



Reopening Brown County

Recommendations from
Public Health

August 2020



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Brown County
Health & Human Services



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De Pere Health Department

Appendix G: Wedding Venue Guidance

The local health agencies in Brown County are a resource that may be used by all businesses countywide. The following guidance is being provided to promote the safety of your employees and patrons, as well as to further a successful reopening. Please don't hesitate to contact us with specific questions regarding our guidance that relate to your business operation, and please continue to comply with all applicable Federal, State and Local laws, rules and regulations. You can do your part to prevent the spread of COVID-19 by implementing the following recommendations:

General Guidelines

- Post visual cues throughout facility to encourage:
 - Social distancing: six feet distance between patrons.
 - Handwashing hygiene.
 - Sneeze/cough etiquette (coughing in your elbow)
- For greater effectiveness, it is recommended that management identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to staff and guests.
- Keep a record of all guests and staff in attendance and encourage patrons to sign in upon entry and sign out upon departure. This extra step by patrons can be used for contact tracing in the event it is needed.
- Provide (touchless preferred) hand sanitizing stations throughout the facility and at entry/exit points. Hand sanitizer must contain at least 60% alcohol.
- Provide touchless garbage receptacles throughout the facility. Empty/remove garbage from facility daily.



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- Maintain restrooms in clean condition. Clean and disinfect at least hourly during event operation. With increased monitoring, more frequent restocking of supplies may be achieved.
- Recommend implementing a "no penalty" cancellation policy to discourage sick attendees from holding or attending an event.

Social Distancing Recommendations

Social distancing is crucial to reducing the spread of COVID-19. If six foot distancing is not possible, limit those seating areas to same household individuals. Maintain at least 6 feet distance by using the following: floor markings, signage, and updated seating arrangements that ensure 6 feet of separation. This practice should be applied to dance floors, buffet lines, and other common areas. Seating examples may include:

- Theater style seating - allow three feet between each chair (or instruct guests to sit in every other chair if the Fire Marshall requires chairs to be connected.)
- Classroom set up - set a maximum of two guests per six-foot table.
- U-shape set up - set a maximum of two guests per six-foot table.
- Conference style set up - set a maximum of two guests per six-foot table.
- Banquet rounds - set a maximum of six guests per six-foot round, or five guests per five-foot round.
- Reception set up - set all tables at least six feet apart with no more than two chairs per cocktail round.

Recommendations Regarding Personal Protective Equipment

To the extent and feasibility possible, require employees to wear masks or facial covering and encourage guests to do the same, where practical. Recommend CDC instructions on how to properly put on and remove facial coverings/masks, located here:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>.



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Staff/Guest Health and Hygiene

Guests/staff should self-monitor for symptoms of COVID-19. Symptoms include, but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The CDC periodically updates symptoms and they can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Prior to the event, advise guests/staff to stay home if they are not feeling well or have symptoms. Also consider implementing an employee health and sick leave policy. The policy should provide for employees to call in if experiencing COVID-19 symptoms and then to contact their healthcare provider for treatment and possible testing.

Cleaning & Disinfection

Provide training to existing and new staff on cleaning and sanitizing procedures.

Concentration of approved sanitizers for food contact surfaces shall be maintained within the limits below:

- Chlorine 50-100 ppm
- Quaternary Ammonium 150-400 ppm
- Iodine 12.5 mg/L -25 mg/L



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Sanitizer concentration in sanitizer bottles and sanitizer pails should be checked with a test strip at the beginning of daily operations, hourly, and each time the sanitizer is refilled. In times of higher use and when sanitizer pails become cloudy with food debris, more frequent changing of sanitizer will help to ensure proper sanitation. Surfaces should be cleaned with soap and water prior to sanitation.

- Follow manufacturer's directions for proper concentration/contact time needed for disinfecting non-food contact surfaces.
- Assign staff to clean frequently touched surfaces prior, during (at least hourly), and at the end of the event.
- Staff should wear disposable gloves for all cleaning tasks. Remove gloves carefully and properly wash hands immediately.
- Do not use disinfecting wipes to wipe more than one surface. Use one wipe per item/area and discard after each use or when soiled.
- Use EPA approved disinfectants for COVID-19. The list can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Seating Capacity & Layout

- Recommend one household per table. Space tables apart to maintain at least 6-foot physical distancing (examples above).

Food & Bar Service

- Hot and cold self-service buffets and family style dining are not recommended at this time.
- Consider service as primary means for:
 - Install physical barriers, such sneeze guards, where maintaining physical distance is difficult to achieve.



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- Recommend removal of shared condiments from tables and provide single use options.
- All stemware/flatware/dinnerware shall be properly washed, rinsed, and sanitized. Sanitizer concentration levels (identified above) shall be monitored daily.
- Do not allow customers to refill their own drinks. Only allow staff to refill drinks and use a clean glass each time.
- Encourage cashless transactions.

All staff should be provided with education on proper handwashing procedures, which include: wet, lather, scrub, rinse and dry with disposable paper towels. Additionally, staff should continue to be encouraged to frequently wash their hands throughout their shift.

Ensure proper glove use when handling ready-to-eat foods. Single use gloves should not be re-used. Gloves are not a replacement for handwashing.

Licensed food trucks may be utilized at events, subject to municipality approval. Multiple trucks should be at least 30 feet apart.

Engineering Controls

- Consider increasing standard ventilation rates in the event space during operation.
- Avoid the use of pedestal or directional fans.
- Utilize outdoor spaces whenever possible.



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