

Covid 19 Preparedness Plan - Updated Nov 11 2020

Kat Minks Design/ Adore Productions LLC is committed to providing a safe and healthy workplace and events for those working with us, for our clients and their guests. To ensure a safe and healthy workplace, Kat Minks Design has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and communities, which will require the full cooperation of our staff and all in attendance at our clients' events.

Kat Minks Design / Adore Productions LLC COVID-19 Preparedness Plan follows the industry guidance developed by the State of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota's Occupational Safety and Health Administration (Minnesota OSHA) statutes, rules, and standards, and Minnesota's relevant and current executive orders.

After careful review of these guidelines, Kat Minks Design has implemented the following policies for ourself and clients. We have broken up these policies into easily scannable categories. More categories may be added as needed. These policies shall remain in full force and effect until revisions are made to the above referenced state guidelines.

Two weeks prior to the event and up to 24 hours prior to, Kat Minks Design will meet / contact with all other professionally contracted vendors to sign off on a shared plan, which may serve as either a replacement to this plan or an addendum to it. These guidelines are to be posted prominently at the main entrance to the event and available for all event guests to read.

General

1. The client and their guests understand that COVID-19 has been declared a worldwide pandemic and is highly contagious. You understand that attending an event may dramatically increase your risk of exposure and that such exposure may result in infection, personal injury, illness, permanent disability, or death.
2. Kat Minks Design any hired contractors, agents, and assigns are not permitted to work at any event where:
 - 6 feet of physical distancing between individuals cannot be observed. Kat Minks Design uses the formula of total square footage of the venue divided by 36 to determine the number of individuals permitted;
 - 6 feet of physical distancing between households is not being observed;
 - There will be greater than 250 people in attendance or greater than 50% capacity at indoor venues (these numbers are inclusive of guests, vendors, and staff).
 - When possible, guests should remain seated throughout the event, limiting the amount of time they are mingling and moving from one place to another.

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1. If guests are to be seated at tables, the tables must be at least 60" round or 8' banquet tables. No more than 4 guests may be seated at each table, or up to 6 if they are all from the same household.
2. Kat Minks Design staff shall not be responsible for clearing guest tables of items that are likely to have been touched by guests, including dining-ware, beer bottles, garbage, leftover food, personal items left by guests, etc. An exception is if client has hired KMD to clear and pick up dishes/ rentals that are exclusively from KMD.

Kat Minks Design Client/ Contractor Responsibilities

1. Clients & Other Contractors must conduct a COVID-19 screening of all guests as they arrive at the start of the event, which must include recording their first and last name, asking if they have or taking their temperature (which must not be higher than 105° F), and asking the following question, to which guests must respond "no" prior to entry: "Have you had any of the following symptoms in the last two weeks that you cannot attribute to another known health condition: Fever (100.4° F or higher) or feverish feeling, chills, a new cough, shortness of breath, a new sore throat, new muscle aches, new headaches, or new loss of smell or taste?" The individual(s) conducting this screening must keep an accurate record of the number of guests in attendance as well as each guests' name, temperature, and answer to the question and provide a copy of this information to Kat Minks Design within 24 hours of the event. (Note: Kat Minks Design can conduct the guest screening for an additional fee.)
2. Clients must advise all guests to stay home if they do not feel well, have any of the above symptoms compatible with COVID-19, or suspect they have been exposed to a person with COVID- 19 for the 14 days prior to the event.
3. Clients are encouraged to advise all guests to wear a mask to the event and to have extra masks available for guests who arrive without one.
4. Client is responsible for acquiring and placing hand sanitizer dispensers (that use sanitizers of greater than 60% alcohol) at all venue entrances. Most venues have already set these out in accordance with their preparedness plans, but it is important to check.
5. Client should limit the number of items available for guests to touch, including guest books, party favors, and programs. If possible, switch to digital versions that guests can access on their personal devices.
6. Clients are responsible for enforcing guest compliance with all requirements and guidelines listed in this preparedness plan.

Social Gatherings with food and/or drink

1. Kat Minks Design staff and contractors, agents, and assigns are not permitted to work at any social gathering with food and/or drink (ie, wedding receptions) where:

There will be greater than 250 people in attendance or greater than 25% capacity at indoor venues (these numbers are inclusive of guests, vendors, and staff). If the gathering is in a restaurant, count may increase to 50% capacity;

and their parents are permitted.

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- There will be group dancing, except for weddings, where a first dance between the couple and dances between the couple and their parents are permitted.

Food and Beverage

1. Kat Minks Design staff and contractors, agents, and assigns are not permitted to work at any event where food and beverage are being served by anyone other than a licensed catering or bartending service.
2. Unless specifically approved and carefully monitored by catering staff, self-serve food and beverage is prohibited, including, but not limited to buffets, food platters, open dessert tables, drink stations, and shared condiment containers (ie, salt/pepper shakers, butter dish, etc.)

Kat Minks Design at Private Residences and Public Spaces

1. Kat Minks Design staff and contractors, agents, and assigns are not permitted to work at any event at a private residence or public space where there will be greater than 10 people indoors or 25 people outdoors at any given time (these numbers are inclusive of guests, vendors, and staff). These limits do not apply to events which include food and beverage.
2. Client is responsible for proper cleaning and disinfection of the property, including, but not limited to restrooms, meeting spaces, and other high touch areas (such as doorknobs). Kat Minks Design staff and contractors shall not be responsible for cleaning and disinfection except as would normally be required of us at a professional event venue.

Kat Minks Design Staff and Contractors Policies

1. Kat Minks Design Staff and Contractors are encouraged to self-monitor for the above listed symptoms compatible with COVID-19 and shall not be permitted to work if they observe any of these symptoms.
2. Staff & Contractors must practice social distancing and maintain a distance of at least six feet from all other staff, vendors, clients, and guests.
3. Staff and Contractors must wear their hair up for the duration of the event.
4. Staff and Contractors must thoroughly wash their hands for at least 20 seconds every hour, including at the beginning and end of their shift, prior to any mealtimes, and after using the restroom (even when just stopping in to check supplies).
5. Staff and Contractors must wear a mask at all times while working.
6. Staff and Contractors must cover their mouth and nose with their sleeve or a tissue when coughing or sneezing.
7. Staff and Contractors shall be permitted to cease performance of services if they are exposed to conditions which imperil them, cause them to fear for their safety, or when the guidelines set forth above are not being appropriately observed by the client or their guests.

Katherine (Kat) Minks
President
Kat Minks Design /Adore Productions LLC
Date:

Client (s)
Print Name (s) Here:
Date:

Assumption of Risk and Waiver of Liability Relating to Covid-19 / Corona Virus

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. Adore Productions LLC/ Kat Minks Design has put in place preventative measures to reduce the spread of COVID-19; however, Adore Productions LLC /Kat Minks Design cannot guarantee that you or your guests will not become infected with COVID-19.

Further, attending an event could increase your risk and your guests risk of contracting COVID-19. By signing this agreement, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you or your guests may be exposed to or infected by COVID-19 by attending your event and that such exposure or infection may result in personal injury, illness, permanent disability, and death. You understand that the risk of becoming exposed to or infected by COVID-19 at your an event may result from the actions, omissions, or negligence of others, including, but not limited to, venue employees and vendors, volunteers, and program participants and their families.

You voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to you or your guests (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that you or your guests may experience or incur in connection with attendance at any particular event involving Adore Productions LLC / Kat Minks Design . On your behalf, and on the behalf of your guests, You hereby release, covenant not to sue, discharge, and hold harmless Adore Productions LLC / Kat Minks Design and our staff members, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. You understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the venue, employees, vendors, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in your event.

Venue and Event policies

Adore Productions LLC / Kat Minks Design and it's staff members will not be held liable for checking temperatures or patrolling guest conduct as related to COVID-19 (ie. staying six feet apart, washing hands, etc.). Adore Productions LLC / Kat Minks Design and it's staff members will not be responsible for clearing guest tables including cups, glasses, beer bottles or cans (beer or spirits), garbage including paper products, leftover food, personal items left by a guest, etc., and any dishware including plates and silverware. We will not be responsible for serving guest food or drinks including dessert. Adore Productions LLC / Kat Minks Design will set up a dessert table but will not serve it to individual guests.

In the event that the venue requires these actions to be handled by the planner, the client will need to add on an additional staff member for \$200 / day. This cost will be the sole responsibility of the client. This staff member will be responsible for COVID-19 related items only. They will not be a part of the day of planning staff.

Action Steps for Adore Productions LLC / Kat Minks Design

All employees will be required to abide by the following

AP/KMD staff members will have their hair up and pulled back for the entirety of your event to avoid touching our faces.

AP/KMD staff members will be required to wash their hands hourly or after direct contact with the client or guest, food & drink, and after using the restroom even if it's to change or to check on restroom supplies.

AP/KMD staff members will be required to wear gloves when handling food, beverages, or any item used for food or beverage service by a guest (ie. beer bottles, glasses, and dishware).

AP/KMD staff members will carry a mask in their event day pack and wearing it will be at the discretion of the employee or venue policies.

AP/KMD staff members will stay home if they are feeling sick or are affected by COVID-19. We will have an on-call employee for each event in case your assigned planner gets sick.

I, the client, take full responsibility for myself and our guests and agree to the terms and conditions outlined in this waiver.

The undersigned acknowledge that they have read this agreement and agree to be bound by the terms and conditions set forth above. To indicate your acceptance,

SIGN HERE

Signer's Name:

Countersigner's Name

On Behalf Of kat Minks Design / Adore Productions LLC:

Signed:

Signed:

Dated :

Dated: