



Together
AGAIN!



**OWENSBORO CONVENTION CENTER
Event Planning Guide
(COVID-19 Considerations)**

Keeping Safety Top of Mind

The Owensboro Convention Center continues to closely monitor the impact of COVID-19. We are working closely with local, state, and national organizations and following issued guidelines. The Owensboro Convention Center is putting forth our best efforts to implement standards within the facility that follow these guidelines and precautions.

What Are We Doing?

- Following safety recommendations from local, state, and national organizations such as the CDC and local health departments, including Green River District Health Department.
- Social distancing, hand washing and sanitizing is actively promoted throughout the building.
- We expect attendees to not enter the building if they are not feeling well, have been exposed to someone with COVID-19 or have traveled internationally within the past 14 days.
- Wellness and travel restrictions are posted on exterior doors.
- Implementing new processes and procedures.
- The entire facility has been and is being cleaned, sanitized and disinfected regularly.
 - We have purchased new sanitizing equipment (electrostatic sprayers)
 - Implemented cleaning, sanitizing, and disinfecting processes include using cleaners that are compliant with the new EPA standards.

Our Employees

Our employees are very important to us, they make our events happen. We want to be safe and healthy.

- Employees will not be allowed to work if they are not feeling well.
- Employees will be tested for fever daily as they report to work. If they have a fever, the employee will be sent home.
- Spectra employees will wear masks. Gloves may also be required in some instances.
 - All parking attendants will also wear be face shield/mask and gloves to reduce direct contact with guests.
- Social distancing is in effect for employees.
- Trainings will be executed regularly on deep cleaning and contamination prevention techniques.

Food and Beverage

Due to COVID-19 and the additional health restrictions in place, please review our [Food and Beverage Policies for COVID-19](#).



Event Management

The Event Management Team has been hard at work developing plans for how we will operate the venue during events:

- Room sets to accommodate 6' social distancing have been created.
- For larger public events, we will have assigned seating to provide social distancing between groups of people whether it is a ticketed event or not.
- When possible, each event will have its own entrance and exit as well as restrooms if applicable.
- Concourses will be converted to one-way traffic when possible. When it is not possible, the concourse areas will be converted to two-way traffic with markings on the floor to limit the face-to-face interaction. No stopping or gathering will be allowed in concourse area.
- We will work with clients who are utilizing multiple spaces for smaller breakout rooms to stagger the break times to reduce the number of people in the public spaces at any given time.

What Might Attendees Expect to See or Experience?

- Information on the Owensboro Convention Center website.
- Signage at entry doors related to entrance requirements.
- Information in rotation on LED TV's located throughout the venue.
- Floor markings indicating social distancing cues.
- Signage at escalators recommending that riders spread out the appropriate number of steps. Six feet for social distancing is a State requirement.
- Signage at elevators limiting passengers per car.
- Hand sanitizing stations located throughout the building.
- CDC handwashing guidelines posted in all restrooms.
- Employees wearing PPE while cleaning.
- Employees wearing masks.
- Attendees wearing masks. For guests needing a mask, reusable ones will be available for purchase for \$5 at the Convention Center front desk.

How Can You Protect Yourself? *(Content from Center for Disease Control and Prevention)*

- Wash Your Hands Often
 - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid Close Contact
 - Avoid close contact with people who are sick.
 - Put distance between yourself and other people.
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.
- Cover Coughs and Sneezes
 - If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Cover Your Mouth and Nose with a Cloth Cover When Around Others
 - You could spread COVID-19 to others even if you do not feel sick.
 - Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Do not touch the exterior of your face covering.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
 - The cloth face cover is meant to protect other people in case you are infected.
 - Do NOT use a facemask meant for a healthcare worker.
 - Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
- Steps to Help Prevent the Spread of COVID-19 if You are Sick:
 - Stay home except to get medical care.
 - Separate yourself from other people.
 - Monitor your symptoms.
 - Call ahead before visiting your doctor.

Information provided by the Center for Disease Control and Prevention:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Closest Medical Facilities to the Owensboro Convention Center

Hospitals:

Owensboro Health Regional Hospital (3.5 miles)
1201 Pleasant Valley Rd
Owensboro, KY 42303
(270) 417-2000
owensborohealth.org

Convenient/Emergency Care:

Owensboro Health Medical Group – Urgent Care
(1.2 miles)
811 E Parrish Ave
Owensboro, KY 42303
(270) 688-5310
owensborohealth.org

Immediate Care Center (1.1 miles)
1200 Breckenridge St
Owensboro, KY 42303
(270) 683-7553
immediate-care.com

Springs Urgent Care (2.2 miles)
2200 E Parrish Ave
Owensboro, KY 42303
(270) 852-1632
springsurgentcare.com

Gateway Urgent Care (3.4 miles)
3245 Mt. Moriah Ave., Suite 10
Owensboro, KY 42303
(270) 663-0955



SPECTRA