**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