

Host Requirements During COVID-19

The St. Cloud Area Chamber of Commerce (“the Chamber”) has put in place preventive measures to reduce the spread of the novel coronavirus, (“COVID-19”) and we ask that you do the same. Every business is required to have a COVID-19 Preparedness Plan and we expect you to apply your requirements to any Chamber event. We will work with you to help communicate your safety procedures to participants.

The following requirements are based on current recommended procedures from the CDC and the State of Minnesota.

In addition to your specific plan requirements, we ask you to observe the following:

- **Capacity:** Know and abide by your location/facility capacity limits of 25% with 250 maximum attendees
- **Hand Sanitizer:** Make available at the Greeters’ table with a sign requesting use upon entry
- **Face masks:** Request masks be worn whenever participants are not seated
 - Have disposable masks available for those who do not have them
 - Model the expected behavior by wearing a mask when not seated
- **Social distancing:** Ask your staff to model and maintain social distance of at least 6 feet with all participants; encourage attendees to be seated immediately and not congregate in groups.
- **Minimize shared contact:** Plan your presentation and activities to minimize physical interactions or passing of items, such as:
 - When possible prop open doors for peak times when guests are entering/exiting to minimize exposure to the same surfaces and speed entry/exit; as appropriate keep doors open during the meeting
 - Set up chairs so they are at least 6 feet apart, facing forward
 - Provide food and beverages in individual containers, or as the caterer/restaurant determines falls within their safe food handling requirements
 - No buffet lines or shared coffee urns that require multiple people to touch the same surfaces, consider having staff pre-portion items for individual grab & go service
 - Plan for accommodations of changes such as introductions without participants having to touch a shared microphone

We will provide the following items in the Greeters’ materials:

- Signage reminding participants to wear a mask whenever they are not seated
- Signage regarding use of hand sanitizer
- Signage discouraging physical contact including handshakes, hugs, and high-fives
- Disinfectant wipes for cleaning the microphone, table, and other common-touch items

Greeters, volunteers, host employees, Chamber staff, and anyone else working a registration table are required to wear a mask throughout their assigned work/volunteer time at the registration site.

The novel coronavirus, (“COVID-19”) has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. Therefore, it is possible that by hosting any event you or other participants could increase your risk of contracting COVID-19.

These requirements are effective for in-person Chamber events beginning August 1, 2020. These are subject to change as needed with further direction from the State of Minnesota regarding group gathering guidelines due to the novel coronavirus.