



LAWS LODGE CONFERENCE CENTER COVID-19 GUIDELINES

Louisville Seminary's Laws Lodge Conference Center will resume all on-site operations on **Monday, August 3, 2020**.

Our overall goal is to provide you with information and the best practices that need to be executed during your stay or while hosting an event to ensure that proper guidelines are being implemented to protect the health and safety of all involved – attendees, staff, vendors and etc.

Current COVID-19 Guidelines for Kentucky

Under Governor Beshear's executive order effective June 29, 2020 conference centers, venues, and event spaces may reopen and events may occur with headcount restrictions. In addition to the Team Kentucky **Healthy at Work Minimum Requirements**, conference centers, venues, and events must meet the requirements below in order to reopen and remain open:

Protocols and Precautions we at Louisville Seminary have taken to keep our patrons, vendors, and associates safe during the Coronavirus (COVID-19) pandemic. This plan outlines what we will do to keep our guests, associates, and community safe. Each operating department has its own customized set of procedures that are more detailed than the summary presented here.

Associate and Guest Health

Our associates are vital for effective sanitation, hygiene and health.

Hand Washing

Correct hygiene and frequent handwashing with soap is vital to help combat the spread of the virus. All Lodge associates are instructed to wash their hands, or use sanitizer after any of the following activities, using the restroom, sneezing, touching the face, blowing the nose, cleaning, and sweeping, mopping, smoking, eating, drinking, going on break, before and after the start or end of a work shift.

COVID-19 Training

All associates will receive training on COVID-19 safety and sanitation protocols with more comprehensive training for those with frequent guest contact including Housekeeping and Front Desk personnel.

Personal/Protective Equipment (PPE)

Appropriate PPE will be worn by all associates based on their role and responsibilities and in adherence to state or local regulations and guidance. Training on how to properly use and dispose of all PPE will be mandatory. Lodge personnel to utilize appropriate PPE provided by LPTS when frequenting Seminary grounds, buildings and all Lodge common and public areas. Gloves will be provided to associates whose responsibilities bring them in direct contact with guests or guest related areas including Housekeeping and Front Office associates.

Daily Shifts

Associate meetings will be conducted in areas that allow for social distancing between associates. Work shifts may be staggered to minimize traffic volume and ensure social distancing.

Cleaning Products and Protocols

The Lodge uses cleaning products and protocols that meet EPA guidelines and are approved for use and effective against viruses, bacteria and other airborne and blood borne pathogens. We continue to work with our suppliers to ensure an interrupted supply of these cleaning supplies and necessary PPE.

Public Spaces and Common Areas

The frequency of cleaning and sanitizing has been increased in all public/common areas with an emphasis on frequent contact surfaces including, but not limited to, front desk check-in counters, elevators, and elevator buttons, door handles, bathrooms, room keys and locks, stair handrails, kitchen, and seating areas. As an extra precautionary measure the lobby coffee maker has been disabled.

Guest Rooms

Industry standard cleaning and sanitizing protocols are used to clean guest rooms with attention paid to high touch contact surfaces including television remote controls, toilet seats and handles, door and furniture handles, water fixtures, night stands, desks, telephone, light switches, thermostats, alarm clock, hangers and luggage racks. Extra bed linen, pillows, coffee makers, ice buckets, and room directories have been removed from all guest rooms as an extra precautionary measure.

Housekeeping/Laundry/Bath Amenities

Daily Housekeeping Services in guest rooms will be suspended. All bed and bathroom linen will be serviced on the third day (or every three days for longer term guests) and will continue to be cleaned in accordance with state health guidelines.

- Housekeeping to deliver fresh towels in a sealed bag through touchless service and placed outside of the occupied guest room.
- Guests will be asked to bag used bath linen in bags supplied by the Lodge and place it in the guest corridor for housekeeping to retrieve.
- Housekeeping to deliver extra pillows and blankets upon request in sealed bag through touchless service and place outside of the occupied guest room.
- Upon request bath amenities (e.g. soap, shampoo, lotion, and mouthwash) will be delivered in a sealed bag through touchless service and placed outside of the occupied guest room.
- Guests will need to be physically in their guest room at the time of delivery to ensure that items will be retrieved at the time of delivery.

Office Areas/Conference Facilities/ Service Center

The frequency of cleaning and sanitizing will also increase in high traffic office, conference, and service areas with an emphasis on conference facilities, associate offices, and front desk operations.

Shared Equipment

Shared tools and equipment will be sanitized before, during and after each use, or anytime the equipment is transferred to a new associate. This includes phones, radios, computers, cleaning equipment, time clocks, and all other direct contact equipment.

Room Recovery Protocol

In the event of a presumptive case of COVID-19, the guest's room will be removed from service and quarantined. The guestroom will not be returned to service until the case has been confirmed or cleared. In the event of a positive case, the room will only be returned to service after undergoing an enhanced sanitization protocol by a licensed third-party expert.

SOCIAL DISTANCING COMPLIANCE AND PROTOCOLS

Louisville Seminary will meet all state and local health authority guidelines on appropriate social distancing.

Seminary Associates

Seminary associates on-site to ensure social distancing and compliance. Seminary personnel to utilize appropriate PPE provided by LPTS when frequenting Seminary grounds, buildings and all Lodge common and public areas. Staff are encouraged to resist touching face and frequent hand washing and sanitizing is encouraged.

Social Distancing

Social distancing awareness signage placed strategically throughout building. Any areas where guests or associates gather will be clearly marked for appropriate social distancing. These areas will include front desk, elevator, lobbies, service center, kitchen, group pre-function areas and registration desks. Groups will be required to maximize utilization of Seminary grounds in order to practice social distancing. Patrons/guests must keep (6) feet distant from those not a part of their family unit or those with whom they do not live with.

Meeting and Conference Space Occupancy Limits

Seating capacities and floor plans to be reviewed on an event by event basis to ensure appropriate social distancing. Limit attendance to no more than 50% of the building occupancy capacity while maintaining social distance. Seating capacities will allow for six feet physical distancing between guests in all conference facilities based on CDC and state recommendations. The decision of when larger group gatherings can happen will be determined by federal, state, and local officials.

Elevators

Only two guests will be allowed at a time to access lobby elevator. Elevator to be clearly marked for appropriate social distancing capacity.

Guest Kitchen/Ice Machines/Vending/Water Fountains/Mediation Chapel

Lodge guest kitchen, mediation chapel, coffee makers, ice machines, vending and water fountains will be closed until further notice.

Hand Washing/Sanitizing Stations

Hand washing encouraged. Hand Sanitizer stations strategically located at the main entrance of the building/front desk, conference rooms, and public restrooms.

Newspaper (USA Today & Courier Journal) Newspaper delivery to be discontinued until further notice.

CONFERENCE AND EVENT HOST(S) CONSIDERATIONS

Conference and Event Hosts are required to implement several strategies to maintain healthy event environments as listed below:

Appropriate PPE

The Conference/Event Host is required to provide all appropriate PPE (face coverings, masks, sanitizer, and gloves) for their event. Facial coverings/masks are required to be worn at all times by all patrons, guests, vendors, and service personnel when frequenting Lodge offices, front desk, common or public areas, conference service center, along with Seminary grounds/buildings. In addition, the Conference/Event Host is responsible for ensuring all parties must be non-symptomatic and/or fever-free before entering building, engaging public, patrons, vendors and guests. Guests who have traveled from out of state must have self-quarantine 14 days prior to the meeting.

Meeting and Conference Space Occupancy Limits

Seating capacities (see Social Distancing Compliance and Protocols) and floor plans to be reviewed on an event by event basis to ensure appropriate social distancing.

Catering

Laws Lodge Preferred Caterers are required to follow the Team Kentucky **Healthy at Work Requirements for Restaurants and Bars** and the following Lodge requirements listed below in order to maintain a healthy catering environment:

- A meal/beverages required for an event must be provided by an LPTS Preferred Caterer.
- All buffet and self-serve style meals to be suspended until further notice.
- **No** self-service drop off meals, all catered events must be staffed.
- All food items to be plated and served.
- Coffee and other break items to be attended and served by server.
- Use of disposable food service items including utensils and dishes.
- Beverages to be served in single use containers; disposable cup, bottles or cans.
- Caterer to ensure adequate supplies to support healthy hygiene behaviors for all catering staff. Supplies include soap, hand sanitizer containing at least 60% alcohol, paper towels, and disinfectant wipes. Encourage frequent hand washing.
- Caterer to conduct daily health checks (e.g. temperature screening and/or symptom checking) of staff safely and respectfully ensuring they are not symptomatic before engaging in work-related activities, and in accordance with any applicable privacy laws and regulations. If fever or symptoms appear during work, employee must be sent home immediately upon detection.
- Catering to provide and ensure all catering staff on site are wearing appropriate PPE (e.g. face coverings/masks, and gloves) for the duration of the event.

Vendors/Event Services

All vendor/event services personnel contracted for events being held in Laws Lodge are required to utilize appropriate PPE while on-site and stay at least six feet from patrons, guests, and staff. Please note, music is permitted in the Lodge conference facilities however singing is not permitted as it creates a higher risk of spreading infectious particles. Lessee should consider alternatives to singing, including playing pre-recorded music or live instrumental music (e.g. piano, organ, and guitar – no wind instruments).

Record of Guest/Attendees– Prior to the event the Lessee is required to provide the venue with a list of persons and their contact information, telephone number preferred, attending the event and cooperate with state and/or local public official request(s) to notify attendees if linked by contact tracing to high risk of COVID-19 exposure. Notify guests that their attendance should be carefully considered and strongly discouraged if they have shown any symptoms know to be associated with COVID-19, have been exposed to an individual who is COVID-19 positive within last 14 days, or identify as a group particularly vulnerable to COVID-19 (individuals with conditions identified by the CDC as higher risk or those over 65 years old).

Venue Tours - Guided venue tours provided by appointment only Tuesday-Thursday 8:30 a.m. – 3:30 p.m. Maximum of two guests. Guests required to utilize appropriate PPE.

While we strive to adhere to these guidelines with the cooperation and participation of our patrons, guests, and service personnel, a key to our collective success in mitigating any COVID-19 related incidents in our facilities and within our community will require all of us to take an active role in the following the established guidelines for their own personal hygiene habits and practicing the social distancing requirements.

We will continue to actively monitor government policy changes, Centers for Disease Control (CDC) guidelines, government mandates, and public health announcements. This may result in making modifications to our protocols and procedures.

If you have any questions or concerns, please feel free to contact my office.

Sincerely,

Lisa Miller

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