

Market of Choice Covid 19 -Based SOPs

Venue 252 Covid 19 Requirements for Fully Vaccinated Guest Events

PURPOSE: To provide guidance for individuals, organizations and institutions having an event at Venue 252 in regards to managing “fully Vaccinated” attendees.

SCOPE: This procedure applies to all employees of Venue 252 and Clients, Event Hosts and all Contractors, Sub-Contractors and any all persons affiliated with the event including staff and volunteers.

KEY WORDS:

- **Fully Vaccinated / Proof of Vaccination**
- **Affiliate** – The word is defined as all Staff, Vendors, Volunteers, Contractors, Subcontractors and Visitors who are connected to the Event, Client or anyone associated with the Client or Event Staff
- **Mask / Face Covering**

INSTRUCTIONS:

1. Prior to event all clients and/or client representatives must read, and sign the “Event Guidance for fully Vaccinated Individuals” and return to Venue 252 management.
2. Clients who wish to have an event for fully vaccinated guests must provide their plan for managing the process of verifying guest vaccination proof.
3. Venue 252 Management will review the plan and approve or deny based on the assumed effectiveness.
4. Prior to and during the event the client or authorized representative of the client will be responsible for;
 - Requesting proof of vaccination from each guest and /or anyone affiliated with the event.
 - Reviewing proof of verification from each guest and /or anyone affiliated with the event.
 - Enforcing the regulations and mandates regarding mask wearing and social distancing as directed by the Oregon Health Authority and the Governor of the State of Oregon.
5. If a client is unable or unwilling to manage / enforce the process of “**vaccination verification**” then all attendees and affiliates will be required to wear masks and maintain social distancing.
6. In the case of willful disregard by a guest, vendor or anyone affiliated with the event, the client or client representative will be responsible for managing the person(s) disregarding policy by;
 - Requiring the person(s) to wear a mask and comply with social distancing requirements.
 - Requiring the person(s) to leave Venue 252 and all premises.
 - Failure to manage a guest(s) or anyone affiliated with the event can result in immediate termination of the event, and void / nullify any future agreements for events at Venue 252. In the case of termination of an event, the client will

Market of Choice Covid 19 -Based SOPs

be held responsible for all agreed costs and no refund will be provided by Venue 252, Market Hospitality Group or Market of Choice.

7. Whereas the client will be responsible for managing their guests and affiliates compliance with state guidance, any and all fines, fees, medical bills associated with non-compliance and criminal charges will be the sole responsibility of the client.
8. All Market Hospitality Group, Venue 252 and Market of Choice employees will comply with the rules, regulations and requirements for masks, facial coverings and social distancing as determined by Oregon OSHA.

MONITORING:

- Clients monitor all guests and affiliates to ensure compliance prior to, during and after the event while on Venue 252 properties.
- Venue 252 management will perform a visual audit of the process during the event to ensure effectiveness.

CORRECTIVE ACTION:

- In the case that a verification of a guest or affiliate is missed, then the client or authorized client representative will immediately verify the "vaccination status" and follow steps above.
- If the above processes are not managed or enforced in compliance with the guidance and regulation of the Oregon Health Authority and the Governor of the State of Oregon, the client will immediately require all guests and affiliates to comply with mask wearing and social distancing requirements.

VERIFICATION AND RECORD KEEPING:

Venue 252 Management will keep a copy of the Venue 252 Covid 19 Requirements for Fully Vaccinated Guest Events agreement on site for 1 year after the date of an event.

DATE IMPLEMENTED _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____