



COVID-19 Cleaning Guidelines

The Seaside Civic and Convention Center is currently following Phase 2 “Venue and Event Operators” guidelines with enhanced cleaning procedures for the safety of attendees, exhibitors, staff, and community partners. The following guidelines will continue to be updated in consultation with County and State Health Officials.

Policy and Procedures

Our team is committed to upholding the highest standards of cleanliness throughout our facility. Considering the dramatic changes to public health guidance due to the COVID-19 pandemic, we have updated or enhanced many of our cleaning and safety protocols to help ensure the safety and security of our employees and everyone who walks through our doors. Current plans and protocols are outlined below. We expect to build on these plans as new information becomes available.

We have added multiple layers of stringent cleaning and disinfecting

- Before each workday we wipe down all surfaces and touch points throughout the facility.
- Sanitation protocols occur every 24 hours if the space is occupied for less than 12 hours, or at least every eight hours for a workplace occupied 12 hours or more.
- Office cleaning procedures include sanitizing counters, door/cabinet/refrigerator handles, water and ice dispenser, handheld radios, tv remote, copy machine, first-aid cabinet, light switches, thermostat controls, and coffee machine.
- Hand sanitizer stations will be available at all main entrances and elevators.
- Electrostatic Disinfectant Sprayer will be used to sanitize all restrooms and meeting space before and after events.
- Restrooms are regularly and thoroughly disinfected during event hours. Restrooms feature touch-free soap dispensers, sink faucets, toilet fixtures, urinal fixtures, paper-towel dispensers, toilet paper dispensers and hand dryers. The touch-free designs reduce cross-contamination and encourage better hygiene.
- All touchpoints are disinfected on a continual basis during event hours and overnight. Touchpoints include stair handrails, door handles, door crash-bars, elevator, vending machines, and ATM buttons.

Physical-Distancing and Mask Practices:

- Masks are required to be worn in the building according to current OHA guidelines.
- Place safe distance reminders in all pre-function areas.
- Professional sneeze guard shield placed at registration counter.
- Print signage in public areas, including restrooms, reminds guest of important hygiene measures, wearing of masks and physical distancing.
- Capacity diagrams for all meeting space will be revised to meet current State and Federal physical distancing guidelines.
- All public areas will be configured to include wider aisles and orderly queues, where needed. Some walkways will be designated “one way.”
- Where possible, public access doors will be designated as either entrance or exit only, to limit cross attendee traffic and personal contact.

Food and Beverage Operations:

- All catering operations have been assessed and updated to align with best practices for safety and hygiene. Protocols include, but are not limited to:
- Buffets have been replaced with pre-served options.
- When indoor service is allowed according to OHA guidance, all seating configurations & capacities will comply with current Restaurant and Bar Guidelines.
- Kitchens have been redesigned to meet physical distancing standards.

SCCC Staff Protocols & Training:

- All employees receive COVID-19 awareness training and continuous education for their roles.
- We instruct our employees to stay home when they feel ill, and to inform Human Resources immediately if they are aware of any possible exposure to COVID-19.

If we are alerted to a presumptive case of COVID-19 at the SCCC, we will work with the Oregon Department of Health to follow the appropriate actions recommended.

**Information is subject to change according to current recommended guidelines.*

Updated 2/5/2021. We are closely monitoring further guidance from the CDC, WHO and Oregon Health Authority. We will continue to update our procedures as new information becomes available.