**Loudermilk Conference Center Pre-Opening Guidelines**

* Employees:
	+ **Training all employees prior to returning on COVID-19 Safety and Sanitation protocol.**
	+ Corporate office developing the training.
	+ Ecolab Training ( started this week with all staff)
	+ Cleaning products meeting EPA guidelines
	+ PPE for staff in adherence with state guidelines
	+ Signage in front and back of the house for Employees
	+ Temperature Checks for each employee
* Public spaces,  Common Areas, Meeting Space
	+ **Frequency of cleaning sanitation to increase with emphasis on high touch areas, handles, doors, shared equipment, and meeting amenities**
	+ Engaged Nelson World Wide Architectural  firm on guidance on de-densify the space and  look at areas of risk
	+ **Changing bathroom accessories to touch-less**
	+ **Adding Alternative door handles to meeting room doors and bathroom**
	+ Adding more sanitation stations throughout the public space
* Food and Beverage:
	+ All buffets will be suspended
	+ **Seated Served events will replace buffets**
	+ Coffee stations will be attended by a barista
	+ Created new box lunches and Bento boxes
	+ Staff using masks and Gloves
	+ Social Distancing in the kitchen
	+ Culinary team is already safe serve certified
* Technology:
	+ **Livestreaming in the ballroom to support Zoom/Vimeo and other platforms**
	+ Hybrid meetings
	+ Video conferencing