

Banana Factory Arts Center Private Events

We are excited to welcome you back to the Banana Factory Arts Center for private events! The safety of our guests and patrons is of utmost importance to us and ArtsQuest will continue to follow the guidance and updates from the CDC and all state and local government officials for the safety of all. Though the Banana Factory will remain closed to the public during the green phase, patrons registered in Banana Factory classes or 3rd party guests (by appointment only) are permitted.

As of July 16, 2020, the following guidelines are in place at the Banana Factory Arts Center. These guidelines are subject to change based on additional recommendations from the CDC and local and state government officials.

OUR PROMISE TO YOU:

The following standards are in place for the Banana Factory Arts Center:

Our Staff, Volunteers & Tenants

- ArtsQuest employees, volunteers and tenants are required to self-monitor their personal health and report any illness or symptoms to their superiors.
- Employees, volunteers and tenants are not to come into the Banana Factory Arts Center if they display any symptoms of COVID-19, and if they begin to feel ill while at the building they should please remove themselves immediately from the premises and inform Human Resources of any possible contamination of the building.
- Employees, volunteers and tenants are required to wear face masks in all common areas and during all interpersonal interactions including but not limited to meetings and events.
- Gloves are encouraged in all common areas and will be provided by ArtsQuest.
- Employees, volunteers and tenants are required to wash their hands and/or use hand sanitizer once every hour for the duration of their work shift or more frequently as needed based on the circumstances.

Cleaning Procedures

ArtsQuest has always strived to maintain a clean and safe environment for our staff, volunteers, tenants, and patrons. We maintain regular cleaning schedules and thoroughly clean event spaces after each use, as well as common areas daily. Here are a few of the additional steps we are taking:

- Sanitizing stations will be set-up on each floor of the Banana Factory.
- Patrons are encouraged to wash their hands at a nearby restroom.
- Cleanings of the entire building occur on Monday, Wednesday, and Friday. Additional cleanings will take place prior to and after an event.
- Room setups will include disinfectant cleaning with proper cleaners of all high touch areas and hard surfaces as well as use of UV light or an electrostatic sprayer at the conclusion of the setup.
- During an event, a cleaner must be scheduled to disinfect and sanitize all high touch point areas and restrooms on an hourly basis.

Event Operations

- Setup personnel will wear gloves and face masks during setups.
- Regular cleaning of high-touch areas, restrooms and hard surfaces will occur throughout the setup and event time for all private events.

- Indoor events and gatherings of more than 25 guests and outdoor events and gatherings of more than 250 guests are prohibited.
- Each table must be 6' away (back of chair to back of chair) and proper aisles of ingress and egress must be included.
- Signs denoting capacity limits for each restroom will be posted on-site and will be determined by use of every other stall/urinal.
- Tape will be used to demark social distancing for any line outside the bathroom and elevator.
- Front-of-house elevators will be limited to a single-family party capacity.
- An attempt should be made to stagger load-ins, guest arrivals and guest departures, to minimize overloading areas and maximize social distancing.
- The events and happenings throughout the rest of the building should be considered when scheduling to reduce the number of patrons from different parties co-mingling.
- Movement shall be contained to specific areas including entry and exits points and restrooms.

Food Service, 3rd Party Vendors & Musicians/Artists

- Our food service provider, Levy, has taken great steps to ensure that your dining experience relies on standards and procedures that allow for the safest operating environment. All food service safety guidelines will be followed, including but not limited to employee health and wellness, cleaning guidelines and compliance.
- ArtsQuest works with all 3rd party vendors, musicians, and artists to ensure that the guidelines and standards listed above are followed and executed.

Communications

- All supervisors will be discussing, communicating and enforcing these regulations with staff.
- Signs are hung throughout the site to remind both staff and patrons of these guidelines.

WHAT WE ASK OF YOU:

Patrons & Clients

Personal Protective Equipment

- Masks are required to be worn while traveling through common areas of the building, in restrooms and during all interpersonal interactions.
- Masks will not be required while patrons are seated, eating and drinking but will be encouraged on dance floors.
- Any patron not adhering to this guideline will be asked to put their mask on. If non-compliance continues after several attempts, the patron will be asked to leave the property.

Social Distancing

- Social distancing shall be practiced whenever feasible. When not feasible, face masks or physical barriers should be in use.

Health & Wellness

- All patrons and clients will be asked to self-monitor their personal health and refrain from attending events if they are exhibiting any symptoms including but not limited to: fever and chills, persistent cough, shortness of breath or difficulty breathing, muscle pain, sore throat,

new loss of taste or smell and gastrointestinal symptoms such as nausea, vomiting and diarrhea (CDC symptoms).

- Patrons are asked if they begin to feel unwell during their visit to ArtsQuest, to please remove themselves immediately and inform their instructor of any possible contamination of the building.

Contact Tracing

- Patrons are required to inform ArtsQuest of a positive COVID-19 test (not by name) if they visited our site within a two-week period of the test by emailing hr@artsquest.org.
- The event host is required and expected to keep a list of all event attendees, including their location and contact information for contact-tracing purposes.