

# THE REGENCY

## COVID-19 PREPAREDNESS PLAN FOR THE REGENCY

The Regency is committed to providing safe and healthy environments for celebration gatherings. We have developed the following Preparedness Plan in response to COVID-19. Ultimately, our primary goal is to celebrate our couples and events while staying safe. We believe that mitigating the potential for transmission of COVID-19 during these gatherings. We also believe that endeavoring to do this includes your cooperation—and so we appreciate your help in following our guidelines. The Regency has also entered into a contractual agreement with each of our clients to rent / lease our property to host their wedding or event at the building. Our client is the host for the event, which allows them to make decisions and choices regarding their event in a way they feel are appropriate to their desire and comfort level. Our clients agree to follow the law, but it is not our responsibility to enforce the law. All services provided for celebrations The Regency are contracted individually by our clients (including food, beverage, décor, DJ, photo etc.) and are separate from the rental contracts for the use of space.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines.

### **Self-Screening**

We encourage all guests to self-monitor for signs and symptoms of COVID-19. Because our gatherings are based off invited guests, we are depending on self-monitoring of all attendees and discourage anyone from attending the gathering who is ill—whether with COVID-19 symptoms or not.

- If you have COVID-19 or have any symptoms of COVID-19, please stay home .
- If you have been recently tested for COVID-19, please stay home.
- If a member of your household is experiencing symptoms compatible with COVID-19, please stay home.
- If you feel healthy, but have had close contact with individuals who have active COVID-19 cases and are still contagious, or if you have traveled outside of the United States, please stay home until 14 days after your last exposure.
- If you are at higher risk for severe illness, we encourage you to take necessary precautions.
- If you start to feel unwell while present at the venue, please leave immediately and isolate yourself at home.

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## Arriving to the Building



We will be blocking the parking lot on the south side of the building (immediately behind the building) to provide outdoor seating (more on that below) and during the event if the clients choose to do so. If you need handicap parking or spots closer to the building for ease of access, please use the parking spots available on St. Germain Street (notice if you are parking during metered times). Parking is still available in the St. Mary's lot across the street from the building. If you use the elevator to enter the ballroom, we ask that one household use the elevator at a time. Please be aware of your proximity to others as you ascend and descend the stairwells to maintain physical distancing.

## Hand Washing & Sanitization



Frequent hand washing with soap is vital to help combat the spread of any virus. We encourage everyone to observe effective hand washing techniques (washing hands for at least 20 seconds with soap and water). We will provide hand-sanitizer dispensers (that use a sanitizing solution of greater than 60% alcohol) at every guest table during the event. Bathrooms are conveniently located around the building providing easy access to soap and water.

## Respiratory Etiquette



Please cover your mouth and nose with your sleeve or a tissue when coughing or sneezing and avoid touching your face (mouth, nose and eyes) with your hands. Please dispose of tissues in the trash and wash or sanitize your hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to everyone in attendance.

## Physical Distancing



Physical distancing is being implemented in our venue. We have spaced all tables and chairs to provide for physical distancing. We ask that members from the same household sit together in order to maximize space, but this is up to our couples and their seating chart discretion. While the urge to hug and shake hands will be strong, we request that you refrain from physical interactions at this time.

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## Guest Etiquette



Attending a wedding, event or other permissible activity on The Regency Property is optional and guests or vendors should exercise their own discretion of attendance based on their own comfort level. If someone is sick or feeling symptoms that could align with the symptoms of Covid-19 they are not allowed upon the property. If a guest notices signs of sickness after arrival- please leave the property immediately. While certain vendors may be required to wear masks, it is not required that you or your guests are required to (however it is recommended by the state). If a guest wishes to wear a mask, please be extra cautious in respecting their space and social distance accordingly. If a guest removes their mask to speak to you it is typically a sign they are ok with closing the social gap. Use your best discretion. Please pay attention to the requirements posted on the posters / or signs throughout the facility. If you are sick or feel sick, you should go home to avoid spreading germs. Be sure to wash your hands after visits to the bathroom and use hand sanitizer throughout the event. We will have a basic supply available- but please consider bringing your own supply as well because our facility consists of several different of space. Our facility is spacious and features several outdoor spaces to socially distance which makes it virtually impossible to mark 6' spacings on the floor, patio or parking areas. Know that going anywhere in public could potentially expose you and your body to Covid-19.

## Capacity



Currently, our venue can host 25% of our fire code. This allows for 154 guests to attend an event. If your guests choose to utilize the parking lot or other spaces of he building, we can host up to 250 people between the event space, building space and the outside areas.

## Face Masks



We do not require masks to be worn but encourage you to make an informed choice based on your comfort during the event. We will not be providing face masks for everyone in attendance so please bring your own if you would like to wear one.

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## Cleaning

Regular cleaning practices are being implemented, including routine cleaning and disinfecting of commonly touched areas in the venue environment, including restrooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as door handles (when not propped open). We have hired additional staff to rotate cleaning the venue throughout your event start to finish.

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## Communication

Additional communication regarding our plan and any changes will be ongoing so please check back the morning of your event for any updates. If you have any questions or concerns, please do not hesitate to reach out to us at any time.

## HAVE A SAFE AND GREAT EVENT