

St. Norbert College Conference & Events

COVID-19 PRECAUTIONS

The St. Norbert College Conference & Events team is committed to ensuring guest and employee safety, by following all local and state safety guidelines.

Safety Measures

- All seating options will comply with SNC social distancing guidelines unless cohort seating can be established.
- Hand sanitizer will be available upon entry and exit.
- High touch surfaces will be frequently cleaned and sanitized.
- All equipment used will be sanitized after each use.
- Staff will roll silverware in designated sanitary areas and rolled silverware/napkins will be stored in a safe area until designated use.
- Shared condiments have been reduced and those that are shared will be sanitized between each event. Single use options will be available upon request.
- All guests will be required to wear a face covering through the duration of the event unless eating or drinking.

Additional Staff Precautions

- Staff will self monitor any symptoms and take necessary actions to avoid contamination.
- Management staff have received additional SERV Safe training that coincides with reducing the spread of COVID-19.
- Timely updates with manager on the COVID guidelines from
 - CDC
 - City of De Pere Health Department
- For the health and safety of our staff members, we are following all social distancing guidelines while preparing and executing your event. With this being said there may be a slight delay in service time depending on the nature of your event.
- Increased hand washing will take place during service along with continuous glove usage.

Meetings

- Tables and chairs will be spaced in accordance with social distancing guidelines.
- Pens and paper will not be provided during this time.
- Tray jacks and garbage cans in each room.
- Hand sanitizer at the entrance to meeting rooms.

Food and Beverage Service

- For the safety of you and our staff we highly recommend choosing a plated meal whenever possible.
- Served buffets available upon request.

- Self-service food and beverage options will be limited and if available individually contained/wrapped along with hand sanitizer for your convenience. This could include but not limited to continental breakfast menus, ala carte items and hors d'oeuvres.
- New glass/cup for beverage refills

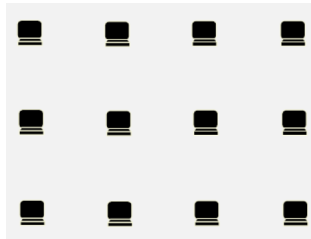
Bars

- Staffing will be increased to accommodate increased wait time due to sanitization.
- Further pre-packaged alcoholic beverages are available in addition to what is listed in the menu for guest safety.
- A new glass will be provided for each new drink ordered and depending on the timeframe of your event there may be a switch to disposable throughout service.

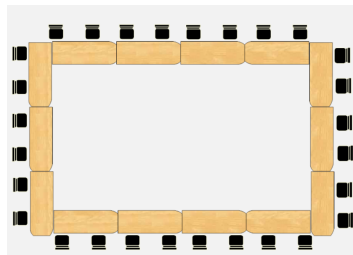
Room Arrangement Options

Based on information from the CDC and SNC guidelines, tables and chairs will be spaced with social distancing guidelines.

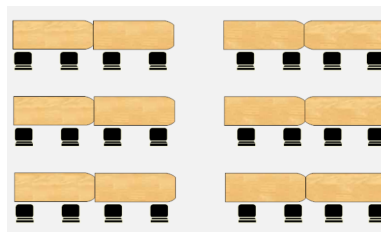
Theater Style - One chair every 4 feet, each row 4 feet apart



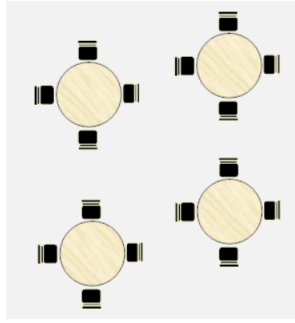
Hollow Square/U-Shape Style - Two chairs per every 7-foot table



Classroom Style - Two chairs per every 7-foot table



Rounds - Four chairs per 60" round table, tables placed 4 feet apart, chairs placed across from each other



Cohort Rounds - Eight chairs per 60" round table, tables placed 4 feet apart. This is suggested for family events where members of the same household/family dine together.

