

## **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.
- The Bridge Room is limited to 14 people.

### **GENERAL COVID-19 ROOM RENTAL GUIDELINES:**

- Tables must be 6 feet apart unless in U shape and then one chair per table.
- 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.
- 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.
- Patrons must take food and beverages back to their individually assigned seating area for consumption and may only consume food and beverage while seated.

### **FOOD AND BEVERAGE GUIDELINES:**

Wedding Receptions/Special Events with food and beverage

- Up to 50 people, may not exceed 25% capacity.
- Must NOT take place between 11pm – 4am.
- No more than 6 people per table.
- Dancing is strongly discouraged.
- Must maintain 6' social distancing of all people from different households.
- Assigned seating required.
- Only persons from the same household may be seated directly next to one-another (traditional head tables not allowed as we cannot maintain 6 foot distancing).
- Patrons must take food and beverages back to their individually assigned seating area for consumption and may only consume food and beverage while seated.

Wedding Receptions/Special Events without food and beverage

- May not exceed 25% capacity, maximum of 75 people.
- Must NOT take place between 11pm – 4am
- No more than 6 people per table
- Dancing is strongly discouraged.
- Must maintain 6' social distancing of all people from different households.
- Assigned seating required.
- Only persons from the same household may be seated directly next to one-another.

**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.

<https://www.health.state.mn.us/diseases/coronavirus/safeevents.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/event-planners-and-attendees-faq.html>