



HEALTH & SAFETY PLAN FOR CIRCUMSTANCES RELATING TO COVID-19

November 2020

Decision Making Standard

River's Edge Partners, LLC is dedicated to ensuring the health and safety of its clients, partners, and staff. In order to successfully achieve this mission, we have set the following policies and procedures in place. We ask that you take the time to fully read and understand our guidelines prior to your arrival at The Foundry, and please use the attached resource to share with any of your guests for your event. We thank you for your time and cooperation, and supporting us as we reduce the risk of exposure to and spread of COVID-19.

The Foundry Common Space Rules

When entering The Foundry, the following guidelines have been implemented and must be followed:

- 1) **Wearing a Mask is Required:** A face covering must be worn upon entering the building, and within all common space areas (the Plaza, hallways, restrooms, and Patio space*). This can be a medical grade mask, fabric mask, bandanna, or scarf. The Foundry reserves the right to refuse entry if failure to comply.
- 2) **Sign-in and Hand-Sanitizing:** At our main entrance, there is a hand sanitizing station for your convenience along with a sign-in sheet. We ask that all guests of The Foundry please sign in upon entry. By signing, you are agreeing that you have not experienced any of the following within the last 24 hours:
 - a. **Signs or symptoms of fever such as chills, sweats, or had a higher than normal temperature.**
 - b. **Symptoms of a cough, shortness of breath, chest tightness, vomiting, nausea, or sore throat.**
 - c. **Close contact in the last 14 days with an individual diagnosed with COVID-19.**
 - d. **Travel on an airplane internationally or domestically in the last 14 days.**
- 3) **Social Distancing:** We are encouraging the **practice of social distancing as much as possible**. This means as close to 6 feet distance between people as best as you can, and avoiding hand to hand contact.

The Foundry Conference Room Guidelines

In order to maintain proper cleaning practices and standards, we are asking that you only utilize the spaces that you rent for your event. We understand that there may be a need for someone to take a call in the hallway during your meeting, but all dining, meeting space, group discussions, etc. must take place within your space outlined in your rental agreement.

The Foundry has the right to charge an additional \$300 for cleaning and inconvenience fees if failure to comply.

Although The Foundry encourages continuation of safe practices within the meeting space as outlined within the rental agreement, it is up to the host of the event on whether or not they would like to require them. However, all guests must comply with The Foundry common space rules when in any of the common spaces listed above.

Cleaning Procedures and Standards

The Foundry is dedicated to providing safe and clean spaces for all guests and clients. Prior to all events, conference rooms will be wiped down, sterilized, and locked to ensure a clean space for you and your guests. Upon your arrival, please check in with the General Manager, and they will unlock the space for you to begin set up. Hand sanitization will be available within your space for you and your guests as well. All cleaning products used are up to the standards of the CDC.

The Foundry common spaces are cleaned and sanitized nightly, as well as additional sanitizing after lunch hours.

We do recommend that all guests and clients continue to practice safe habits including washing and/or sanitizing hands regularly, especially after eating, sneezing, and/or coughing, avoiding physical contact with others, social distancing, and wearing a face mask.

Cancellation Policy

If you need to cancel your event due to health and safety risks brought on by COVID-19, please inform the General Manager as soon as possible. This may include:

- 1) A spike in positive test cases within the Kalamazoo area.
- 2) Recommendation from State and/or Federal government.
- 3) Your company has a positive test for COVID-19.

Cancellation due to any of these reasons would waive any cancellation fees, and any rental fees paid prior would be returned to you.

The Foundry has the right to cancel your event at anytime due to any of the following events:

- 1) Event of a Second Wave: If the number of positive cases of COVID-19 within our area see an increase, or the State has issued a State-of-Emergency.
- 2) Event of a positive case at The Foundry: If we are notified of a positive case of COVID-19 at The Foundry, our protocol is to close for 24 hours to sterilize the entire building.
- 3) Event of 5 or more positive cases at The Foundry: If we have been notified of 5 or more positive cases within a week at The Foundry, our protocol is to close The Foundry for a minimum of 2 weeks.

If any of these events were to occur, The Foundry would notify you immediately. There would be no cost to you, and if any rental fees were paid prior, all fees would be returned to you.

The Foundry also has the right to cancel your event if there is failure to comply with our policies and procedures regarding COVID-19. You may be asked to leave the property if failure to comply, and there would be no refunds issued.

Responsibility for Event Attendees

Please inform your guests prior to your event of our policies and procedures. We have included a one-page resource for you to share.

By implementing and practicing the recommendations set by the CDC, we not only reduce the spread and exposure of COVID-19, but we also are looking out for the health and safety of our community. The Foundry thanks you for your cooperation and understanding.

By signing below,

- you have read and understand the policies and procedures set forth by The Foundry and River's Edge Partners, LLC regarding COVID-19, and
- you agree to comply to, as well as inform all of your guests, to all policies and procedures outlined within this Health & Safety Plan set by The Foundry and River's Edge Partners, LLC

Client Signature

The Foundry Signature

Print Name

Date

Date

