

CESA 4 Meeting Guidelines



In the interests of our guests and employees and in accordance with current CDC guidelines, some of our procedures have changed. Please follow these guidelines:

- Please wear your face covering or mask when entering the building, and while you are in public areas; e.g. hallways, restrooms, lobby. Masks and/or shields are required when in the CESA 4 shared work areas.
- **If you are fully vaccinated:** Once you have found your meeting room and are at your table (provided you are fully vaccinated), you may remove your face covering during the meeting.
- Table arrangements cannot be modified; the layout is pre-designed to accommodate social distance guidelines received from the county and state health departments.
- If a meal is planned, menus are pre-determined; since we cannot guarantee special accommodations will be made for participant needs or dietary restrictions, participants are welcome to bring their own refreshments.
 - All participants may remove their face covering while eating lunch.
 - Participants will **NOT** have access to serving kitchen appliances.
 - Event cost will not be adjusted.
- Participants should bring their own beverage container; if refreshments are provided by CESA 4, they will be served according to current health guidelines. Coffee and tea are **NOT** provided at this time; only soda and water via bottle-filling station.
- Room cleaning will occur after the work day.

Updated 5/17/2021