

**Re-Opening/Mitigation Plan - operate at 50% capacity with appropriate social distancing**

Performance groups

- Increase space for events to allow appropriate distancing and max gatherings
- Limit spectators / Keep performance groups separated in own smaller rooms as holding areas

Other events:

- Seminar/meeting – move to larger space to socially distance. Offer Zoom for offsite attendees.
- Banquet – increase space between meal tables appropriately, Follow Caterer’s guidelines
- Concert – appropriately space groupings of 10 or less in larger room,
- Trade shows – one way aisles, limit attendance

Recommend limiting attendance of vulnerable segments of public

Live stream for spectators not allowed in / Project the live stream on screen in the garage

Base the allowable percentage capacities on the fire code per room (see attached floor plan)

Regularly check DBPR, FRLA & CDC for changes/updates

Open facility doors earlier than normal to allow time for screening upon entry

**Virus Mitigation / Sanitization Procedures**

Signage:

- Signs outside all entrances warning not to enter if.... And “masks required”
- Reminder to “stop the spread” wellness tip list – 1 main entrance, 1 South, 1 North and back of house. (also listed in Spanish)
- Signs on hand sanitizers – push ones “use elbows please”, touchless to use before entering all event rooms
- Signs on vending machines to use sanitizer before touching machine/use elbows/knuckles in lieu of fingers
- Sign on loading dock – prop doors open during load in-out
- Sign by ATM – use sanitizer before using/use knuckles in lieu of fingers
- Signs X 3 for outer doors – “use automatic handicap doors” only
- Signs discouraging handshakes &/or high fives
- Hang 10X18 screens in main ballroom to display safety/wellness messaging

Entering guests:

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# CONVENTION CENTER

- Sign at North door “please use elbow to push handicap automatic door” – close south entrance. Direct all but handicap to main doors for temp checks?
- Temp checks by security, this staff to push auto door button from inside when guests approach (from behind a portable clear barrier) purchased 3 contact less thermometers & 4 portable counter top shields. Public to enter through main right auto door only.
- Elevator noted – handicap usage only - 1 guest/group at a time and use elbows not hands
- Mark off 6 foot increments and note with tape on floor in & out (or re-usable clings)
- If event allows leave doors open so no touching handles
- Rest room doors will be propped open - sign “ if stalls full please form line in foyer properly social distanced”
- DFWBCC carts sanitized between vendors/clients use
- Notice for personal safety/sanitation “wellness tips” inside main lobby

## Opening/closing cleaning:

- Clean/sanitize ALL surfaces
- Purchased two AeroClave “decontamination systems” (treats up to 15K cubic feet each) will be used overnight during multiday events and before and after all events. Until this equipment is received we are looking into a local company to come in and clean after events leave to spray/fog and sanitize the space.

## Cleaning during events:

- Clean all door handles, sanitizer dispensers, vending machines, ATM etc. (all high touch items) every 30 mins
- Clean all restrooms every 15 mins
- Replaced hand towel bins with new dispensers – single touch towels
- All toilets are touch free flush
- Clean elevators every 30 mins or as used
- Wipe down pre-function benches & tables every 30 mins, add signs 1 person per bench
- Wipe down podiums/microphones/stage stair railings

## Social Distancing:

- Based on type of event / Marks for lines in & out of the building as well as concessions
- Closing all water fountains & every other restroom stall/urinal
- Security at entrance will use clicker/counters to make sure building not over allowed capacity. Possibly limit number of guests per performer. Performance groups kept in separate holding areas ( smaller meeting rooms)

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- Seating to enjoy concession purchases on east Patio - signage for proper distancing

## Staffing:

- Purchased washable face masks for all staff (3 each) with more to give to or sell to (at cost) guests/clients
- Staff temp screening (log kept), sent home/stay home if sick

F & B service – purchased 20 portable counter top shields. Have one portable hand sink and ordering 3 more portable hand sinks.

## Aramark Covid-19 Reopening Plan

### Concessions

- Floor markers to maintain social distancing standards
- Control guests route through concession line with stanchions and signage
- Plexiglass dividers to protect guests & employees
- Multiple sanitizer stations throughout concession area
- Dedicated attendants to keep concession area sanitized and monitor guest compliance
- Individually packaged food items
- Dedicated attendant to serve food & beverage and eliminate self-service by guests
- Designated cashier who only handles money. No food and beverage contact
- Personal consumption condiments, silverware, and napkins served by concession attendant to prevent spreading of germs
- Hand washing available for concession attendants
- Mandatory hand washing time increments for concession staff
- Masks and gloves mandatory for all concession staff

### Buffet Service Style

- Hot food is served by an attendant behind plexiglass.
- Individually rolled silverware
- Masks & gloves mandatory for all buffet staff
- Serving utensils to be switched out every 30 minutes
- Individually plated salads served at separate station
- Beverage station attendant with gloves and mask to distribute drinks
- Hand washing sink for buffet attendants
- Time increment hand washing mandatory for all buffet staff

### Plated Service Style

- Elimination of preset salads, dressing, bread, butter, desserts and beverages
- Salads, salad dressing, appetizers, bread and desserts served by catering attendants

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- Catering servers all required to wear masks and gloves
- Hand washing sink available for catering staff
- Time increment hand washing mandatory for all catering staff
- Lids to be kept on plated meals until they reach the guest
- Seating charts to reflect social distancing standards
- Elimination of preset communal bread and salad dressing
- Individually packaged dressing served with salad
- Beverage station(s) available for guests. Served by attendant
- Individually rolled silverware preset on tables

## Bar Service

- Masks & gloves mandatory for all bar staff
- Elimination of china service. Disposable bar service only
- Bar garnishes served with tongs
- Tongs & ice scoops changed frequently
- Separate cashier that does not touch beverages. Only handles money
- Hand washing sinks available for bar staff
- Mandatory hand washing time increments for bar staff
- Touch free ID checking
- Plexiglass separating bartender from guest
- Floor markers & line stanchions to maintain social distancing standards
- Individually wrapped straws available upon request
- Lids provided for disposable cups available upon request
- Daily sanitizing of cash drawers and credit card machines
- Elimination of tip jars

## Safety & Sanitation

- Pre-open deep clean of all food and beverage prep surfaces and machines
- Rigorous Aramark uniform and personal hygiene standards upheld
- Kitchen prep areas segregated to uphold social distancing standards
- Mask & gloves mandatory for all BOH & FOH staff
- Time implemented handwashing for all BOH & FOH staff
- Time implemented disinfecting of all high touch surface areas
- Employee temperature checks & wellness screening upon arrival for work shift
- Plexiglass in all guest facing areas
- Increased staffing to provide attendant style service and promote safety for guests
- Purchasing of specialized disinfectant products to combat spread of virus
- Double washing of spandex, linens, and serving utensils to ensure items are properly disinfected
- Designated attendants responsible for area specific, time implemented cleaning/sanitizing
- Clean, disposable masks & gloves provided daily for all catering staff

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- Safety and sanitation guidelines posted visibly for staff and guests



