



Spartanburg Memorial Auditorium
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DATE: February 5, 2021
EVENT: All 2021 Dance Competitions
FROM: Scott Ellis, Event & Production Manager
SUBJECT: Spartanburg Memorial Auditorium (SMA) COVID-19 Cleaning Procedures

THE BUDD GROUP – Professional Disinfection Service

Our greatest priority during this pandemic, is the safety and well-being of our guests, clients, and staff. We want our guest's complete confidence that we are doing everything we can to keep them safe! SMA's Board of Commissioners has mandated SMA management to contract with **The Budd Group**, a company who specializes in delivering professional disinfection services, to provide a customized disinfectant strategy that's meant to maximize facility health and safety. The Budd Group only uses disinfectants and techniques approved by the U.S. Center for Disease Control, the U.S. Environmental Protection Agency, and the South Carolina Department of Health and Environmental Control. Their trained technicians will perform two spray applications per month (Feb.-May) to maintain a continuous antimicrobial barrier and a germ-free environment. The first spray treatment will use electrostatic sprayers with UVC-light technology to safely disinfect and restore all areas of our lobby, theater, and backstage. The second spray treatment applies an antimicrobial barrier to all surfaces that destroys germs, bacteria, and microbes on contact. SMA and Dance staffs' daily cleaning protocols will not deteriorate the effectiveness of the antimicrobial barrier.

The cost for each dance competition will be **\$1750.00** and will be a line-item fee that will appear on our final settlement sheet/invoice that we will send you. The Budd Group will provide a disinfection certificate for each competition that we will keep in your show folder along with your signed contract, COI, and Waiver and General Release of Liability Form. We believe this cleaning certificate along with your waiver form will provide us all more protection if any claims may arise in the future.

Thank you for your partnership and doing your part to provide the upmost safety for our guests and our respective staffs.

Spartanburg Memorial Auditorium Board and Management

COVID-19 Safety Procedures Overview

- SMA will have separate areas for guests to enter and exit the venue.
- SMA has a passenger elevator for guests with physical disabilities that must be used for entry and exit. The elevator will be limited to the special-needs patron and his/her party only.
- SMA will contract a professional disinfection company to provide an antimicrobial shield to all surfaces.
- SMA housekeeping staff will regularly clean and disinfect all restrooms.
- SMA will have COVID-19 related signage posted at all entry doors and throughout the venue to inform our guests about our safety procedures and social distancing guidelines.
- SMA employees and contracted labor are asked to report symptoms and temperatures daily. Anyone showing symptoms of COVID-19 or who has a temperature at or above 100.4 is required to remain home and to quarantine for 14 days.
- Patrons who are showing symptoms related to COVID-19 are asked to stay home, denied entry, and given a full refund (Ticketmaster shows only).
- Pod Seating: Tickets and Yellow Rope (for non-ticketed events) will be used to group seats together into pods of 2 and 4. The pod system will be used for every other row which will provide each group of ticket holders or family members the required space for physical distancing.
- SMA will provide guests limited food and beverage options. All items will be pre-packaged. All concession equipment and workers will be behind a plexiglass barrier.

Daily Cleaning/Disinfecting Plan

- SMA custodial staff will daily and routinely sanitize all high-used areas of our theater consisting of restrooms, lobby, elevator, seated area, stage, and backstage areas. Sanitization solutions, equipment, and practices will adhere to guidance supplied by the U.S. Center for Disease Control, the U.S. Environmental Protection Agency, and the South Carolina Department of Health and Environmental Control.

SMA COVID-19 Polices

- SMA will provide hand sanitizer and disposable gloves to our box office staff, event staff, and concession staff.
- SMA will use floor markers to remind guests to maintain a safe distance while waiting in lines to our ticket office, lobby entrance, and concession stand.
- SMA will provide our guests with hand sanitizer stations throughout the lobby area.
- SMA has an isolated room in our lobby area that will be designated for a guest with COVID-19 symptoms. SMA's objective, with its safety checks in place at the lobby entrance, is to identify a guest(s) with possible COVID-19 symptoms at the entrance and prevent entry into the facility.