



— PLAY NATURALLY —
BLUE SPRINGS
— PARKS & RECREATION —

DATE: October 29, 2020

FROM: Marty Bears, Vesper Hall Administrator

TO: Vesper Hall Renters

SUBJECT: Covid-19 Protocol

In an effort to reduce the spread of Covid-19, the following protocol has been enacted at Vesper Hall. Please be familiar with the follow, and enact during your event.

1. Renter must inform guests that they must wear a face mask during event.
2. Table/chair setup must adhere to the 6-foot protocol as suggested by the Jackson County Health Dept.
3. Renters must have a supply of masks on hand, for those that enter the building without one.
4. Renters are required to announce to guests that they must wear their face mask while inside the building.
5. Renters are encouraged to have seating arrangements for all guests.
6. Renters are encouraged to track attendance of their guests.
7. Renters are responsible to communicate with their guests if a positive case is identified.
8. Renters are encouraged to use disposable tableware.
9. Renters are encouraged to have servers dish up the guest's plate during buffet service rather than have multiple handling of service ware.

During the event the rental attendant will sanitize touch points of rooms that are in use, including the restroom and lobby.

Sanitizing stations for public use are located at the east and west entrances.

Protocol signage created by Jackson County Health Department is posted in restrooms.

Questions may be directed to myself by emailing mbears@bluespringsgov.com or calling 816.228.0181