



Minnesota
Humanities
Event Center

MINNESOTA HUMANITIES EVENT CENTER

OUR COMMITMENT TO OUR GUESTS' SAFETY

The Minnesota Humanities Center (MHC) is committed to providing our employees and customers with a safe, clean, and healthy environment.

MHC aims to offer you and your guests a great experience when holding events at our facility. We have enhanced our cleaning protocols and our staff has been trained to use their best judgment on the implementation of all procedures in order to best keep you safe.

We are prepared and ready to welcome you back!

INTRODUCTION



When creating this commitment we took into consideration guidance related to COVID-19 from the Center for Disease Control and Prevention, the Minnesota Department of Health, and the Occupational Safety and Health Administration that addresses:

- 🔗 [COVID-19 Screening & Notification](#)
- 🔗 [Handwashing & Respiratory Etiquette](#)
- 🔗 [Social Distancing & Capacity of Event Spaces](#)
- 🔗 [Building Ventilation](#)
- 🔗 [Drop-Off, Pick-Up, & Deliveries](#)
- 🔗 [Housekeeping, Cleaning, & Disinfecting Food](#)
- 🔗 [Service](#)
- 🔗 [Communication of our Commitment](#)

We approach our commitment to you with a shared responsibility. Both our guests and our employees are critical in preventing the spread of COVID-19. To uphold a safe and healthy experience for everyone, we're asking for your cooperation. We ask that you stay home if you are exhibiting any COVID-19 symptoms or may have been exposed to someone with COVID-19 symptoms.

We ask that you acknowledge there is an inherent risk in exposure to COVID-19 in any public space where people are present. By visiting the Minnesota Humanities Center, you voluntarily assume all risk related to potential exposure to COVID-19.

We ask that you leverage the personal protection amenities we provided such as hand sanitizing stations and disinfectant wipes. Also, we ask that you wash your hands regularly, use face coverings, and uphold social distancing practices.

To fulfill our responsibility, MHC has provided additional training to its employees on how to prevent the spread of disease, provided its employees with personal protective equipment, implemented enhanced cleaning procedures, instituted new protocols limiting the number of people in the building, and implemented new food service guidelines.

MHC is also providing COVID-19 related signage and materials describing good health practices. Signage will be posted to remind guests of physical distancing guidelines and hygiene practices to prevent the spread of disease.



SCREENING FOR SIGNS & SYMPTOMS OF COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. MHC has implemented leave policies that promote employees staying at home when they are sick. MHC requires all employees to confirm that they do not have a fever and are symptom free before beginning their workday.

We encourage employees to stay home if they are starting to exhibit or they think that they have any of the COVID-19 symptoms or if they might have been exposed to someone with symptoms of COVID-19. **We ask the same of all of our guests, if you are exhibiting any COVID-19 symptoms, please stay home.** MHC's number one concern is keeping everyone safe.

NOTIFICATION OF POSSIBLE EXPOSURE

Whenever MHC has information that suggests that a guest may have been exposed to COVID-19, MHC will immediately notify the contracted organization's main contact of the possible exposure.

HANDWASHING

In an effort to support disease prevention measures, MHC has informed employees of best hand washing practices and will post fliers for guests on best hand washing practices in our restrooms. We will also have hand sanitizing stations set up in all common areas and in each meeting space for use throughout the day.

RESPIRATORY ETIQUETTE

We require that guests wear face masks/coverings upon entering and exiting the building and in all public, shared spaces (lobby, hallways, restrooms, etc.). MHC has also created posters and will encourage all people to avoid touching their face, in particular their mouth, nose, and eyes with their hands, and to use tissue, a handkerchief, or a sleeve when coughing or sneezing.



SOCIAL DISTANCING & MEETING ROOM CAPACITIES

We've always had adaptable event spaces, and now we've combined that with a flexible mindset that's ready to welcome you back in a safe and healthy way! The CDC and MDH have identified social distancing as one of the most effective strategies to stop the spread of the pandemic. MHC employees have been informed about keeping social distance while working and interacting with customers, and when performing set-up and breakdown tasks in the meeting rooms

MHC has also taken measures in all common areas to reconfigure spaces to ensure proper distancing such as rearranging or removing lobby furniture, using markers on the floor, and introducing new floor plan options for meetings to accommodate for social distancing guidelines.

BUILDING & VENTILATION

Operation of the building includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. The maximum amount of fresh air is being brought into the building, air recirculation is being limited, and ventilation systems are being properly used and maintained.

DROP-OFF, PICK-UP, & DELIVERY

We require that all people stopping by for drop-offs, pick-ups, and deliveries ring our doorbell and wait outside for someone to come and assist them to limit the amount of traffic in the building.



HOUSEKEEPING: DEEPER, MORE FREQUENT CLEANING

MHC has implemented enhanced cleaning protocols, throughout the day and after events, to frequently disinfect high-touch and high-traffic areas such as door handles (inside and out), handrails, light switches, elevator panels, railings, meeting chairs and tables, meeting spaces, rest rooms and common areas.

FOOD SERVICE

When serving food and beverages, MHC will continue to follow guidelines from the U.S. Food & Drug Administration (FDA), as well as the National Restaurant Association's longstanding ServSafe program, and other government agencies, as applicable. Our catering staff have refreshed our menus to maintain the highest quality standards while modifying service delivery and presentation to ensure guest safety. Food service staff will also be provided with freshly laundered uniforms each day.

Here are some ways we are making modifications to food and beverage service as we aim to reduce person to person contact:

- 🕒 Locations of meals, breaks, and food displays may be modified or restricted to spaces specifically reserved for each meeting or event, with physical distancing designed into every meeting set.
- 🕒 We are offering self-service buffets again; however guests must first sanitize hands.
- 🕒 Morning and afternoon breaks will include a full variety of either pre-packed or individually covered/wrapped items.
- 🕒 Individually packed beverages such as juices, water, and soda will be available. We also encourage guests to bring their own water bottle from home.
- 🕒 Self-service beverage stations will be made available; however guests must first sanitize hands.
- 🕒 Silverware will be wrapped in a napkins.
- 🕒 No communal condiments will be placed on tables. Condiments will be available upon request as single serve, disposable items.



COMMUNICATION OF OUR COMMITMENT

In order to ensure that everyone understands our commitment to your safety and the shared responsibility, all clients will receive this document via email prior to their meeting along with some other important reminders. We ask that you communicate this to your guests and meeting participants. We will post our commitment on our website for guests to review ahead of time and in the front entrance of the building. There will also be signage around the building with reminders pertaining to social distancing, mask wearing, hand sanitizing and respiratory etiquette.

MHC is committed to regularly reviewing and assessing the effectiveness of this commitment. We welcome your ideas and suggestions on how we can improve and keep everyone healthy and safe. Any questions, comments, or concerns should be directed to Nicole McMahon.

Thank you,

[Nicole McMahon](#) | Event Center Director

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