



# COVID-19 FACILITY RENTAL REQUIREMENTS

## OVERVIEW

We are happy to open the West Michigan Center for Arts + Technology (WMCAT) space to the community for meetings and events under a robust plan to keep everyone safe and healthy. We are now scheduling events with no more than 10 people at one time in social distancing configurations that strictly follow WMCAT's COVID-19 Health + Safety Guidelines (see below). We follow the most up-to-date information based on CDC recommendations and governmental orders to ensure that WMCAT is clean and guests know that their health and safety are our priority. Gatherings where social distancing cannot be maintained, are prohibited.

This document is meant to inform, prepare and prioritize health and safety measures for your event at WMCAT.

Prior to your event, WMCAT will require a short meeting in our space (614 First St. Suite 300, NW Grand Rapids, MI 49504) to discuss and walk through all of the health and safety guidelines that you and your attendees will be required to follow. WMCAT is committed to providing a space for you and your guests that follow several guidelines and will be fully cleaned, disinfected, and reviewed according to CDC standards prior to your arrival. A checklist can be made available to you and your attendees to ensure the space is fully clean and disinfected.

While prioritizing your attendees' health and safety, WMCAT also has a responsibility as an organization to provide a space that is clean, healthy, and safe for our staff and students to enter on a daily basis. Thank you for making this a priority by following our guidelines.

If at any time we feel that your event or your attendees are not adhering to these guidelines, essentially putting others in harm's way, we reserve the right to request that either you or a WMCAT staff member talk directly with those not following the guidelines. In the event that you or your attendee(s) refuse to practice proper guidelines, WMCAT has the right to request that you or the attendee(s) vacate the facility. WMCAT's COVID-19 Health + Safety Guidelines come from various local, regional and national sources. See the full list below.

*We are taking all the possible precautions at this time to keep staff, students and visitors healthy and safe from COVID-19, but we cannot guarantee that there is no risk by being around others and by being in public spaces.*

# COVID-19 FACILITY RENTAL REQUIREMENTS

## FACILITY RENTAL CHECKLIST

### Step 1 - Be Informed and Inform Others Prior to Your Event

#### Attendees

- Send all of your attendees the attached guidelines for attending a meeting/event at WMCAT
- Remind them often prior to the event that they need to bring their own PPE (appropriate mask, gloves (if needed), and hand sanitizer
- Remind attendees that if they feel sick on the day of the event, they should stay home
- Send every catering company the attached vendor guidelines while at WMCAT

#### Event Host (you)

- Sign and date the contract which acknowledges you have read our COVID-19 Facility Rental Requirement and scan/email/mail to Jason Kreska prior to your rental date
- Schedule meeting with Jason Kreska for the WMCAT walkthrough
- Consider what you may need to provide your guests at the event
- We recommend bringing hand sanitizer and extra masks/face coverings for your attendees who forget their own PPE. WMCAT has contacts for those who make hand sanitizer locally if you need to purchase it for your event
- Prepare a virtual meeting for attendees, if applicable for your event, in case anyone needs to connect from home. WMCAT will have the capability to connect your stay-at-home attendees with your event in our space

### Step 2 - Start of Your Event

WMCAT requires that every single person entering our space complies with a health screening (two questions) and touchless temperature readings every day. Face coverings and social distancing are also required when entering the building.

- Masks/face coverings should be covering both the mouth and nose prior to entering the facility from outdoors
- Social distance (6 feet) when entering the building
- Practice safe hand sanitizing after touching handles, doorknobs, elevator buttons, etc.

# COVID-19 FACILITY RENTAL REQUIREMENTS

## Step 2 - Start of Your Event, continued

- Comply with health screening and touchless temperature readings prior to entering the space
- Signs will instruct attendees to guidelines and promote social distancing
- When greeting others, refrain from any physical contact, especially shaking hands (we recommend an air high-five instead of a handshake, and putting your hand over your heart instead of a hug)
- Masks/face coverings must be worn when using restrooms

## Step 3 - During Your Event

- Masks/face coverings may be removed if seated and properly socially distanced
- Attendees and caterers are encouraged to maintain physical distancing throughout the duration of the event, including during breaks and while eating
- Attendees and caterers are required to maintain proper hygiene by washing hands or using hand sanitizer after removing PPE, after touch points, when soiled
- Be considerate of presenters when sharing items like podiums, remote controls, clickers, laptops
- Provide hand sanitizer at the podium or presentation area, if applicable
- Provide hand sanitizer on tables, catering areas, etc. for attendees' easy access

## Step 4 - Wrapping Up Your Event

WMCAT is responsible for cleaning and disinfection of the space after your event is complete. Your attendees do not need to disinfect their areas before leaving. However, there are some simple ways for you and your attendees to participate after the event:

- Pick-up leftover food, drinks, and materials prior to leaving your event
- Discard PPE properly by using specified receptacles, if needed
- Continue to wear masks/face coverings as you and your attendees leave the space
- Practice social distancing when wrapping up your event and exiting the building
- Remind caterers of clean-up procedures that are part of the guidelines below

# WMCAT COVID-19 HEALTH + SAFETY GUIDELINES

## OVERVIEW OF GUIDELINES

As the nature of our understanding of COVID-19 and WMCAT's response to it continues to grow and change, all information is to be considered subject to change. We are monitoring the aforementioned sources and will update and communicate changes as we become aware.

### *Social Distancing*

WMCAT's social distancing policy requires 6 ft. of distance between all people. Occupants should seek to avoid any situation that does not allow 6 ft. of distance between all people. Any situation that requires less than 6 ft. of distance between people should be limited to less than 15 minutes and should be ended as soon as possible.

### *PPE*

Facemasks are the only piece of Personal Protective Equipment required for occupancy of WMCAT during current conditions. Please have a facemask available at all times. WMCAT can provide attendees with a facemask should you not have extras, however you are encouraged to bring your own and extras for your attendees.

### *When Do I Need to Wear a Facemask?*

If seated and properly socially distanced, rental clients and their guests can remove their masks. When moving about the space, in hallways, restrooms or entering and exiting the building, a facemask should be worn.

### *Health Screenings and Touchless Temperature Readings*

Each day, everyone who enters WMCAT beyond the drop-off and pick-up area will be subject to 2 health screening questions and a touchless temperature read. Temperature readings of 100.4°F or under are considered passing.

### *Individual Responsibility/Vigilance*

COVID-19 has created a number of new responsibilities for WMCAT as an organization but also it has highlighted a number of responsibilities for staff, visitors, etc.:

- Individual Distancing - of 6 feet is of maximum importance and needs to be maintained at all times

# WMCAT COVID-19 HEALTH + SAFETY GUIDELINES

## *Individual Responsibility/Vigilance, continued*

- PPE - Unless you are in a seat or at a table 6 ft. from anyone else, you should be wearing your mask
- Mask Maintenance - Regularly inspect, maintain, wash and replace personal masks as necessary
- Handwashing - This should happen thoroughly and frequently. Please wash your hands when soiled, after removing PPE, after touching touch points, before touching your mouth or eyes and any other time you feel the need. For good measure, sanitize
- Respiratory Etiquette - Wear a mask, cover coughs and sneezes

## *What is WMCAT Doing to Keep Attendees Healthy and Safe?*

- Designated Drop-Off/Pick-Up Point Near the Elevator - For deliveries or catered food that does not need to be set up in the space (Suite 300), visitors can enter this designated drop-off/pick-up point near the elevator without being screened
- Health Screening for Every Building Occupant - See “Health Screenings and Touchless Temperature Readings” above
- Facility Hygiene Support Measures - WMCAT is providing fully equipped hand wash stations, hand sanitizer, sanitizing wipes and spray bottles. Gloves are not recommended but we have them for rare instances when they become necessary
- The WMCAT COVID-19 Team will be disinfecting touch points daily
- Rockford Construction, WMCAT’s building manager has made the following modifications following the American Society of Heating, Refrigerating and Air-Conditioning Engineers-recommended engineering level protections:
  - Common area HVAC systems:
    - Increased outdoor air ventilation
    - Improved central air filtration to the highest efficiency possible
    - Removed system occupancy restrictions and increase system run times to 24/7
  - They will also clean and disinfect:
    - Thoroughly disinfect building common areas daily, especially those that are high touch, such as elevator buttons, door handles, tables, light switches, etc.
    - Contracted cleaners will provide regular, recurring common area cleaning and disinfecting of high-touch points
    - Hand-sanitizing stations have been added to high-traffic building common areas
    - Posted signs in gathering areas, such as elevators and elevator lobbies, as a reminder to maintain the recommended 6 feet of physical distance

# WMCAT COVID-19 HEALTH + SAFETY GUIDELINES

## INSTRUCTIONS FOR CATERERS AND VENDORS

Non-essential visits are prohibited. WMCAT has a designated drop-off and pick-up area just inside the stairs and elevator at our main entrance on the third floor. Access to this area is available without undergoing the COVID-19 screening process. Vendors/caterers arriving on-site must complete a daily health screening before entering the facility beyond the drop-off and pick-up area. Any vendor who answers “yes” to a screening question may not enter the facility and should contact their company’s HR department for further instruction.

The event host and attendees should modify their interactions with vendors/caterers and delivery personnel to allow for social distancing and additional physical space between parties. Any vendor/caterer who enters WMCAT while making a delivery or for catering set-up must be wearing a face covering.

WMCAT’s custodial staff uses a medical grade disinfectant and pays extra attention to touch points during a pandemic.

## BEHAVIORS REQUIRED TO REDUCE RISK OF COVID-19

In order to minimize the spread of COVID-19 at our workplace and provide a low-risk environment for everyone, all event attendees are required to consistently implement these best practices:

- Comply with WMCAT daily health screening processes
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are not available, use an alcohol-based sanitizer containing at least 60% alcohol
- Practice respiratory etiquette
- Cover your coughs and sneezes and adhere to all other guidelines in the CDC publications (see resources below for details)
- Avoid close contact with people who are sick with COVID-19 or other illnesses
- Self-monitor for symptoms of COVID-19 and stay home if you are sick
- Maintain appropriate social distancing of 6 feet from others as much as possible
- Utilize personal protective equipment and hand sanitizer on public transportation

# WMCAT COVID-19 HEALTH + SAFETY GUIDELINES

## BEHAVIORS REQUIRED TO REDUCE RISK OF COVID-19, CONTINUED

- When you might be closer than 6 feet from others, wear a face covering. If you are not able to maintain at least 3 feet of separation from others, wear a face shield in addition to a face covering
- Do not use other people's phones, desks, or work tools until they have been properly cleaned and disinfected
- Minimize use of shared items such as pens, remotes, and whiteboards
- Clean and disinfect tools and equipment frequently
- Avoid handshakes or other physical contact
- If possible, consume food at your own seat/table
- Seek medical attention and/or follow medical advice if experiencing COVID-19 symptoms
- Follow governmental orders and guidelines to reduce the spread of COVID-19
- If you have a question or concern talk to a WMCAT COVID-19 Point of Contact
- In addition, facility rental contacts must familiarize themselves with the symptoms and exposure risks of COVID-19
- The primary symptoms of COVID-19 include the following:
  - Fever of 100.4° degrees or higher
  - Cough
  - Shortness of breath or difficulty breathing

Individuals with COVID-19 may also have early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, loss of taste or smell, and runny nose. Individuals may also be asymptomatic and carry the virus.

## RESOURCES

OSHA's Guidance on Preparing Workplaces for COVID-19  
<https://www.osha.gov/Publications/OSHA3990.pdf>

Michigan Occupational Safety and Health Administration (MIOSHA) Workplace Safety Guidance <https://www.michigan.gov/leo/0,5863,7-336-100207---,00.html>

(CDC's) Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19) <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

# WMCAT COVID-19 HEALTH + SAFETY GUIDELINES

## RESOURCES, CONTINUED

Governor Whitmer's Coronavirus Related Executive Orders

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-521682--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-521682--,00.html)

Kent County Back to Work

<https://kentcountybacktowork.com/>

The State of Michigan's MI Safe Start Employer Guidance and Resources

[https://www.michigan.gov/coronavirus/0,9753,7-406-100467\\_100477\\_100487\\_100494--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-100467_100477_100487_100494--,00.html)

Spectrum Employee Resources

<https://www.spectrumhealth.org/covid19/employer-resources>