



because the sky has no limits

Interim Guidance Reopen Plan

Prepared by

SKY Armory

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Preamble

This guidance provides considerations for SKY Armory and other venues in the hospitality (e.g., banquet halls, ballrooms and meeting spaces) on ways to maintain healthy business operations and a safe and healthy work environment for employees, while reducing the risk of COVID-19 spread for both employees and customers. Employers should follow applicable Occupational Safety and Health Administration (OSHA) and CDC guidance for businesses to plan and respond to COVID-19. All decisions about implementing these recommendations should be made in collaboration with Onondaga County Health officials and other New York State Department of Health and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems.

Private vs Public Event

This guidance is limited to private events; subcategory wedding ceremonies & receptions. A private event is fundamentally different from a public event or a public gathering (e.g., restaurant, bar or ticketed event). A private event is defined as a private gathering limited to members and guests of members of a family and their guests, where the event is not open to the general public, and where food is provided without compensation. A wedding reception at SKY Armory is a celebration held after the completion of the ceremony as hospitality for those who have attended the ceremony: held in one of two ballrooms within the venue. Basically the couple is being receive into society, in the company of family and friends, for the first time as a married couple.

Advantages of Private Wedding Reception

A private wedding reception has distinct and important advantages in mitigating the potential of introducing the virus to the event as well as post infection tracking to include:

- Guest with a vested interest in mitigating infection,
- Self-abstinence for high risk and suspect infected individuals, and
- Highly effective contact tracing methodology and guest cooperation.

It is our belief that SKY Armory can provide a safe environment for a private wedding ceremony and reception can be held at SKY Armory. This plan will negate the need for social distancing concerns for our clients and guests.

It is our belief that the safety systems and procedures contained in this Reopen Plan affords us the designation as a New York State Phase 2 entity. By partnering with our clients, we have much that we can control to minimize risk and response to any exposure.

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SKY Armory Reopen Plan Details

1. **Opening:** SKY Armory will only open subsequent to successfully implementing the procedures described herein.
2. **Private Events Limitation:** SKY Armory will only open for private events, where the contact information for every person entering the building is known. We will further limit our event type to wedding ceremonies and receptions only.
3. **Facility:** SKY Armory has implemented a daily disinfection regimen for commonly touched surfaces. The key components are that our operations will suffer a pause subsequent to each event to allow disinfection to area visited by guests. The operational pause will be a minimum of 12 hours for common areas visited by guests. Each week we will implement a 72 hour pause for disinfection of all areas.

The disinfection regimen will include:

- Clean and disinfect frequently touched surfaces and shared objects (between uses). Will use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface.
 - Prior to wiping the surface, will allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Staff will be trained on proper cleaning procedures to ensure safe and correct application of disinfectants.
 - Individual disinfectant wipes will be made available in all bathrooms, and post reminders not to flush these wipes but to dispose of them in the trash.
 - The culinary areas will be washed, rinsed, and sanitized food contact surfaces, food preparation surfaces, and beverage equipment after use.
 - Shared food items such as condiments, pens, etc. will be discarded after each event.
 - All non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Employees should wash their hands after removing their gloves or after directly handling used food service items.
 - Gloves will be worn when removing garbage bags or handling and disposing of trash and wash hands afterwards.
 - All employees involved with food preparation must wash their hands and exposed portions of their arms with soap and water.
 - No food and beverage implements can be brought in by customers.
 - A New York State licensed Heating Ventilation (HVAC) representative will perform monthly service of each ballroom's system to ensure they are operating properly. The circulation of outdoor air as much as possible by opening windows and doors, using fans, other methods. Air circulation will be continuous 3 days prior and post each event.
4. **General Employee Guidelines:** All employees it is always a good practice to:
 - Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
 - Avoid touching your eyes, nose, or mouth with unwashed hands.
 - Practice good respiratory etiquette, including covering coughs and sneezes.
 - All employees will enter into SKY Armory at a designated location to conduct a wellbeing screening and health check prior to entry into common spaces or any part of SKY Armory. Employees with positive screening indicator(s) will follow CDC guidance if symptoms develop.
 5. **Monitoring –Signs and Symptoms (Wellbeing & System Screening):** All employees will attest to a daily health check that they do not experience any symptoms as described by the Center for Disease Control prior to starting a work shift. Recognize personal risk factors to

include (fever, cough, or shortness of breath). According to U.S. Centers for Disease Control and Prevention (CDC), certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19. Confidentiality of screening data will be in compliance with Americans with Disabilities Act (ADA).

6. **Monitoring –Signs and Symptoms (Temperature):** All employees with have their temperature taken using an infrared thermometer prior to starting a work shift. Any reading about 99.5 degrees Fahrenheit will be sent home for a period of seven days and return after abatement of symptoms or a successful COVID-19 test.
7. **Monitoring –Signs and Symptoms (Hygiene):** All employees must submit their hands to our Contamination Monitoring System which enables real-time handwashing feedback (on both quality and quantity) by scanning employee’s hands for dangerous contamination. The scanner looks for fecal matter that transmits Norovirus, E.coli, Salmonella, Hepatitis A, Listeria, and other illnesses. The system also collects data, so our management teams can easily monitor and ensure proper hygienic practices are carried out at all times, in all locations throughout the building.
8. **Monitoring –Signs and Symptoms (Sick Employees):** Employees with symptoms of COVID-19 at work will immediately be sent home immediately. Employees may not return to work until they meet the CDC criteria to discontinue home isolation.
9. **Monitoring –Signs and Symptoms (Recordkeeping):** Records of monitoring activities as well as disinfection regimes will be kept and maintained confidential by the Human Resource Department and disseminated in accordance with the ADA and other State and Federal regulations.
10. **Monitoring –Signs and Symptoms (Communication):** Our current cloud based communication platforms (Planday and Tripleseat) will be used to provide employees and clients a self-reporting of symptoms or potential exposure.
11. **PPE -Face Masks:** All employees will use a facemask when in the presence of a guest in accordance with NYS Executive Order 202.16.
12. **Restrictive Access and Common Areas:** In the occurrence of concurrent event (two private events on the same day), the entrances will be separated so that the guests do not use the same space.
13. **Contract Tracing –General Principles:** Contact tracing, a core disease control measure employed by local and state health department personnel for decades, is a key strategy for preventing further spread of COVID-19.

The core component of our plan is based on immediate action and in full cooperation with all guests. SKY Armory will designate a Contact Officer (a Senior Manager in our organization), who will work collaboratively across public and private agencies and on behalf of our guests to stop the transmission of COVID-19.

Based on CDC guidelines, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated.

14. **Contact Tracing –Guests Role, Responsibility and Commitment:** Prior to attending an event, each guest will be notified and agree to the following:
- a. Provide full contact information to our client (couple contracting the reception). The client will be asked to provide a contact database for all of their guests who are attending an event as well as their permission to share the information with health agencies.
 - b. All guests when arriving to SKY Armory will have their identity checked and receive an information card asking them to share with us should they experience any of the symptoms outlined by the CDC within two weeks of the event.
 - c. Contacts are provided with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed, monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill.
 - d. Contacts are encouraged and agree to stay home and maintain social distance from others (at least 6 feet) until 14 days after their last exposure, in case they also become ill. They agree to monitor themselves by checking their temperature twice daily and watching for cough or shortness of breath.
 - e. Contacts who develop symptoms agree to promptly isolate themselves and notify public health staff.

To protect guest privacy, contacts are only informed that they may have been exposed to a guest with the infection. They are not told the identity of the guest who may have exposed them.

15. **Contact Tracing –Data Management:** SKY Armory will initiate contract tracing system by:
- a. Notifying all guest of the potential exposure. It is assumed that all guest will meet the definition of a contact.
 - b. Notify the Onondaga County Contract Tracing system of the potential exposure, and
 - c. Notify the guest’s local tracking authority.
16. **Plan Modification:** We will modify this plan as the state moves through the four stages of reopening and on new rules and guidance from New York State and Onondaga County.