### CHATTAHOOCHEE NATURE CENTER

# EVENT GUIDELINES

Event vendors, guests, and CNC staff are required to abide by these instructions, based on current CDC guidelines and governor's orders for the state of Georgia.

### **CNC GROUNDS AND ACTIVITIES**



Upon arrival, all CNC staff and event vendors must check their temperature before working. Temperature checks for event guests upon entrance are also encouraged. Indoor and outdoor venues must be set up for proper social distancing between staff and guests at all times. Guests must maintain social distancing while participating in any activity on the grounds, including food and drink stations.

### **SEATING**

Numbered tables and seating charts are encouraged. All tables and chairs will be arranged so that guests will be seated at least 6 feet apart. Guests from the same household are not required to social distance. Guests from different households may sit together as long as they remain socially distant. Please refer to Allseated.com, our floor plan design software, to plan your venue floor space appropriately.



# PERSONAL PROTECTIVE EQUIPMENT

All CNC staff, event vendors, and guests will be required to wear a mask upon entrance to the nature center. Staff and vendors must wear a mask at all times while on the grounds. Guests will wear masks in all indoor spaces and approaching food and drink stations. Any person serving food or drink must wear a mask and gloves. Sneeze guards will be used at buffets and food stations. Hand sanitizer will be available at food stations.

# **FOOD AND DRINK STATIONS**

Prepackaged food and disposable food service items (utensils, dishes, napkins and tablecloths) are encouraged. Station and buffet options are allowed as long as vendors provide dedicated staff to distribute food. All vendors must wash hands after removing gloves or handling food service items. No guest should touch serving utensils at any time. Serving utensils may only be touched by one staff member. Drinks will be served pre-iced at the bar or in a container monitored by staff. All condiments should be provided in single-use disposable containers. Guests must maintain social distancing at food and drink stations.





## **SANITIZING**

Surface areas such as door handles, golf carts, and bathrooms will be wiped down by CNC staff. Caterers will be responsible for busing tables and sanitizing seats and food stations. All cleaning materials used are certified by the EPA for disinfection against COVID-19.