

GLENSHEEN VENUE RENTAL PLAN

(COVID-19 Business Preparedness Plan: Venue Rental Addendum)

Last edited 4/30/2021

During a ceremony at Glensheen, all considerations outlined in [Glensheen's Sunrise Plan 'COVID-19 Business Preparedness Plan'](#) must be followed in addition to the requirements listed in this Venue Rental Addendum. *Information adapted from Minnesota's Covid-19 Preparedness Plan Guidance: Requirements for Indoor and Outdoor Venues*

Posting Location of the Plan

- This plan will be posted in the Gardener's Cottage offices of Regina Christensen and Emma Deaner. This plan is to be reviewed by all leadership, staff, and volunteers.

Health Screening and "Stay at Home"

- A. Health screenings questions will be posted at entrance to Glensheen
- B. Prior to the day of the event, the Glensheen Event Manager will distribute to the client, information to pass along to all wedding attendees and participants. The information will include expectations to be taken upon arrival and health and safety precautions.

Occupancy

- A. Determining Occupant Capacity
 - a. Occupancy must be reduced to accommodate for the required social distancing of at least 6 feet between people who do not live in the same household or between groups. Groups are further defined:
 - i. Guests may attend with a group and are not required to maintain social distancing from other group members, provided the group does not exceed 6 people. Social distancing of at least 6-feet must be maintained between all groups while in attendance.
 - b. Performers - As a general rule, Glensheen does not have a separate space or stage for performers. As a result, they MUST be included as "occupants" of the venue.
 - c. Workers - As a general rule, Glensheen does have a separate prep area for Glensheen staff or catering staff. As a result, they DO NOT need to be included as "occupants" of the venue.
 - d. Children/Infants - If a guest is a child or infant, the child or infant is counted as an individual occupant.
- B. Indoor Occupancy - **must not exceed 50% of total occupancy**
 - a. Amusement Room 100% occupancy = 80; **50% occupancy = 40 people**
 - b. Winter Garden 100% occupancy = 120, **50% occupancy = 60 people**
- C. Outdoor Occupancy - **must not exceed 250 people**
- D. Glensheen Maximum Occupancy Policy

- a. The Event Manager will request seating charts from the client with assigned seating pertaining to households or groups. During the seating, Event Staff will have a copy of the seating assignments to verify seating arrangements.
- b. Upon arrival of the guests, Event Staff will have a clicker at entry to ensure the guest count is not exceeded. Guests arriving after the capacity has been met will not be permitted onto the property.

Access and Arrival

- A. Upon arrival of the guests, Event Staff will have a clicker at entry to ensure the guest count is not exceeded. Guests arriving after the capacity has been met will not be permitted onto the property.
- B. Event manager is to evaluate traffic patterns to reduce crowding at entrances, in hallways, and common areas.

Seating Assignments

- A. Guests will have an individually assigned seat or similar accommodation. Guests must remain seated during a ceremony or reception (unless entering or exiting, accessing the restroom, or touring the estate).
- B. Social distancing of at least 6-feet will be maintained between all guests from different groups (groups must not exceed 6 people). Only persons from the same group may be seated directly next to one-another where social distancing of at least 6-feet is not maintained.
- C. Table Size
 - a. Table size is limited to 6 and guests must be seated while eating and drinking.
- D. Eating or Drinking On-Site
 - a. Guests must be seated in designated areas whenever eating or drinking at Glensheen. Consumption of food and beverage is only permitted between the hours of 4:00 a.m. and 11:00 p.m. Water is permitted after 11:00 p.m. and before 4:00 a.m., but individuals must be socially distanced from others when removing a face covering to drink water.
 - i. The Event Manager will request a seating chart from the client with assigned areas pertaining to households or groups for the ceremony. The Event Manager will request table assignments from the client with assigned areas for eating and drinking pertaining to households or groups. During the seating(s), Event Staff will have a copy of the seating assignments to assist with seating arrangements.
 - 1. Seating Chart will be applicable to:
 - a. Ceremony
 - 2. Table Assignments will be applicable to
 - a. SOCIAL HOUR - Guests must be in designated areas whenever eating or drinking at Glensheen.
 - b. DINNER - Guests must be in designated areas whenever eating or drinking at Glensheen.

Maintain Social Distance Between People

- A. Guests may attend with a group and are not required to maintain social distancing from other group members, provided the group does not exceed 6 people. Social distancing of at least 6-feet must be maintained between all groups while in attendance.
- B. Members of each group must not co-mingle with other groups if social distancing cannot be maintained between members of different groups.

Hand Hygiene Practices

- A. Sanitization stations will be provided in least two locations 1) at event entrance and 2) in prominent places at each event location.
 - a. Sanitization stations must include:
 - i. sanitizer, tissue, masks, small garbage bin.
 - ii. Hand washing sign (choose one with hand sanitizer):
<https://www.health.state.mn.us/people/handhygiene/materials.html>
<https://www.health.state.mn.us/people/handhygiene/clean/howrub.pdf>
 - iii. Cover your cough sign:
<https://www.health.state.mn.us/people/cyc/index.html>

Use of Face Coverings

- A. When INDOORS or OUTDOORS, it is REQUIRED that all attendees of a venue rental, including the couple to be wed, be masked at all times, except when eating or drinking; however, physical distancing must be practiced when eating or drinking.
 - i. INDOORS - Effective July 1, 2020 all University of Minnesota Duluth students, faculty, staff, and visitors are required to use an appropriate face covering at all times when in any enclosed or indoor space on University campuses, with the following exceptions as they pertain to Glensheen events:
 - 1. When eating or drinking; however, physical distancing must be practiced.
 - 2. If you require accommodations for health or disability reasons, guests should contact UMD [Disability Resources](#)
 - 3. An individual with a religious accommodation through Equal Opportunity and Affirmative Action.
 - ii. OUTDOORS - According to the State of MN, all workers and patrons are required to wear face coverings at all times when in a venue, whether indoors or outdoors, subject to the exemptions and allowances for temporary removal of face coverings in Executive Order 20-81 (as amended by Executive Order 21-11)
- B. Tents - A tent at Glensheen has two classifications:
 - a. A tent is considered an **enclosed (indoor) space** if 2 or more sides of the tent are down.
 - b. A tent is considered an **outdoor space** if zero or 1 side(s) of the tent are down.

- C. Please note, cloth face coverings are not a substitute for maintaining physical distance of 6 feet from other people outside of your household or group.

Cleaning and Disinfecting

- A. Clean Team members must be present during the course of the event, with cleaning rounds limited to the locations of the event, e.g. bathrooms, portables, grounds, mansion, venue locations
- B. Glensheen Clean Team Checklist:
<https://docs.google.com/document/d/1qcDKKSTLceUW24nzzfqHCzCAOZpQ6U73jaQotdz2Qns/edit?usp=sharing>
 - a. Additional high-touch surfaces to be disinfected or cleaned, variable by event:
 - i. Disinfect all chairs and tables, before and after event
 - ii. Disinfect all AV equipment/podiums/screens, before and after use
 - iii. Disinfect all decor items such as candles, vases and charger plates, before and after event
 - iv. Disinfect all signage, before and after event
 - v. Disinfect all restroom door handles, sinks and toilets, frequently
 - vi. Clean and disinfect Gardeners Cottage, before and after use
 - vii. Disinfect all skirting clips and table skirts, before and after use
 - viii. Disinfect photobooth frequently

Food & Beverage Service

- A. All food and beverage service at Glensheen must be via one of the approved vendors.
 - a. Approved food and beverages providers will provide service according to the Industry Guidance for Safely Reopening: Restaurants & Bars.
- B. Additionally, the following requirements must be observed
 - a. Ensure social queuing is established to provide and promote social distancing between workers and guests waiting in line to make food or beverage selections. Cones or other markers will be provided to assist with social queuing.
 - b. Guests must be seated in designated seating areas whenever eating or drinking at Glensheen. Consumption of food and beverage is only permitted between the hours of 4:00 a.m. and 11:00 p.m. Water is permitted after 11:00 p.m. and before 4:00 a.m., but individuals must be socially distanced from others when removing a face covering to drink water.

Live Entertainment (musicians, etc.)

- A. Live musicians are permitted with a separation of at least 12-feet between performers and guests.
- B. Musicians must wear masks at all times.
- C. Performers must remain within the designated performance area and are not permitted to intermingle with guests.

Incident Management

- A. Event Staff will contact the Event Manager to respond to any incident of guests not following the safety requirements. This includes occupant capacity, social distancing and use of face coverings.
- B. Event Manager will train Event Staff to report and respond to social-distancing challenges while carrying out their work, and how to respond to difficult situations, unsafe conditions, and emergencies.

Drop-off, pickup-up, and delivery practices and protocols

- A. Receive deliveries of event supplies via contactless method whenever possible.
- B. Provide for contactless deliveries that promote delivery at a doorstep, where persons maintain a distance of at least 6-feet away while verifying receipt of the delivery.
- C. Staff must maintain a distance of 6-feet or greater from others during interactions while receiving or exchanging deliveries.
- D. When handling a client's decor, the Event Manager and Event Staff must wear gloves when handling all items.

Pre-Event Communication to Venue Rental Attendees

- Prior to the day of the event, the Glensheen Event Manager will distribute to the venue renter, information to pass along to all wedding attendees and participants. The information will include expectations to be taken upon arrival and health and safety precautions.
 - A. We ask that you pass along this information to all wedding attendees and participants. This will help everyone to be aware of the expectations when arriving onsite and to be aware of the added precautions that will be taken prior to your arrival at Glensheen.
 - B. Glensheen encourages all "at risk" members of vulnerable populations to stay home and participate in ceremonies remotely.
 - C. Notify attendees that they are expected to self screen.
<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>
 - D. People should also stay home if they have a household member experiencing symptoms compatible with COVID-19. Refer to CDC's What to Do If You are Sick or Caring for Someone Who is Sick
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>
 - E. Additionally, people should stay home if they have had recent out-of-continent travel.
 - F. Glensheen Mask policy
 - G. Physical distancing notification
 - H. Clean team notification

Information for Ceremony or Wedding Planners (Officiant, musicians, speakers)

- A. Singing - Singing is allowed by the vocalist or musician only, who will be at least 12 feet from guests. Masks are required. Singing is a higher-risk activity as it more forcefully expels respiratory droplets than speaking. The act of signing may contribute to transmission of COVID-19, possibly through emission of aerosols. Therefore, singing is

allowed only by the vocalist or musician. Ceremony planners are encouraged to arrange pre-recorded music.

- B. Shared Items - Personal equipment, items used in ceremonies, microphones, and phones should not be shared or, if shared, should be disinfected after each use.
- C. Programs - If programs are being used, consider a way to distribute them electronically, for example using projectors to display texts or provide electronic copies of text for services to participants to access on their personal devices prior to ceremony.
 - a. If printed programs will be utilized, distribute them in a way that minimizes contact by anyone but the service participant.
- D. Processionals and Recessionals - Processionals and recessionals should only be done in a manner that maintains at least 6 feet of distance between people from different households.
 - a. The Event Manager will work with your ceremony planner to make this happen.
- E. Avoid Physical Contact - Adapt practices during services to avoid physical contact or passing objects between individuals (e.g. greetings, collection baskets)
- F. Consider implementing user directed entering and exiting of seating areas to maintain proper social distancing.
- G. Avoid Congestion - Large gatherings should utilize different entrances, staggered arrival and departure times, and other mechanisms to avoid congestion at entry and exit points.
 - a. Guests will be seated with their household or group during the ceremony + reception. Ushers will dismiss guests after the ceremony based on household or group to encourage physical distancing from other guests.
- H. Food - Food should not be shared communally. Any food or beverages at Glensheen must be distributed by a Glensheen-approved caterer in accordance with State of Minnesota safety guidelines.
- I. Maximum Occupancy Policy
 - a. The Event Manager will request a seating chart or table assignments from the client with assigned seating pertaining to households or groups. During the seating, Event Staff will have a copy of the seating assignments to verify seating arrangements.
 - b. Upon arrival of the guests, Event Staff will have a clicker at entry to ensure the guest count is not exceeded. Guests arriving after the capacity has been met will not be permitted onto the property.
- J. Dancing - Dancing is permitted as long as it is in a manner that maintains at least 6 feet of distance between people from different households. Masks required.
- K. Photography - When taking pictures of a single person or a couple/group from the same household, the subjects should wear masks as they get into position and keep the mask on until the photographer provides a command to remove masks and take the picture. Time spent without wearing masks should be very brief. People should replace their masks as soon as photos are done.
- L. Golf Cart - Upon advanced request, Glensheen has a golf cart available to shuttle up to 2 persons in the rear-facing seats. The golf cart will be driven by a Glensheen employee for the purposes of increasing accessibility.

Event Execution Responsibilities

- A. Event manager is to evaluate traffic patterns to reduce crowding at entrances, in hallways, and common areas.
- B. Limit the number of people in restrooms at the same time.
- C. Provide sanitization stations in at least two locations 1) at event entrance and 2) in prominent places at each event location.
 - a. Sanitization stations must include:
 - i. sanitizer, tissue, masks, small garbage bin.
 - ii. Hand washing sign (choose one with hand sanitizer):
<https://www.health.state.mn.us/people/handhygiene/materials.html>
<https://www.health.state.mn.us/people/handhygiene/clean/howrub.pdf>
 - iii. Cover your cough sign:
<https://www.health.state.mn.us/people/cyc/index.html>
- D. Food should not be shared communally.
- E. Community drinking stations and water-fountains should not be available/used.
- F. Windows & Fans - for indoor events, windows should be open, when feasible, and fans should be positioned to aid in fresh air distribution. Fans should be positioned to minimize air-flow from blowing across people.
- G. Limit the equipment, products, or items touched by participants while at Glensheen.
- H. Glensheen Maximum Occupancy Policy
 - a. The Event Manager will request a seating chart or table assignments from the client with assigned seating pertaining to households or groups. During the seating, Event Staff will have a copy of the seating assignments to verify seating arrangements.
 - b. Upon arrival of the guests, Event Staff will have a clicker at entry to ensure the guest count is not exceeded. Guests arriving after the capacity has been met will not be permitted onto the property.
- I. The Event Manager will train and instruct Event Staff to address situations where participants or attendees appear to be sick or symptomatic and assist them in leaving
- J. Break Schedule & Break Location
 - a. Employee breaks will be staggered to reduce employee interactions.
 - b. The break rooms will be the Carriage House Kitchen, Fireplace Room, Wood Room, outdoors by the Carriage House or Ticket House or off site.
- K. Upon staff arrival, COVID-19 Policies will be addressed by the Event Manager with each employee.

Contact Information

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