

**Green Acres Baptist Church
Crosswalk Conference Center
Covid 19 Policy**

Crosswalk Conference Center is implementing the following policies to help mitigate the spread of the COVID 19 virus. These policies and procedures will be in effect for all events in the Crosswalk Conference Center.

Entrance to Facility:

- Entry into the facility will be limited to specific doors, and those doors will be opened 30 minutes before the event.
- The organizer will need to provide greeters to open doors for guests, to avoid guest touching door handles.
- Sanitizing stations will be available at the entrances to the building.

Check In:

- We recommend the organizer arrange assigned seating, and let their guests know beforehand where they are seating for events
- If registration tables are required, we recommend having the tables spaced apart from each other and have greeters with registration sheets in hand to address guests away from tables to prevent the buildup of people by tables.
- We ask that organizers promote social distancing and discourage guests from congregating before, during or after the event

Room Seating:

- Table seating will be limited to a maximum of 6 guests per table, (health dept. maximum allowed), but preferably 4 to a table to allow maximum spacing between guests.
- Tables will be set with appropriate distance apart to promote social distancing.
- All condiments, dressings, etc. will be served in single serve disposable units. Condiments like salt & pepper, sweeteners and creamer will be prepacked and placed by individual place setting to avoid transfer by human hands.

Meal Service:

Buffets: Adjustments of time and service

- Organizer must allow adequate time for serving, whether buffet or plated meals, and be aware that serving times may be longer than normal.

- Guests will be dismissed to go through the buffet line by tables to allow spacing between guests and be spread out from each other.
- Once at the buffet line, our staff will direct guests as to when they can come through the line to maintain social distancing.
- Guests will pick up meals from the buffet line already plated to avoid multiple hands touching spoons or other utensils.

Plated:

- Plated meal service procedure and time will remain essentially the same as prescribed in our webpage outline

Dismissal:

- When the event concludes, we ask that group organizers dismiss their guests by tables or sections to promote social distancing.

Green Acres Baptist Church Culinary Staff:

The following our steps are being taken by the Culinary team to mitigate the spread of Covid 19 virus before being allowed to work.

Upon entrance to the building . . .

- 1- All staff will immediately wash and sanitize their hands.
- 2- All staff will have their temperature taken.
- 3- All staff will be screened for visible signs of sickness and answer a questionnaire in regards to contact with anyone sick.
- 4- All staff will wear face masks and disposable gloves.

Any suspicion or indication that a staff member is ill or has been around someone who may be ill, will require that the staff member be sent home.