



Metropolitan Pavilion Reopening Measures

Metropolitan Pavilion (MP) is introducing these and other measures to promote safety and reassurance among guests and staff throughout our venue. We will refine procedures based on relevant new recommendations from city, state, or federal government health authorities.

Vaccination “Key to NYC” Requirement

-Effective August 17, 2021, by City government mandate, all indoor event attendees 12 years old and older and all staff must show proof they have received at least one dose of a COVID-19 vaccine authorized for emergency use by the FDA or WHO. A photo or photocopy of proof of vaccination is acceptable.

Air Filtration

-Installation of HVAC system general surgery-grade filtration. Rated 13 on the MERV scale (Minimum Efficiency Reporting Value), MP’s newly-installed filters control particles as small as 1.0–0.3 µm, including droplet nuclei

Phase One: Facility Cleaning and Employee Guidelines

- Establish daily staff temperature checks with electric readers at a dedicated entry point
 - Implement staff screenings and log the following: whether the employee has had: 1) COVID-19 symptoms in past 14 days, 2) positive COVID-19 test in past 14 days, and/or 3) close contact with confirmed or suspected COVID-19 case in past 14 days
 - Provide face masks, gloves, and other PPE to employees
 - Ensure that all staff always wear face masks
 - Position all office workstations at least 6’ apart
 - Maintain the cleanliness of any items that employees will reuse
 - Train employees on how to don, doff, clean (as applicable), and discard PPE
 - Prohibit employees from congregating in waiting areas, custodian locker room, and offices
 - Provide 60%–90% minimum alcohol-based hand sanitizer from dispenser installed in offices, custodian closets, sales lounge, bathrooms, and next to the timeclock
 - Require employee to follow the full range of standard cleanliness and distancing practices, and post signage regarding the requirements, including
 - Washing hands thoroughly and often with soap and water for a minimum of 20 seconds each time
 - Wearing a mask always and if temporarily without a mask for any reason, covering their mouths and noses with a tissue (or their sleeve at the crook of the elbow) when coughing or sneezing
 - Refraining from touching their eyes, nose, and mouth
 - Practicing 6’ social distancing whenever practicable
- NOTE: Facial masks should be replaced if they become wet

Cleaning: Daily Opening, and During Events

Morning at opening, start rounds of cleaning in order shown below

Cleaning and disinfecting: Remove any visible dirt and grime before using disinfectants on the same surfaces—disinfection is most effective on clean surfaces and objects



- Use only approved disposable towels for cleaning surfaces—linen towels are not allowed
- Use only Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against SARS-CoV2 (the novel coronavirus that causes COVID-19); currently we use 3M's hospital-grade 5L disinfectant/germicide
- PPE including gloves must be worn during cleaning
- Gloves must be thrown away after each cleaning session

Hourly cleaning: The below cleaning should be done every hour, on round hour, except for #3 below, which each office employee will be required to perform at the end of each workday

1. Disinfect frequently touched surfaces like door handles on every open floor
2. Clean bathrooms with disinfection soap, including all counters, mirrors, sinks, faucets and fixtures, toilet handles, and safety/support bars
3. Disinfect all office desks, phones, mice, computer keyboards, and monitors
4. Disinfect all office printer/scanner/copier buttons and touchscreen
5. Disinfect all elevator buttons
6. Disinfect coat check counter
7. Disinfect timeclock
8. Disinfect all custodians' lockers' handles
9. Disinfect kitchen sink

Maintain disinfectant time chain logs, monitoring hourly

NOTE: Upper floor event rooms are to be kept locked at all times when not in use

Cleaning: Open for Event

The above cleaning plan remains in effect. Additionally:

1. The main door to the event must stay open throughout the event for extra ventilation
2. Throughout the event, the security team will make best efforts to ensure a clear separation of foot traffic between designated entrance and exit doors to reduce intermingling of arriving and departing attendees.
3. All caterers are required to clean the kitchen areas at least hourly
4. Cardboard is to be broken down upon receipt
5. Bottles are to be sanitized before and after each event
6. Beverage and ice transport containers to be sanitized before and after each event
7. Ice machines, ice machine logs, and ice machine areas cleaned and sanitized
8. Disposable gloves will be available in all beverage areas

Event: Registration and Other Area Requirements

-Face coverings are to be worn by upon entering and for the entire duration of time within MP. We do not permit masks with exhaust vents. Face shields must be worn with masks. MP provides security teams with extra masks to provide if needed.

-All events will be at MP legal capacity per space as set by New York State authorities

Registration and event area

-At least 3 to 4 registration desks without linen—spread out check in



- Offer iPad options for guests to self-register/sign-in
- Seating diagrams to be designed for 6' chair-back distancing
- 6' spacing decals/markers on the floor as appropriate (e.g. registration line, and lobby)

Coat check

- Coat check staff will adhere to 6' distancing
- MP will staff coat check personnel both before (a greeter) and behind (attendant) coat check window
- Greeter will accept bag items for check in by guests
- Greeters and guests will maintain social distancing across 6' table
- Greeters will number bag and take guest phone number to text bag number
- Guest should collect sealable bag for belongings at entrance to coat check
- Guest will queue through rope and stanchion at 6' spacing
- Guest can collect belonging by displaying the bag number
- Coat check staff will wear masks and gloves
- Area will be sanitized and maintained throughout its operation

Receiving/Deliveries

- All delivery persons must adhere to standard sanitation procedures
- All products are subject to refusal based on sanitation practice
- All products entering facility are to be removed from their original package as soon as possible, within one hour of receipt, and cardboard packaging to be broken down
- No cardboard is to leave the receiving area and enter the venue
- All non-MP delivery plans and practices are subject to approval by MP management
- SHIPPING: When practical, no items are to be stored on site for more than 3 hours

Bars and food stations

- Bars and food to be spread out in multiple locations
 - Glassware to be always stored upside down after sanitation
 - kitchen staff to be set with 6' social distance in kitchen prep area
 - 6' spacing decals/markers on the floor as appropriate (bar stations)
 - Food station and dining table, to be set by caterer with guideline at 50% capacity (e.g., 60" tables limited to 5-6 people, not 10, etc.)
- NOTE: Drinking straws, fully wrapped, are to be served with each drink