

# COVID-19 Preparedness Plan for Willmar Conference Center

Minnesota Governor Tim Walz's "Stay Safe Plan" provides a set of four phases for the safe reopening of businesses in a number of settings. Minnesota is currently in Phase III in which groups of up to 250 people with social distancing in place are allowed to gather.

Willmar Conference Center's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- Ensuring sick associates stay home and prompt identification and isolation of sick persons;
- Social distancing – associates must be at least six-feet apart;
- Associate hygiene and source controls, including face coverings;
- Workplace building and ventilation protocol;
- Workplace cleaning and disinfection protocol;
- Drop-off, pick-up and delivery practices and protocol; and
- Communications and training practices and protocol.

## Attending an Event

If you are planning on attending an event at the Willmar Conference Center, we would ask that you do the following:

1. Self-check your body temperature prior to arriving at the Willmar Conference Center.
2. If you are symptomatic, we strongly encourage you to not attend the event.
3. If you are "high risk", again we strongly encourage you to reconsider attending the event.
4. Check for COVID-19 symptoms by reviewing the MDH's [Visitor and Employee Health Screening Checklist](#) prior to arriving at the Willmar Conference Center.
5. **Remember your face mask or face covering.** A face mask or face covering must be worn in this facility as mandated by State of Minnesota Executive Order 20-81. A face mask or face covering includes a homemade cloth mask, scarf or bandana. Your mask must cover your nose and mouth.
6. Please read signage posted throughout the Willmar Conference Center directing you to open restrooms, hand sanitizing stations, registration area, entrance/exit, etc.
7. Please practice social distancing and stay 6 feet apart from others at all times.
8. Hand sanitizer stations will be provided throughout the facility.

## Current Guidelines for Events

The Minnesota Department of Health has issued specific guidelines for weddings, social events, meetings and conventions. The Willmar Conference Center will prepare your meeting, convention or event to ensure that your event complies with the current recommended COVID-19 guidelines.

## **Current Guidelines for Weddings and Social Events**

Social gatherings connected to private parties, holiday celebrations, weddings, funerals, life milestones (such as birthdays or retirements), family reunions, planned religious services, and other similar occasions that offer food or beverages (including alcoholic beverages) for on-premises consumption or that permit food or beverages to be consumed on-premises if they develop and implement an event-specific COVID-19 Preparedness Plan in accordance with guidance applicable to the venue hosting the event available at StaySafe MN ([staysafe.mn.gov](https://staysafe.mn.gov)), the guidance in this document, and the following hour and capacity requirements:

- The above planned celebrations and gatherings may not take place between the hours of 10 p.m. and 4 a.m.
  - Effective Nov. 27, 2020 at 10 p.m., these gatherings and events must not exceed 50 people; and
  - Effective Dec. 11, 2020 at 10 p.m., these gatherings and events must not exceed 25 people.
1. Tables may seat up to 6 people of the same household (must live together); non-household tables may seat up to no more than 4 people to allow for social distancing.
  2. Tables shall be set 6 feet apart from each other.
  3. Liquor vendor strongly encourages cashless transactions, if at all possible.
  4. All staff and attendees are mandated to wear a face mask or a face covering while in the facility but may remove it to enjoy food and/or drinks.
  5. Signage will be posted in the facility to direct the flow of traffic to entrance/exit doors, open restrooms, and reception area. Signage will also be posted reminding attendees to practice social distancing and to wear a face mask or face covering.

## **Current Guidelines for Meetings and Conventions**

1. Occupancy of rented room(s) is reduced to 25 percent, not to exceed 250 people.
2. All attendees must maintain social distance of 6 feet.
3. Tables (round or banquet) shall be set 6 feet from each other.
4. Liquor vendor strongly encourages cashless transactions, if at all possible.
5. Signage will be posted in the facility to direct the flow of traffic to entrance/exit doors, open restrooms, preregistration area and meeting space. Signage will also be posted reminding attendees to practice social distancing and to wear a face mask or face covering.
6. Preregistration is highly encouraged to avoid a large gathering in the registration area. Attendees may stop to pick up handouts but should not linger.
7. Staff and attendees are mandated to wear a face mask or face covering while in the facility but may remove it to enjoy food and/or drinks.

## **Contact Us**

You can reach the Sales Office at 320-444-9480. Office hours are Monday - Friday, 8:00 am to 5:00 pm. If you are thinking of booking an event and are interested in a tour, please call or email ([laurie.varpness@tpihospitality.com](mailto:laurie.varpness@tpihospitality.com)) the office for an appointment.