

The  
Edison Ballroom  
*New York*

## Edison Ballroom COVID-19 Action Plans

We have been working around the clock disinfecting and cleaning our venues and taking necessary measures going above and beyond to ensure that we maintain a sanitary environment.

Your safety is our top priority. We have been in constant communication with the New York City Department of Health & CDC (Centers for Disease Control and Prevention) regarding the Coronavirus (COVID-19). We continue to follow their direction and will adhere to their guidelines moving forward during this time of uncertainty.

The following pages will show you our policy and guidelines moving forward as we continue to operate in this new environment.

The  
Edison Ballroom  
*New York*

## EDISON ROOFTOP

### Open Space

The Edison Rooftop has the solution. The rooftop is 100% open air space. In a recent survey, guests prefer open space in a during these COVID times. Many of our already booked events have made the move up to the Edison Rooftop. The roof is RETRACTABLE! You can open it up and close it up as you please. The windows also come down all the way around. The roof and walls turn into 100% air.

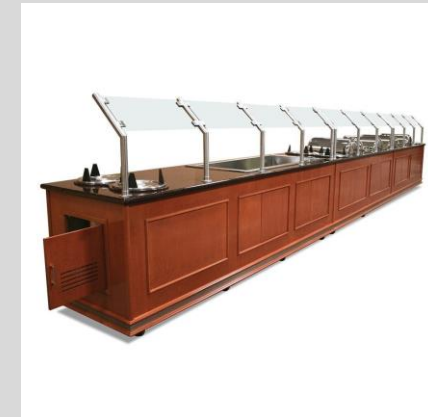


The  
Edison Ballroom  
New York

## Diamond Buffet

Food safety is and airborne illnesses are now major concerns and we now have the solutions to enjoy the variety of our fully covered and protected buffet's. Introducing the Diamond Cut Buffet: Diamond cut plate glass with airborne killing technology. Buffet's now safer than ever and you enjoy custom designed Sneeze Guards, Protective Shields, Food Coverings and Social Distancing Stickers for all of our buffet events. You will enjoy brand new sparkling customizable buffet's for any event style.

Our acrylic sneeze guards help maintain social distancing rules and reinforce public health practices. These clear plastic barriers, also known as splash shields, help safeguard workers and guests from the spread of seasonal or airborne illnesses by creating physical spacing between people, airborne killing diamond plate glass, and fully sanitized and protected chef at each station.



## Edison Ballroom COVID-19 Action Plans EMPLOYEE POLICY

### PURPOSE:

To prevent the spread of the COVID-19 virus by implementing new practices and procedures.

### SCOPE:

This procedure applies to all employees who encounter other employees, guests, food, or host in which the virus may be transferred. Heavily focused education and coaching for on-call staff.

### A. Oversight:

City Wide Meeting Operations Food Safety Manager to lead effort

Each Department: Banquets, Meeting Set-Up, Culinary and Stewarding to assign a departmental cleaning ambassador to check on handwashing and general cleanliness for front and back of house areas

Weekly (or more/less as needed) meeting with ambassadors from each department to share updates/challenges/topics

Increased training and coaching revolving around hygiene and sanitation

Increased managerial observation around general cleanliness

### B. Employee Hygiene:

No handshakes or hugs – use other methods to greet one another without contact

Create habits and reminders to avoid touching face and cover coughs and sneezes

Value personal space – if possible, maintain 6-8 feet distance, or stepping back when proximity isn't needed

Remind team around proper hand washing practices and post on employee board - hand washing for a minimum of 20 seconds, it's practice in health and well-being of our guests

Hands washed before shift and during (when face is touched, after going to restroom, cough, sneeze etc) Temperature checks done where legally or socially available



The  
Edison Ballroom  
New York

## Edison Ballroom COVID-19 Action Plans EMPLOYEE POLICY

### C. Management Action:

Encourage staff to stay home if sick, educate on importance

Remind team “if you are sick to stay home until they are free of respiratory illness, or to go home if they become sick during the workday.”

Departmental manager may send team member to well nurse for checkup in case there are concerns around someone’s state of health

Team regarding reporting sickness and check in with on-site well nurse for any questions

Managers may send employees home if they appear to be sick

### D. Back of House Recommendations:

Add additional hand sanitizers throughout

Handwashing log for any team in contact with food

Handwashing signage is prominently displayed in all areas

Share log of dishwasher temperatures

Increase frequency of internal inspection in kitchen/ storage areas

Increase managerial observation around general cleanliness of utensils and equipment

Continually monitor public and back of house restrooms and make sure all supplies are stocked and working properly

Continually check faucets in restrooms and back of house to assure there is cold and hot water

Wipe down hard surfaces with antibacterial/antiviral sprays as often as possible (every 4 hours)

Routinely clean and disinfect surfaces and objects that are frequently touched

Restrooms additional signage on handwashing

Chefs and food handlers should wear gloves at all times

Disposable gloves to be changed when (always handwashing in-between)



The  
Edison Ballroom  
New York

## Edison Ballroom COVID-19 Action Plans FRONT OF HOUSE



### E. Front of House Recommendations:

Handwashing log for anyone in contact with customers

Increase managerial observation around general cleanliness of utensils and equipment

Continually monitor public and back of house restrooms and make sure all supplies are stocked and working properly

Continually check faucets in restrooms and back of house to assure there is cold and hot Water. Additional education for all Coffee Break and Banquet Bar staff on proper product storage. and set up procedures; heavy focus on handling service ware

Add additional hand sanitizers throughout.

Place hand sanitizers at the beginning of each buffet line or the entrance of the meeting space. Wipe down hard surfaces with antibacterial/antiviral sprays as often as possible (every 4 hours) Routinely clean and disinfect surfaces and objects that are frequently touched. Restrooms additional signage on handwashing

Reduce water (bubblers) setup stations

Consider high quality packaged items for all buffets and cash sales when practical

During setup of utensils for meals and service of event – banquet servers' team to wear disposable gloves

All servers wear gloves, Banquet Bars and Bar Service focus on proper product storage and set up; keeping ice sanitary, process for cleaning and maintaining partially consumed product. Frequently change the serving utensils (ladles, tongs, and spatulas) during service times. Make sure there is an under liner for serving utensils

For COD station increase portable handwashing station

Recommend Plated meals vs. buffet meals where appropriate (Boxed lunch in lieu of Cold buffets. All utensils sanitized every 30 minutes.

Offer staff to serve at the buffet stations in order to minimize contamination

Offer staff to serve at beverage stations and/or coffee station.



The  
Edison Ballroom  
*New York*

## Edison Ballroom COVID-19 Action Plans COMMON AREAS

### F. Common Area Recommendations:

Increased hand sanitizer in meeting and public spaces

Adding sanitizing wipes in meeting rooms so commonly used surfaces can be self-cleaned  
Increased frequency of cleaning and sanitizing in Public Areas, with attention being paid to high-touch points such as door handles, desks, railings, and elevator buttons.

Restrooms are also being attended to more frequently.

Increased signage about the importance of hand sanitation in restrooms.

Require sanitizing for all microphones and speaker monitors.

Increased frequency of physical cleaning and usage of appropriate disinfectant for lecterns, trash receptacles, water stations, chairs, registration tables, easels and other high touch pieces of meeting equipment

Routinely clean and sanitize all surfaces during room refresh

Masks and Gloves are available for guests who choose to use them

Covered trash bins available for disposal of gloves and masks

Provide virtual meeting attendance options in partnership with AV

Modify Care Stations with specific guidance on what to include.

Consider modifying room capacities to allow for greater spacing

- a) Suggest 2 per 6' or greater spacing for meeting sets
- b) Consider all seating arrangements for best distancing
- c) Provide standing space in rear of room for self-distancing
- d) Stop providing items that can't easily be sanitized like: pads, pens.



The  
Edison Ballroom  
New York

## Edison Ballroom COVID-19 Action Plans VENDORS



### G. Vendors:

Vendors must comply with additional safety measures  
Vendor staff must sanitize hands upon arrival and wear appropriate face masks if required  
Update vendor agreements to include minimum standards for safety and sanitation  
Where applicable, products must be sanitized (iodine or other recommended solution) prior to entering





The  
Edison Ballroom  
*New York*

## Upgraded Options

Edison Ballroom has third party contracts available for those Clients who want the utmost protection. The following 3 pages are dedicated to those Clients who don't mind paying for piece of mind during these unpredictable times.

These safer precautions are a great way to tell your guests you really care about them and make them feel a little more at ease. A third party company will come in and facilitate all procedures. There will be an additional cost and insurance documents to fill out prior to securing these vendors.

You will work with your sales person to contract these services. please see the next 3 pages.....

The  
Edison Ballroom  
New York

## Edison Ballroom COVID-19 Action Plans Temperature Monitoring System Extreme Measure Policy (For Clients who prefer)

Surface Temperature Monitoring for First Level Screening with Mobotix Thermal Camera. Threshold and Area Camera's

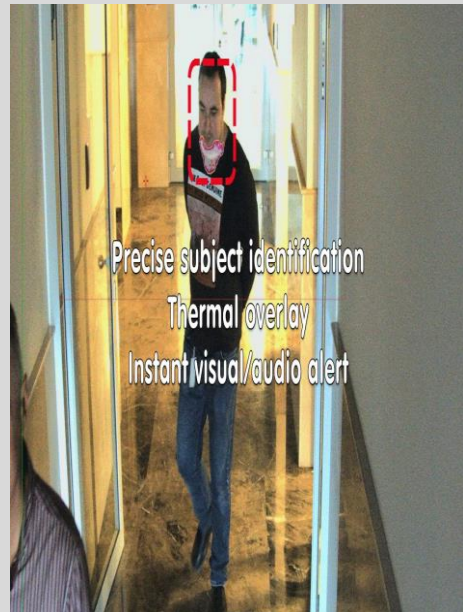
Advantages of Mobotix Thermal Camera:

The camera has 3 viewing angles to choose from, allowing remote detection (5m, 10m, 20m, etc.). Thus, eliminating the need for the personnel on standby to be in contact with human crowd and the person with increased body temperature to be identified quickly and reliably, and to be isolated for more exact testing.

Recordable footages with double vision only with Mobotix that combines two aspect, respecting the privacy aspect and at the same time optimal video surveillance.

Double vision (thermal + color lens) makes it possible to detect the person's temperature, raise the alarm on a remote observer station and provide a color image making it possible to identify the person with increased body temperature immediately.

Live monitoring on a PC monitor with automatic alarm reporting and alert from a distance, defined by temperature limits or temperature ranges.



The  
Edison Ballroom  
New York

## Social Distancing Coat Check

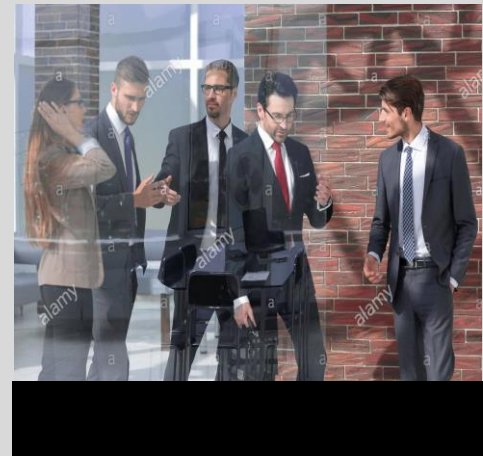
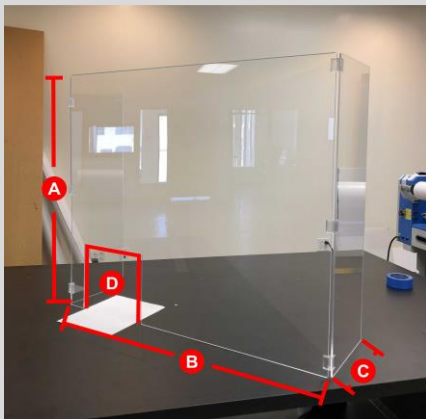
### SOCIAL DISTANCING FLOOR STICKERS

Get a Free Quote from [TOWERSIGNS@GMAIL.COM](mailto:TOWERSIGNS@GMAIL.COM)  
Tel. 718-335-0007 · 917-217-6939 · 516-283-2133



We will have barriers between each line at the coat check so only one person can be at the coat check at the same time. The barriers will rotate so that coat check will also be protected once the guest is leaving as well.

Social Distancing Stickers will be placed on the floors creating physical spacing between people.



The  
Edison Ballroom  
New York

## Edison Ballroom COVID-19 Action Plans GERMICIDAL UV LIGHT



UV light can actually help keep us humans healthy by killing off mold spores, bacteria, viruses, and pollen spores. That's good news for all of us: In high enough quantities, these microorganisms can cause respiratory ailments and even lead to more significant health problems like asthma and cognitive issues.

### Benefits of a germicidal UV light

When installed near the supply or return vents of your ductwork or over the air conditioning coil, a **germicidal UV light** catches many of the smallest microorganisms that circulate in the air – including 99.9 percent of mold spores, bacteria, and viruses.

UV lights are a smart addition to HVAC system because they provide:

**Healthier air** – UV lights can reduce indoor-air pollution levels significantly, ensuring a healthy environment for you without using toxic chemicals to do the job.

**Continuous operation** – UV germicidal lights operate even if the HVAC system is offline, ensuring that you stay protected.

**Improved efficiency and longer life for your HVAC system** – Germicidal UV lights can even extend the life of your **heating and cooling systems** because the HVAC system's components work less hard if the air is cleaner.

Summing up: Germicidal UV lights are a compact, easy to install, and affordable way to clear the air while keeping you healthy. If your space is prone to mold growth, or if you have people with respiratory issues, it can be a great way to improve the quality of the air you breathe.

