

## **MCC Meeting Room COVID Procedures and Policies:**

The capacity for rooms has been temporarily changed to meet MDH guidelines due to COVID-19. For general meeting use the following capacity limits are established:

- The Mississippi Room seating is limited to 61 people for formal seating and 40 classroom style.
- The Boom Island room is limited to 6 people for a social gathering.
- The Bridge Room is limited to 14 people.

### GENERAL COVID-19 ROOM RENTAL GUIDELINES:

#### **Room Arrangement**

- Tables must be 6 feet apart.
- Tables cannot be moved. Ask staff for assistance to assure social distancing is maintained.
- Chairs in theater style must be 6 feet apart side to side and between rows.
- Audio visual equipment is sanitized before and after each use by staff.
- Arrival and departure times are to be adhered to allow staff time to adequately sanitize between room rentals.

#### **General**

- A face covering/mask is required to be worn unless meeting the criteria for exceptions per the EO 20-81.
- Use a separate entrance and exit to the room when available. Encourage individuals to leave after the meeting/rental to promote social distancing. Use East entrance whenever possible.
- Food and beverages are not provided nor recommended to be shared.
- Caterer food is allowed with restrictions. Boxed lunches and bottled/canned beverages are acceptable. Speak to the Member Services Manager regarding any questions you may have.

#### **Cleaning protocols**

- Increased sanitizing of high touch point surfaces is completed before and after each rental.
- Upon request a bottle of sanitizer and cloth will be provided to renters for use in the room for additional cleaning.
- The MCC will sanitize all tables and chairs before and after events.
- The MCC will sanitize all countertops, dispensers, and door handles before and after events.
- The MCC will sanitize floors daily after events.