

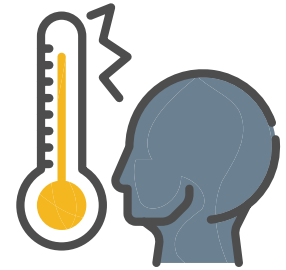


We are committed to your health and safety.

As Indiana begins to reopen, we want you to know the Horizon Convention Center is keeping the health and safety of our staff, tenants, and guests a top priority. Whether you are visiting the HCC for a site visit or event, these are the steps we are taking to ensure your safety:

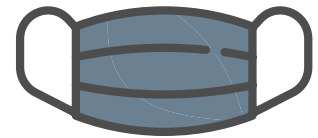
REQUIRED FACE MASKS

All staff, tenants, vendors, and guests are required to wear a face mask in public areas of the building until further notice. If you are hosting an event at our facility, we ask guests to wear masks when not eating. Please remind your guest to bring their own masks; HCC will not have enough masks to provide for all guests, unless requested prior to your event (masks available at an additional charge).



INCREASED SANITATION

Our staff has increased cleaning and sanitization schedules of restrooms and high-touch surfaces. These areas will be cleaned multiple times per day when the building is occupied. We will also have handwashing signage throughout the facility, as well as an increased number of hand sanitizer stations.



SURFACE IONIZATION

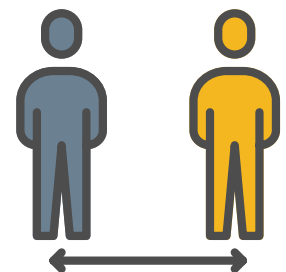
Our regularly scheduled surface ionization will kill bacteria, allergens, mold, and viruses in public areas. In addition, we will be conducting surface ionizations in all meeting rooms.



SOCIAL DISTANCING

We will have limited points of entry/exit with doors propped open when and where appropriate to help guests avoid touching door handles, as well as strict social distancing protocols throughout the building.

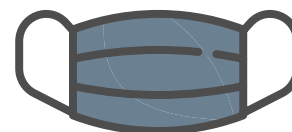
Events will have well-spaced registration areas and new seating arrangement guidelines. For banquets, seating arrangements will be reduced to 4 people per 6-foot table with 6 feet between each table, unless guests live in the same household. We will allow 2 people per 8-foot seminar for classroom usage. For theater-style seating, we will have double spacing between rows with 3 empty seats between guests.





As we serve you, we continue to be committed to your health and safety.

We adhere to the Delaware County Health Department's meticulous food service standards and require our staff to be ServSafe-certified by the National Restaurant Association in proper food handling. Additionally, our staff is now required to wear face masks during food preparation and serving.



Our dishware, glassware, and silverware are washed and sanitized at 180° and all silverware is run through a polisher equipped with UV lighting to kill bacteria. All smallwares are handled with food-grade gloves after washing to ensure the highest standard of cleanliness.

Additionally, the following service standards have been put in place until further notice:

- All silverware will be rolled in a linen napkin directly from our UV polisher.
- We will utilize disposable cups for cold beverages and coffee.
- No pitchers, carafes, salt and pepper shakers, sugar, salad dressing, butter, or rolls will be pre-set on tables.
- No glassware, dinnerware, or coffee cups will be pre-set on tables.
- All beverages will be dispensed by a staff member at an attended station.
- Each place setting will have salt and pepper packets and an alcohol handwipe. Other items will be available upon request.
- While we encourage served meals, we will provide buffets upon request.
- Buffets will be socially distanced for staff and for guests.
- All buffets will be attended by a staff member who will handle plates until the end of the buffet before handing it to the guest. (Assistance will be available for mobility compromised guests.)
- Tables will not be cleared until the event has concluded.

