



GPTC Conference Centers Event Operation Guidelines during COVID-19 Outbreak

Our most urgent priority throughout the COVID-19 pandemic has been the health and safety for Georgia Piedmont Technical College and its guests. Although we do not have capacity restrictions for event reservations, we still expect all guests to practice social distancing inside of the Conference Centers when possible. The list below is not exhaustive, but serves as a recommendation of considerations and measures that should be used to mitigate the exposure of COVID-19. This document may be amended as the GPTC Conference Centers will attempt to follow federal, state, local, and institutional COVID-19 guidelines.

Thank you for helping us to slow the spread of COVID-19.

Resources	
Centers for Disease Control and Prevention	<ul style="list-style-type: none"> • Event Planners and Attendees • Considerations for Restaurants and Bars • Gatherings and Community Events • Community and Faith-Based Organizations
Georgia Department of Public Health	<ul style="list-style-type: none"> • COVID 19 Information • Daily Status Report
Governor's Office	View the latest Executive Orders
DeKalb County COVID-19 Cases	View the latest cases by zip code in DeKalb County
Georgia Piedmont Technical College	FAQ & Campus Operations/Resources
COVID-19 Call Center	404.294.3700

Facility considerations:

- Guests will have limited access to specified spaces within each building. The customer's designated space(s) will be discussed and agreed upon in advance.



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- Guests will have limited access to specified spaces within each building. The customer's designated space(s) will be discussed and agreed upon in advance.
- It will be the customers' responsibility to inform their event attendees of the location of their designated location. "off limit" areas will be clearly marked with signage.
- Due to limited available staffing, and social distancing, the type of event setups available to the customer *may* be limited to:
 - Theater style with chairs *up to* 6 feet apart
 - Banquet style with no more than 6 people per round table
 - "U" shape and "open square" seating with no more than 2 people per table
 - Cleared space with minimal furniture
- No more than one event in the building at a time
- In order to allow adequate sanitizing between events, back-to-back events will not be permitted. There will be a minimum of 2 hours in between events.
- Maintain one set of doors into the space to be used as an entrance, and a separate set of doors to be used as an exit.
- The Conference Center staff will disinfect high touch areas such as door handles, light switches, chair arms, table tops, and elevator buttons.
- The GPTC Conference Centers will [post resources/flyers](#) in the building regarding COVID-19 symptoms and how to protect yourself.
- Consider broadcasting your event via webcam/virtual event platform for people who are not able to attend in person.

Customer expectations:

- Sign GPTC Conference Center liability release waiver (Pages 4-5 of this document)
- Maintain an RSVP list of event attendees
 - Remind invited guests to stay home if they have been exposed to COVID-19 in the last 14 days or are showing [COVID-19 symptoms](#)
 - Provide a plan to address the presence of any attendee who:
 - Exhibits [COVID-19 symptoms](#)
 - Has recently been in contact with a COVID-19 positive person
 - Consider keeping your list of guest who attended for potential future [contact tracing](#) needs.
 - Please notify the GPTC Conference Center if any of your attendees test positive for COVID-19 after they have attended your event.



- When guests arrive, minimize gestures that promote close contact. For example, don't shake hands, or give hugs. Instead, wave and verbally greet them.
- Masks are required on campus whenever social distancing is not possible and whenever in direct contact with someone.
- Encourage event attendees to wear Personal Protective Equipment (PPE) such as gloves and, if possible, provide it for attendees that do not bring their own.
- Discourage any event activities (ice breakers, group exercises, e.t.c.) that would require attendees to be in close physical contact.
- Provide supplies (pens, paper, etc.) to attendees as needed to discourage sharing.
- Be prepared to be as self-sustaining as possible in event execution.
- Be mindful of scheduled breaks so that socializing/mingling is limited.
- Provide frequent breaks, encouraging clean hygiene practices by event attendees. Try not to release everyone at the same time for restroom breaks.

Food considerations:

- Encourage guests to bring their own food and drinks
- Customers may arrange for individually packaged meals (boxed lunches, styrofoam boxes)
- Beverages and snacks should be individually packaged (bottled/canned drinks, wrapped snacks)
- Caterer should be ServeSafe COVID-19 trained. The trainings and resources are available at no cost on the [ServeSafe website](#).
- Drop off or plated service only; no buffets or serving lines
- If possible, food should be served on disposable products



**RELEASE, WAIVER OF LIABILITY, AND COVENANT NOT TO SUE
(READ CAREFULLY BEFORE SIGNING)**

I hereby acknowledge my awareness that _____ [Individual/
Organization Name] ("Customer") use of the _____ [Facility Name] at
Georgia Piedmont Technical College on _____ [Event Date] may expose
me and the event attendees to risk of property damage, bodily or personal injury,
including death. I understand that the risks that may be encountered include, but are
not limited to the potential transmission of the COVID-19 virus as well as other risks
that may not be foreseeable. I have been informed and understand that there are
inherent risks and dangers involved in holding this event. I knowingly and freely
assume any and all such risks and voluntarily schedule this event.

In exchange for the use of the facility, equipment, materials, and/or supplies, I hereby
waive, release, and agree to indemnify and hold forever harmless Georgia Piedmont
Technical College, the Board of the Technical College System of Georgia, the
Technical College System of Georgia, their members individually and their officers,
agents and employees from all liabilities, and the cost and expense of defending all
claims of liability, for any loss (from theft or otherwise) of or damage to (i) property
brought into the facilities by Customer or (ii) to property brought into the facilities by
any person admitted to the facilities by Customer or (iii) to property of others as the
result of the negligent or wrongful act or omission of Customer or any person admitted
to the facilities by Customer, in each case ((items (i) through (iii))), regardless of whether
Customer's negligent or wrongful act or omission caused, contributed to or aggravated
the loss or damage, and regardless of where such loss or damage occurs.

I further covenant and agree that for the consideration stated above, I hereby waive,
release, and agree to indemnify and hold forever harmless Georgia Piedmont Technical
College, the Board of the Technical College System of Georgia, the Technical College
System of Georgia, their members individually and their officers, agents and
employees from all liabilities, and the cost and expense of defending all claims of
liability, for any personal or bodily injury to persons, including death, arising out of the
use of the facilities by Customer or by any other person admitted to the facilities by
Customer (i) suffered by Customer, (ii) suffered by any person admitted to the facilities
by Customer, or (iii) suffered by any other person as a result of the acts or omissions of
Customer or any persons admitted to the facilities by Customer, in each case ((item (i)
through (iii))), regardless of whether Customer's negligent or wrongful act or omission,
caused, contributed to or aggravated the loss or damage, and regardless of where
such loss or damage occurs.



This consent is given freely and voluntarily without coercion, duress, threat or promise of any kind. I certify that I understand and have read the above carefully before signing. I understand that I am not subject to any adverse action if I do not sign.

Signature of Customer

Date

Printed Name of Customer

or