and workers upon arrival:

- A. All employees shall wear a face covering. Face covering instructions and guidance for putting a mask on and off shall be posted in the office for Operations staff.
- B. Employees or workers who are not able to work independently shall maintain a 6-foot distance from each other. When proximity is required, such as jointly lifting a

table, masks shall be worn. Training will be provided on how to safely complete tasks when social distancing is not possible.

- C. Employees and workers shall be encouraged to wash their hands with soap and water for a minimum of 20 seconds at least once per hour. In addition to hand washing, touchless sanitizer stations have been placed throughout the facility that can be used between washing, or as a substitute if dirt or debris are not present on the hands.
- D. Gloves shall be worn and changed regularly and additionally any time a potential contaminant is touched (door handles, picking something off the ground, etc.). Gloves are required while preparing food, serving food or beverages, picking up soiled dishes or linens, handling credit card transactions, picking up waste, cleaning restrooms and making direct contact with an individual, should that be necessary.
- E. Personal Protective Equipment (PPE) shall be provided to employees as needed. Face shields shall be available for employees and workers in addition to required face coverings in cases where cleanup involves vomit, blood, etc.
- F. Employees and workers are required to self-report symptoms and shall be asked a series of questions about symptoms they may be experiencing when they arrive at work each day. Employees shall be required to confirm that they do not have any of the following symptoms; fever, cough, chills, muscle pain, headache, sore throat or shortness of breath, specifically if they are not explained by another medical or allergic condition.

If an employee or worker has been tested for COVID-19 and has not yet received the results, the employee or worker may not return to work until the results have been determined as undetectable.

- G. Educational materials shall be posted in the office of the Operations Staff on personal etiquette. Employees and workers should avoid touching their face and personal equipment including cellphones. Coughs and sneezes should be covered with a Kleenex (or an elbow if one is not available) and followed by hand washing immediately.
- H. If an employee or worker confirms an infection of COVID-19 or exposure to it, he/she needs to notify his/her supervisor immediately. The Building Manager will work with City of St. Cloud Administration and Human Resources to identify who else may need to quarantine and/or who needs to be notified of potential transmission.

If a positive case of COVID-19 is confirmed by an employee, worker or patron who has been in the facility, City of St. Cloud Administration and Human

Resources will conduct contact tracing to determine the scope of sanitizing needed to reopen the facility or the length of closure, if necessary.

4. Experience of Patrons

It is very important that our patrons attend an event and feel confident and comfortable doing so. To ensure this, the following guidelines have been implemented:

A. Common Areas of River's Edge Convention Center

1. Furniture will be wiped down daily and any unnecessary communal furniture shall be removed.
2. Hand sanitizer shall be readily available.
3. Portable floor decals shall be utilized in any areas that line queuing is expected.

B. Restrooms at River's Edge

1. River's Edge shall include in the Event Work Order a restroom plan for each event that outlines what restrooms shall be available to patrons. The Event Work Order shall include restrictions on capacity in each restroom and floor signage to create 6 feet of space for queuing. To help reduce congestion, River's Edge will consider utilizing multiple restrooms throughout the facility during breaks, longer or more frequent breaks, staggered and/or assigned breaks, and/or restrooms may be assigned by last name.
2. Operations staff shall clean and sanitize thoroughly and on a frequent basis. Sanitizing logs shall be posted in each restroom for patrons to review.

C. Catering, Liquor Service and/or Concessions at River's Edge

1. Self-service food and beverage areas shall be allowed if the vendor's COVID-19 Plan includes protections such as oversight of the self-service area to ensure social distancing is maintained, hands are being sanitized, and patrons are strongly encouraged to wear face masks in the self-service area. Best

2. All catering, bar and concessions staff shall wear clean gloves and a face covering during food or bar service and/or concessions.

3. Single use utensils and drinkware shall be used.

4. Patrons shall swipe their own credit cards, and no signatures will be allowed.

Strongly encourage cashless transactions whenever possible.

5. Presetting meals shall be encouraged to limit staff exposure to patrons.

6. Plexiglass shields shall be utilized in bar service and concessions areas.

D. Event Registration

1. River's Edge Convention Center shall provide portable floor decals at 6-foot distances at no cost to the client to assist event attendees to socially distance as they arrive and queue in line.
2. Clients are encouraged to preregister event attendees and/or to use touchless registration for their attendees so that registration areas are limited to walk-by pick-up of handouts that are not possible to mail in advance or provide digitally.
3. Clients should consider staggering arrival times for larger events or events that have a significant number of handouts to be picked up.

E. Tours of the River's Edge Convention Center are available. River's Edge staff and patrons must wear a face covering per Governor's Order and practice social distancing.

F. Activities that generally involve close contact between persons, such as dancing, shall be modified to safely increase physical distance between persons from different households.

G. Parking and Skyway

1. Signage shall start upon patrons entering a parking ramp to remind them to socially distance themselves and self-check for symptoms while walking from the parking ramp to River's Edge.
2. Signage shall be positioned at the entrance to the skyway and transition areas from the skyway to River's Edge. High touch points in these areas will be included with the facility's sanitizing schedule.

H. Elevators

1. Signage shall be posted that no more than two (2) people can ride in an elevator at one time, and floor decals will show where they should stand to comply with social distancing.
2. Additional sanitizing will occur on high touch points of the elevator frequently by Operations staff.

I. Giveaways

Promotional items shall be allowed at certain events. A temporary shield shall be utilized to provide a barrier for staff managing the giveaway area. Staff shall be required to wear a face covering and gloves.

5. Sanitizing

All public and common areas of the facility will receive frequent and thorough sanitizing. Additionally, River's Edge will conduct a deep sanitization with a diffuser system on a

weekly basis for all high-use areas in the facility. In addition, the following policies will be in place:

- A. Increased scope and regularity of cleaning and sanitizing in all restrooms and common areas. Sanitizing logs shall be posted in all restrooms, so patrons can review.
- B. Hand sanitizer shall be readily accessible in all public areas throughout the facility.
- C. Increased training shall take place with employees and workers on proper sanitizing measures. The difference between cleaning and sanitizing will be clarified.
- D. Increased scope and regularity of cleaning and sanitizing in all food prep and service areas by licensed cater before and during an event. River's Edge Operations staff will conduct a thorough cleaning and sanitizing of all food prep and service areas after an event. Sanitizing logs will be posted in all catering kitchens.

6. HVAC System

River's Edge has updated its HVAC system to allow for the following measures to be met:

1. Maximize fresh air flow into the facility and limit air recirculation when possible.
2. Relative humidity maintained between 40 to 60 percent.
3. Increase length of run time for HVAC systems to increase the filtration of particles in the air.
4. HVAC system in 'occupied' status a minimum of 2 hours prior to the start of event and 2 hours after end of event with the exception for exhibit hall load-outs.
5. Air filters changed frequently.
6. Limit fan volume to reduce flow of air blowing across patrons as allowed by the parameters of the current HVAC system.
7. Consulted with HVAC professionals (UHL Company, Inc.) to ensure proper ventilation is provided prior to reopening.

7. Contact River's Edge Convention Center

For additional information on COVID-19, please consult the following resources:

- www.cdc.gov
- www.mn.gov/covid19

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