

Alma College Campus Carnival COVID-19 procedures

Ultra Sound Policies

- All equipment and supplies are thoroughly disinfected prior to the arrival of an event
- See second section of pdf for more information

Prior to the event

- A work order will be completed ensure the bathrooms of dow/ sac/Hogan will be cleaned/sanitized before and after the event
- Ultra Sound will be sent and complete covid-19 screening
- Ultra Sound Screening and questions- done by Jennifer Kowalczyk

During the event

- 5 Volunteer helping with set up will arrive at 11am
- Attendance
 - Each student will be checked in attendance
 - 2 people will be working per attendance booth
 - 1 booth will be stationed on top of library stairs (covering North Campus students)
 - 1 booth will be stationed in between the library and Sac next to the mac mall sign (covering South Campus)
 - At the attendance station
 - Names and Green Check marks will be recorded on a google document (attendance sheet document from all acub events for the year)
 - Touchless temperature guns will also be provided per each station if needed
 - After student is checked in, they will receive a designated event wristband notifying all other volunteers they have been checked in
- Other entrances
 - All other entrances will be blocked off by a station or managed by volunteers
- Health
 - Hand sanitizer stations will be placed around the venue
- Stations
 - Each carnival station will always have at least 1 Alma College faculty/ staff be present at all times
 - Each station will be measured to adhere to 6 ft from the participant and the staff member
 - Certain stations will have pvc piping in front of the table adding an additional distance between volunteer and student
 - Each station will have disinfecting wipes/ spray
- Caricature artist station

- Student and artist will be measured 6 feet from each other
- Markings will be placed after measured and then the chair will be placed on the marking
- No direct contact will be made between artist and student
- An additional folding table will be placed 6ft from artist where student will pick up drawing off the table from
- Volunteers
 - Volunteers will be provided detail directions at each station of monitoring all campus covid-19 protocols (mask wearing, social distance, and wristbands)
 - Each volunteer at a station will be required to disinfect their own table supplies after every use
 - A volunteer sign up will be sent out asking for roughly 80 faculty and staff
 - <https://www.signupgenius.com/go/10C0C4FADAC2CA7FEC43-campus>
 - Sign up is split up 1 hour per session between station supervisors, attendance takers, clean up, take down.
 - 5 extra hand volunteers will also be used who will be there to help monitor wristbands, mask wearing, social distance
- Campus security
 - Campus security will be alerted prior to the event of details of event to help monitor during the event
- Main person of contact
 - Jennifer Kowalczyk will be the main person of contact that day
 - She will have her phone on her to answer any calls or issue that arise during the event
 - If Jennifer can't handle any given situation, campus security, and David Blandford will be called
- End of event
 - Clean up will start taking place at 4 pm
 - 5 volunteers will help with clean up



COVID Guidelines



MASKS- While working onsite, UltraSound Special Events staff remain masked while managing the event and/or working in close proximity with others. Our staff is provided with daily health screening to manage risk and monitored after travels.



HANDWASHING and SANITIZER. Frequent hand washing provides clean hands. Hand sanitizer stations are coordinated with our clients to be on site and readily available for participants after participating. Our staff will provided COVID-19 Disinfectant for frequent use and disinfecting frequent touch points. We recommened attractions that allow for management and frequent cleaning.



DISTANCE We work with our clients to choose the best attractions and recommend equipment where we can control the total number of participants. We will also work with you on spacing to achieve physical distance between attractions so that the event layout does not encourage large groups participating or congregating too closely. Line management should also encourage 6' separation.

NOTICE

PLEASE

SANITIZE

AFTER USE

Clean and Sanitized

Equipment is cleaned prior to each use and frequently sanitized throughout the event. UltraSound has sourced XForce COVID-19 Disinfectant for sanitation of frequent touch surfaces throughout our events. (MSDS sheet available)

Along with hand sanitizer stations, the use of the sanitation solution on our attractions to kill COVID-19 and viruses that may be present on surfaces. EPA Reg #1839-220-70053

Advance Planning

In contacting us for booking, your event rep will discuss your event and walk through the advance planning necessary to achieve best results. We will implement our standard guidelines and review any guidelines required by out clients.

QUESTIONS?: Please contact us at 1-800-917-6863

UltraSound Special Events inc.