



Spooky Nook Meetings & Events

COVID Reopening Plan

Policies & Procedures

- 1. AV Equipment:** All AV equipment will be sanitized between use, including microphones, podiums and light switches
- 2. Cleaning Products:** We use cleaning agents that are registered with the EPA as hard surface disinfectants.
- 3. Hand Sanitizer:** Additional hand sanitizer stations have been placed around the facility.
- 4. High Contact Surfaces:** Any surface considered 'high traffic' will have an even more rigorous cleaning schedule, such as door handles, railings, bathroom doors, elevator buttons, etc.
- 5. High Touch Items:** High touch items such as pens, paper and mints have been removed or are single use.
- 6. Lobby Seating:** Our lobby seating area will be unavailable at this time.
- 7. Masks:** By Order of the Secretary of the Pennsylvania Department of Health, guests are required to wear face coverings (masks or face shields) at all times while in the building. The Pennsylvania Department of Health does not expect businesses to put employees in harm's way by enforcing this order.
- 8. Post-Event Cleaning:** All meeting space will be disinfected between each use to include all surfaces and audio-visual equipment.
- 9. Social Distancing:** Our teams has amended our room and seating configurations to account for proper social distancing. You can view our updated seating capacity chart [here](#).
- 10. Temperature Checks:** Temperatures checks with touchless thermometers will be done for all guests upon entry. Anyone with a temperature over 100.4 will not be permitted to enter the facility.

Food & Beverage

- 1. Meal Options:**

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- Self-serve buffets will not be an option in the immediate future. We will provide offerings for pre-packed meals or boxed meals that will be placed at each seat.
- Continental buffets and coffee breaks will focus on house-packaged, single use or refillable options.
- Additional plated, boxed, and single service meal options will be added to our convention offerings.

2. Condiments & Dishes/Utensils:

- Condiments will be single use or sanitized frequently.
- Disposable food service items including utensils and dishes will be used as frequently as possible. If disposable items are not feasible or desirable, we will ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.

Health & Safety Reminders

1. If you are feeling sick, please stay home.
2. Any guest who is part of the 'high risk population' should avoid coming to the tournament.
3. Maintain social distancing (6 feet apart) whenever possible.
4. Cover all coughs and sneezes.
5. Wash or sanitize your hands regularly, especially before and after participation in your activity.

Additional COVID Information

1. **Positive Test:** Any guest who tests positive for COVID-19 should report the positive test to [Jim Launer](#), COO of Spooky Nook Sports. If it is determined by the doctor that the individual may have exposed the virus to others, communication will be relayed to the Meeting Planner/Event Organizer.
2. **Questions/Concerns:** Any additional COVID related questions, comments, or concerns can be directed to [Jim Launer](#), COO of Spooky Nook Sports.