

# THE CONFERENCE CENTER

GUILFORD TECHNICAL COMMUNITY COLLEGE

## **COVID-19 PROCEDURES**

### **Safely Meet Again:**

The Conference Center at GTCC continues to take Covid-19 very seriously as we navigate the lifting of restrictions in North Carolina and welcome you back to our facility to safely meet again. We appreciate your loyalty as you trust us to be vigilant in our conference environment and food safety practices. The Conference Center at GTCC is following all guidelines set forth by Risk Management of the College (GTCC) which is under direct influence of local government officials and the CDC. Below you will find a list of all of the current precautions and procedures we are taking/following as restrictions have been lifted, along with a FAQ guide for catering related questions.

### **Facility Procedures**

- Face coverings are no longer required to enter the building. Local government officials as well as the CDC recommend that any unvaccinated individuals continue to wear a face covering. Individuals or groups may choose to continue to wear a face covering and are free to do so.
  - *Temperature checks are not required for meeting attendees by our facility.*
- As of the most recent update from the North Carolina Governor, both the College and The Conference Center are working to adjust signage on the exterior of the building as well as inside the building to reflect the most recent protocols.
- Anyone experiencing symptoms of illness should refrain from attending the event.
- Practicing good hand and respiratory hygiene continues to remain extremely important. Hand spritzing stations are set up at each entrance, so that guests may spritz their hands upon entry to the building. A locally sourced alcohol-based solution is provided.
  - Wall mounted hand sanitizer stations are provided throughout the building
  - Respiratory hygiene includes sneezing and/or coughing into your elbow, or a Kleenex that is immediately discarded. Kleenex are available in each meeting room.
- Sneeze guards are available for our registration desk, should your meeting require guests to check in.
- Social distancing is strongly encouraged for unvaccinated individuals but is no longer required for those who have received the vaccine. Floor stickers still remain in high traffic areas to demonstrate a visual of 6-feet of distance, for those that prefer to maintain distance.

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- Meeting rooms can be set to accommodate social distancing, or they can be set at full capacity. As a third and hybrid option, some of our meeting rooms can be set with both socially distanced and full capacity seating, depending on the total headcount. Be sure to check with your planner on what your space can accommodate for your preferred options.
  - Meeting allowance is set in accordance with the NC Governor's Executive orders. **Currently**, there is no cap for indoor or outdoor meetings and the capacity restrictions have been fully rescinded for meeting venues.
- Congregate seating areas have been made available in our lobby areas, however seating is arranged so that those who may wish to social distance can still do so.
- Table linens at guest seating tables are up to the client's discretion. Please speak with your meeting planner about your specific event's logistics to see if table linens would be a good choice for your meeting.
- Alcohol based wipes are still being provided for your meeting room.
- In scenarios where microphones/podiums are shared, alcohol wipes are available, should you choose to sanitize microphones and/or podiums in between presenters.
  - Meeting presenters are no longer required to wear masks or face shields.
- In addition to our regular cleaning regimens, sanitation walk throughs are still being performed by custodial staff twice on each shift daily. This includes disinfecting door hardware/knobs/pulls, elevator call buttons and light switches.
  - For meetings/events, disinfecting walk throughs will take place at break times as scheduled on your agenda for your specific meeting room as your agenda allows.
  - Victory brand, **Electrostatic Sprayers** have been acquired to aid in the disinfection of areas but cannot be used in areas where food and/or beverage may be exposed.
- Our facility's advanced HVAC system allows us to control the flow of outside air coming into our building. We have switched to 100% outside air in all areas possible (as much as allowed by outdoor temperature to regulate humidity). This means a reduction in recirculated air. Our facilities teams closely monitor humidity levels in the building to mitigate levels that encourage bacteria growth.
  - HEPA filters are used in academic lab areas where social distancing cannot be maintained. All other filters have been upgraded to a higher-level filter
- Conference Center staff must attest daily to not exhibiting symptoms and are required to stay home if experiencing symptoms.
  - A COVID hotline exists for college staff and students
  - An isolation room process has been established for all campuses in the scenario a sick person is on campus without transportation

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### **Catering Service Covid-19 FAQ**

**1. Is Covid-19 transmitted through food or food packaging?**

COVID-19 is not transmitted through food. It is important to understand that the (FDA) Federal Drug Administration is not currently aware of any reports of human illnesses that suggest COVID-19 can be transmitted by food or food packaging.

**2. What is your facility's health score?**

All food is prepared in our catering partner's kitchen located in High Point, NC. They currently have a health score of **99%**. Enhanced handling and packaging procedures are in place during transportation of catered food and beverages to the Conference Center.

**3. What type of PPE is used by Catering Staff?**

\*\*\*We are re-evaluating the required PPE for our catering staff and will update this as soon as possible.

**4. What is your sick leave policy for catering staff?**

Any employee that displays signs of sickness is not allowed to work.

**5. How are kitchen surfaces cleaned?**

- All kitchen surfaces including work tables, cutting boards and knives are cleaned throughout the work shift using a quaternary ammonium sanitizer.
- All pots, pans and serving utensils are washed in a high temperature dish machine with rinse water temperatures reaching over 180 degrees.
- When *hand washing* of platters, service wear or other kitchen items are necessary; a three-bay washing system is utilized with the required wash, rinse and sanitizing bays at appropriate quat levels.

**6. What changes to service style will I see during my catered event?**

- Service style is now up to the client's preference and level of comfortability. However, The Conference Center at GTCC recommends continuing COVID Protocol for catering during your event, which includes the following:
  - Single wrapped cutlery is being used in place of open stock utensils
  - Individually wrapped food portions are being provided in lieu of trays and plattered displays such as: pre-packaged breakfast, snack & dessert items, boxed sandwich lunches and individually packaged hot meals
  - Beverages may be pre-poured with lids/straws for grab and go
  - Bottled water is being served in place of water dispensers
  - Some menu items are temporarily unavailable
  - Most services currently require catering staff to attend the beverage or food station to reduce the number of touchpoints by guests; in some cases, this may result in additional staffing costs for your event