I. Overview
The Culver Family Welcome Center is a building on the UW Oshkosh main campus that relies on both internal and external client rental use and its operations are independent of the University’s operating budget. The CFWC welcomes over 5000 guests annually and hosts corporate meetings and trainings; private special events including weddings ranging from 50-350 guests; non-profit organizations meetings, conferences and fundraising events and UW Oshkosh department and campus wide events. The building also houses the offices of 4 University departments: Advancement, Alumni Affairs, the Center for Customized Research and University Special Events.

CFWC’s attention to the health, safety and well being of our clients is first and foremost within this plan. Onsite signage will provide consistent direction to all who office and utilize space within this building. All guests will be informed of building COVID19 policies and will be expected to adhere to posted Guidelines. All clients will be asked to acknowledge the information and agree to hold the Culver Family Welcome Center and UW Oshkosh harmless.

II. Applicability:
These procedures apply to all who office within the Culver Family Welcome Center and all guests who are renting space within the building.

III. Procedure: Moderate Alert Protections in Place
A. Procedure/Process
   1. The Culver Family Welcome Center will host both external and internal clients.
B. Face Covering Requirements
   1. Face coverings are required in all public areas of the Culver Family Conference Center. This includes the Ballrooms, meeting rooms, Great Hall and individual office suites.
   2. Clients are expected to share face mask expectation with their event participants and provide additional masks to participants if needed.
   3. All staff (Welcome Center & Catering) will wear face coverings at all times.
C. Physical Distancing Parameters
   1. Meeting room set up will be at clients request, adhering to proper social distancing requirements
   2. Meeting room capacity will be revised to all for proper social distancing.

D. Hygiene
   1. Hand sanitizer and wipes will be available in all common areas and conference rooms
   2. All AV equipment will be sanitized before and after each use.
   3. Microphones will only be available per person and not shared.

E. Disinfection
   1. Common areas of the CFWC will be cleaned and disinfected 3 times per week when not in use and daily when in use. This includes door handles, stair railings, tables, chairs, podiums, elevator buttons
   2. Bathrooms in the CFWC will be cleaned and disinfected daily.
   3. Conference rooms will be cleaned and disinfected immediately after use
   4. Common area hydration stations will remain available for use – water bottle filler only.

F. Food & Beverage
   1. All catering operations have been assessed and updated to align with best practices for safety and hygiene. Protocols include, but are not limited to:
      - All staff members will have temperature checks upon starting shift
      - All staff members are required to wear masks
      - All staff will be gloved whenever handling food/beverage
      - Adhere to all WI State standards for food service
      - Daily sanitizing of catering areas before, during and after the event
      - Offering individual packaged items
      - If buffet, buffet will be served by staff, sneeze guards will be on tables, social distancing signs and floor marks will be placed for guests
      - Plated meals; condiments individually packaged, silverware individually rolled

G. Client responsibilities
   1. By request client must provide accurate guest list with contact information (phone number/email) for each guest. This will be used for contract tracing if necessary.
   2. Client must communicate with their guests/participants the Culver Family Welcome Center COVID19 policy, procedures, recommendations and requirements.

IV. Procedure Modifications: Very High Alert
   1. The CFWC will follow the direction of campus and community leaders regarding group gatherings. In most, if not all situations, clients will be informed the event can not be hosted at the Welcome Center.

V. Procedure Modifications: High Alert
   1. The CFWC will continue to host external gatherings that comply with social distancing requirements. All other pre-established guidelines will be followed.

VI. Procedure Modifications: Low Alert
   1. The CFWC will continue to host all external and internal gatherings. All pre-established guidelines will be follow
VII.  Guidance Documents/Policy Links:
- UWO Titans Return Plan
- SOP Number: PND 20-03 – Use of Face Covering
- SOP Number: PND-20-01 – Hygiene Practices
- SOP Number: PND-20-02 – Disinfecting Practices (Non-Custodial)

VIII. Templates/Forms:
- N/A

IX. Definitions

X. Revision History:
Created: 8/6/2020
Revised/Reviewed: [Date]