

## Kauffman Foundation Conference Center Reopening Guidelines

(updated September 2021)

The Kauffman Foundation Conference Center is excited to welcome back non-profits for meetings and convenings. Based on current CDC and local government guidance, we have the current guidelines in place for your safety and the safety of our staff. As things continue to change, we will update our guidelines accordingly.

- We ask that clients share the current safety guidelines in place by the Kauffman Foundation Conference Center, and any additional relevant information, with all attendees so they are informed before arrival. Clients should track in-person attendance in case contact tracing is required.
- All guests must wear masks in the Conference Center when not eating or drinking. Masks are available at the lobby desk. Please communicate this to attendees prior to arrival. If someone is not able to wear a mask (for medical reasons or something similar) then we must be notified in advance so we can look at other options for meeting participation. Conference Center and catering staff will not enter the room unless masks are properly worn by all attendees.
- Staff will allow plenty of time in between meetings that utilize the same room for cleaning of all counter tops, tabletops, armchairs, lectern, and A/V equipment. Restrooms and high-touch points around the Conference Center are wiped down on a regular basis. Hand sanitizer and wipes will be available throughout the Conference Center.
- CAPACITY: all rooms will be at 50% capacity
  - Round tables will seat up to a maximum of 5 people per table, when seated all around. Crescent style seating will have a maximum of 3 people per table.
  - Our 5' tables can seat one person per table.
  - We will not be allowing theater style seating in any of the rooms at this time.
  - Tables and chairs cannot be moved or added to any rooms by guests.
  - Receptions will also be limited to 50% capacity per the room that is reserved.
- Adapters have been added to water, iced tea, and coffee dispensers to become touchless. Cold and room temp food will be packaged individually and setup on a buffet. Buffets with hot options will be reviewed and planned with a Conference Center staff member. All bulk snacks and appetizers will be individually boxed or bagged. (Please see our updated menu to see what is currently available).
- Rooms will be available for setup or early arrivals 30 minutes prior to meeting start time. Staff will enter room 15 minutes after scheduled end time of meeting to begin clean-up. If additional time is required, please make these arrangements in advance.

- Please talk with conference center staff as soon as your meeting is reserved about any AV requests, especially meetings that have virtual components.
- Organizations may request their attendees provide proof of vaccination status or negative COVID test in order to attend in-person meetings. Event organizers collecting this information are making the request on behalf of the hosting organization and it does not reflect the Kauffman Foundation or Conference Center's COVID policy or requirements.
- There is currently not a business center available with computers and a printer/fax.

Notice at Conference Center entrance:

"Under Missouri law, any individual entering the premises or engaging the services of the business waives all civil liability against the individual or entity for any damages based on inherent risks associated with an exposure or potential exposure to COVID-19, except for recklessness or willful misconduct."