

CALDWELL CIVIC CENTER

SAFE & CLEAN PLAN

SECTION 1. GENERAL

This document is a guiding plan for the Caldwell Civic / Visitor Center to follow over the next few months. The Plan consists of multiple phases that will allow for guidance on social distancing, sanitization, and monitoring. This plan was created based on guidance from the Centers for Disease Control (CDC), Texas Department of State Health Services (TX-DSHS), and the Event Safety Alliance Reopening Guide.

Individuals aged 65 or older are a higher risk of COVID-19. To the extent possible, avoid contact within 6 feet with individuals 65 and older. Individuals aged 65 and older should stay home as much as possible.

Protocol for Facility Staff:

- Both Facility staff members will be required to attend all events, scheduling will be based on when events are scheduled.
- Facility Employees will be monitored daily and screened before entering the venue, as to prevent and protect event participants.
 - Facility Staff will be required to check their own temperature before entering the facility each day an event is scheduled and will record this on the *Civic Center Screening Log*.
- If an employee does feel sick or show symptoms of COVID-19 they shall notify their supervisor immediately and will be directed to get tested at a testing center.
- Once tested the employee will be required to stay at home to self-quarantine or until the test results have come back.
- Other staff members that have been in contact with the potential person infected will also be required to be tested and self-quarantine until the results have come back.
- Any event that took place in the past 72 hours, facility staff will contact the event organizer directly so that they are aware of the situation.
- In the event that a staff member does or potentially has COVID-19 all events that are scheduled will be canceled or postponed for at least one-month.

Protocol for Event Organizer:

- The rental price of the facility will be based on the normal rate for the room(s) requested on the application.
- All events will be required to complete the necessary application agreement and other documentation as requested, by the facility staff.
 - Every event that takes place or is scheduled to take place at the civic center beginning June 15, 2020 will be required to fill out and sign an application & agreement form.
- For each event the event organizer shall:
 - Encourage all participants to sign-in when entering the facility.

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CALDWELL CIVIC CENTER

SAFE & CLEAN PLAN

- The sign-in station will have one pen person available and will be placed in a box once used. The used pens will be sanitized after each event.
- Receive a facility screening guideline which shall be read aloud to the event participants once all have arrived and before the event begins. The event organizer will need to sign and acknowledge that the guidelines have been read to the event participants and turned back into the facility staff before leaving the facility.

SECTION 2. DEFINITIONS

Attendees	Event Attendees and Participants that are at the event.
Banquets	A banquet events, and similar types of celebrations or special occasions.
Civic and Non-profit Meetings	A meeting where a civic organization or non-profit (501c3, 501c6, etc.) is only meeting in a discussion style or presentation style group setting.
Event Organizers	Event organizers are the person of contact and in charge of the event.
Facility / Center	Means the Caldwell Civic/Visitor Center
Facility Staff	Caldwell Civic Center Facility Staff
Family Events	Birthday's, Baby Showers, Bridal Showers, Family Reunions, Receptions.
Meet & Greet / Networking	Meet & Greet / Networking events consist of a speaker and/or a short presentation, a small social gathering.
Speaker Sessions	A guest speaker presentation, panel discussion, etc.
Trade Shows	Vendors come and set-up their products, and attendees can browse around at the different booths. Vendors will need to provide their own sanitization and policy for their booth.
Workshops, Classes, Board Meetings	Consists of a board meeting, staff meeting, staff training, workshop or similar type of meeting, where participants are in a discussion style or presentation style group setting.

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CALDWELL CIVIC CENTER

SAFE & CLEAN PLAN

SECTION 3. PHASE 1 OVERVIEW

- Phase 1 will begin Monday, June 15, 2020.
- Only allow for meetings, where social distancing can be monitored closely by event organizers and facility employees.
- Unless scheduled before June 15th, 2020 all events during the phase 1 re-opening will be limited to weekdays only, to adhere strict cleaning guidelines.
- Events for phase 1 will be limited to:
 - Civic and non-profit organization meetings;
 - Small corporate/staff meetings or trainings;
 - Speaker Sessions; or
 - Meet & Greet / Networking Sessions.
- Allow for 40 event attendees in the facility.
- Only catered food will be served in the facility complying to the set guidelines below and from the CDC.
- Allow for one entrance door using the right side of the civic center. (Signs will clearly mark and barriers will be set up to direct ingress and egress of traffic).
- Allow for one exit door using the left side door of the civic center. (Signs will clearly mark and barriers will be set up to direct ingress and egress of traffic).
- Access to the restrooms will be accessible from...
 - Meeting Room Door A - will be the door to the men's restroom;
 - Meeting Room Door B - will be the door to lead people back into the special events room;
 - Meeting Room Door C - will be the door to the women's restroom.

SECTION 4. PHASE 2 OVERVIEW

- Phase 2 will begin on Thursday, June 25, 2020.
- Allows for different types of events, where social distancing can be monitored closely by organizers and facility employees.
- Weekday and weekend events will be accommodated during phase 2, with some limitations.
- Events for phase 2 will be limited to:
 - Banquets;
 - Civic and non-profit organization meetings;
 - Family Events;
 - Small corporate/staff meetings or trainings;
 - Speaker Sessions; or
 - Meet & Greet / Networking Sessions.
 - Trade Shows;

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CALDWELL CIVIC CENTER

SAFE & CLEAN PLAN

- Workshop, Classes and Board Meetings.
- Allow for 80 event attendees in the facility.
- Only catered food will be served in the facility complying to the set guidelines below and from the CDC.
- Vendor booths should provide their own sanitization and social distancing practices.
- Allow for one entrance door using the right side of the civic center. (Signs will clearly mark and barriers will be set up to direct ingress and egress of traffic).
- Allow for one exit door using the left side door of the civic center. (Signs will clearly mark and barriers will be set up to direct ingress and egress of traffic).
- Access to the restrooms will be accessible from...
 - Meeting Room Door A - will be the door to the men's restroom;
 - Meeting Room Door B - will be the door to lead people back into the special events room;
 - Meeting Room Door C - will be the door to the women's restroom.

SECTION 5. OCCUPANCY GUIDELINES

Occupancy guidelines are set based on the Open Texas Plan, while the state is opening up to higher capacity levels, our facility staff needs time to adjust to the new procedures. By decreasing the capacity levels to more manageable numbers this will allow staff time to adjust and keep our facility clean and sanitized for our clients.

Phase 1

- One event will be accommodated per day.
- Unless scheduled before June 15th, 2020 all events during the phase 1 re-opening will be limited to weekdays only, to adhere strict cleaning guidelines. Weekend events that were scheduled prior to June 15th will still be allowed.
- The capacity will be limited to 40 event attendees in the entire facility.

Phase 2

- One event will be accommodated per day.
- Weekday and Weekend Events will be accommodated during phase 2, but weekends will be limited on the number of bookings and event types.
- The capacity will be limited to 80 event attendees in the entire facility.

SECTION 6. FLOOR PLAN AND LAYOUT

Phase 1

- The special events room and two meeting areas will be opened up completely for events.

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CALDWELL CIVIC CENTER

SAFE & CLEAN PLAN

- The social distancing layout of the facility will be shown to the event organizer and their signature will be needed to understand that this is the set layout and alterations cannot be made at this time.

Phase 2

- The special events room and two meeting areas will be opened up completely for events.
- Two main floor plans and layouts will be accommodated by the facility staff; while event organizers can also submit a floor plan requesting a specific layout as well; however, social distancing must be applied and staff must approve the layout 1-week before the event.
- Discussion with the facility staff and the event organizer should be made to accommodate the desired layout, if RSVP's are done for the event, that information will be helpful in the layout for an event.
 - Layout 1: Rectangle Tables with 4 chairs per table for related families, 2 chairs at each end of the table for families not related.
 - Layout 2: Round Tables with 6 chairs per table for related families, 3 chairs per table for families not related.

SECTION 7. DINING

- Dining will be prohibited inside the facility; unless a catered meal is provided with servers or using to-go containers.
 - Caterer must check temperatures of all servers before entering the facility and provide a list of the servers and checking off that they have passed the screening.
 - Servers can be event organizers (or designee) so long as they have been screened and filled out the cater log.
 - This log must be turned into the event staff by the event organizer or caterer.
 - The event organizer can choose two ways to serve food using a caterer:
 - The facility staff will place a plexiglass shield in front of the catering table where food is being served. Servers will be the only ones allowed on the unshielded side of the buffet line.
 - Another option for caterers is to have all plates prepared in the kitchen area and placed in to-go containers by the servers. Then the event attendees can come up and receive the to-go plate.
 - The Caterer must follow CDC guidelines for serving, by ensuring that all servers:
 - Wear gloves and face masks;
 - Will hand plates to the event attendees once the plate is made;
 - Will hand Silverware and cups to the event attendees at the end of the line;
 - Will provide Hand Sanitizer to each event attendee when entering the buffet line;
 - Shall stand behind each food/item being served;

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CALDWELL CIVIC CENTER

SAFE & CLEAN PLAN

- Do not leave condiments, silverware, flatware, glassware, or other traditional table top items on an unoccupied table;
- Provide condiments only upon request, and in single use (non-reusable) portions;

SECTION 8. EMERGENCY SITUATION

- During the event if there is any type of emergency, a limited supply of masks will be provided if the emergency requires event attendees to gather in close contact with each other. Direct paths will be made to each emergency exit to provide safe evacuation routes.
 - Fire, in the event of a fire exits are clearly marked and attendees should follow staff directions to exit the building.
 - 3 exits are on the south side of the facility.
 - 2 exits are to the east of the facility through the main entrance.
 - 1 exist is to the north of the facility, towards the restrooms.
 - 1 exit is to the west of the facility, out the door leading behind the stage and kitchen areas.
 - Tornado or Sever Weather, in the event of a shelter in place event attendees should follow staff direction, limited supply of masks will be provided to as many attendees as possible and everyone shall gather in the media room shelter area.

SECTION 9. WHAT FACILITY STAFF IS DOING FOR SOCIAL DISTANCING & SANITIZATION

- The special events room and two meeting areas will be opened up completely to allow for safe social distancing practices.
 - The museum will remain closed at this time.
- Cleaning & Disinfecting shall be done every two hours, before and after each event that takes place at the facility, for detailed cleaning & disinfecting guidelines please see Section 6.
 - A Bleach Mix Disinfectant from CDC guidelines - will be used consisting of 1/3 cup of bleach per gallon of room temperature water or 4 teaspoons of bleach for quart of room temperature water.
 - Germicide 1 ounce to 32 ounces of water.
- Entering and Exiting: (Signs will be placed throughout with arrows directing people in and out of the facility).
 - Entering the facility will be through the main doors at the front of the building.
 - The entrance to the special events room will be through the right doors which will remain opened with a door stop until the event begins.
 - Exiting the facility, will be through the left doors leading into the special events room and out to the lobby and then using the left doors leading into the entrance of the facility.
- Doors:

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CALDWELL CIVIC CENTER

SAFE & CLEAN PLAN

- All outside doors shall remain locked from access to the facility, but able to be exited for emergencies.
- An entrance door will be opened with a door stop 20 minutes before the scheduled event starts. Once the organizer begins the event the facility staff will shut the door.
- Come and go style events will be allowed, but the event organizer will need to have a person(s) dedicated to opening the doors for event attendees.
- Hardware and handles shall be disinfected before and after each event.
- Tables & Chairs:
 - Shifting the tables and design of the set-up will not be an option during this phase of the re-open plan.
 - Tables and Chairs must be disinfected and sanitized after each event.
 - Chairs
 - Cushion sprayed with a disinfectant.
 - Metal pieces should be wiped down with a disinfectant.
 - Tables
 - Top and sides must be wiped down with a disinfectant.
- PPE:
 - The Facility will provide two automatics (no-touch) hand sanitizing stations in addition to other sanitizing stations which must be available at all times in the facility at the lobby entrance and the special events room entrance, refilled occasionally.
 - Cleaning supplies can be requested during the event by the event organizer.
 - Masks are encouraged but not required.
 - Gloves will be required for employees when cleaning the facility and opening the doors for an event.
- Restrooms:
 - The Facility Staff shall disinfect and sanitize the restrooms daily, and every two hours when an event is taking place.
 - Cleaning schedules are kept in the restrooms for staff to fill out.
 - The door to meeting room A, B & C will be open at all times.
 - Signs will direct people where they should go to access the restrooms.
 - Signs directing people will be placed throughout the facility.
 - Water Fountains will be “Out of Service” until further notice.

CALDWELL CIVIC CENTER

SAFE & CLEAN PLAN

SECTION 10. CLEANING AND DISINFECTING PROTOCOL FOR THE FACILITY

In addition to the guidelines above here are more details on the Civic Center Cleaning Policy from the guidance of the CDC.

Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Recommend use of [EPA-registered household disinfectant](#) external icon. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

See [EPA's 6 steps for Safe and Effective Disinfectant Use](#) external icon

- **Diluted household bleach solutions may also be used** if appropriate for the surface.

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CALDWELL CIVIC CENTER

SAFE & CLEAN PLAN

- Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
- Unexpired household bleach will be effective against coronaviruses when properly diluted.
Follow manufacturer’s instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
Leave solution on the surface for at least 1 minute.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
OR
- 4 teaspoons bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- OR
- Disinfect with an EPA-registered household disinfectant. [These disinfectants external icon](#) meet EPA’s criteria for use against COVID-19.
- [Vacuum as usual.](#)

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics.
- Follow manufacturer’s instruction for cleaning and disinfecting.
 - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Cleaning and disinfecting your building or facility if someone is sick

- Close off areas used by the person who is sick.

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CALDWELL CIVIC CENTER

SAFE & CLEAN PLAN

- Companies do not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- [Vacuum the space if needed](#). Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
 - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Cleaning and disinfecting outdoor areas

- Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Sidewalks and roads should not be disinfected.
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

When cleaning

- Regular cleaning staff can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.

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CALDWELL CIVIC CENTER

SAFE & CLEAN PLAN

- Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Always read and follow the directions on the label to ensure safe and effective use.

- Keep hand sanitizers away from fire or flame
- For children under six years of age, hand sanitizer should be used with adult supervision
- Always store hand sanitizer out of reach of children and pets

See [FDA's Tips for Safe Sanitizer Use](#) and [CDC's Hand Sanitizer Use Considerations](#)

- Additional key times to wash hands include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

Additional considerations for employers

- Educate workers performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop [symptoms](#) within 14 days after their last possible exposure to the virus.
- Develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE (Personal Protective Equipment), what PPE is necessary, how to properly put on, use, and take off PPE, and how to properly dispose of PPE.
- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).

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CALDWELL CIVIC CENTER

SAFE & CLEAN PLAN

- Comply with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030external icon](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132external icon](#)).

Alternative disinfection methods

- The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known.
 - EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.
- CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage.
- CDC only recommends use of the [surface disinfectants identified on List Nexternal iconexternal icon](#) against the virus that causes COVID-19.

Please see the attached:

1. Civic Center Staff Temperature Weekly Log
2. Facility Screening Guidelines – for Event Visitors
3. Event Attendee Log
4. Event Temperature Log (Caterers)

Thank you for choosing the Caldwell Civic Center, and for helping keep our community safe and clean!

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