

Approved - Bryan 9/9/20

## Ribbon Cutting Ceremony

The Caldwell Chamber of Commerce is dedicated to providing the local businesses of Caldwell County with the same level of commitment and service despite the changes we are facing due to COVID-19. This document will list the procedures and guidelines that will be followed until further notice to ensure the safety of those in attendance for our Ribbon Cutting Ceremony.

## What the Chamber Staff will Provide

Prior to the Ribbon Cutting Ceremony, Caldwell Chamber of Commerce Staff will do the following:

- Contact the Mayor's office and the News Topic about the Ribbon Cutting Ceremony.
- Communicate with one representative from the business being celebrated to determine approximately how many people will be attending the ceremony.
- Communicate to the representative from the business being celebrated that masks and social distancing guidelines are mandatory for this event.
- Ensure that there are extra masks and hand sanitizer available for Chamber Staff use, as well as guests if needed.
- Ensure that the outdoor area for the Ribbon Cutting Ceremony is large enough to accommodate the number of guests being received while allowing adequate social distancing.
- Check that all devices that will be used for pictures and streaming to Facebook live are charged and working properly.
- Encourage the representative of the business to prepare a brief statement regarding the business.

## Chamber Action for Day of Event

On the day of the Ribbon Cutting Ceremony, Caldwell Chamber of Commerce Staff will do the following:

- Check the temperatures of all Caldwell Chamber Staff prior to going to the location of the Ribbon Cutting Ceremony.
- Arrive at the location for the Ribbon Cutting Ceremony approximately 60 minutes prior to the scheduled Ribbon Cutting.
- Portable Microphone & Sound System if needed
- Coordination of event flow including speakers, and dignitaries for the event
- Sanitize the ribbon and scissors to be used during the Ribbon Cutting Ceremony.
- Provide hand sanitizer, and infrared, no-touch thermometers if needed.

## Ribbon Cutting Guidelines for your Business

The guidelines listed below are meant to provide a safe environment for all attending this event that are in compliance with COVID-19 guidelines at this time.

- It is the responsibility of the business to check temperatures of their staff and all guests attending the Ribbon Cutting Ceremony. An infrared, no-touch thermometer can be provided by Caldwell Chamber Staff if one is needed. Those with a temperature of 100.4°F and above will be asked to return home.
- Chamber Ambassadors are encouraged to attend the Ribbon Cutting Ceremony and will have their temperature taken by Chamber Staff upon arrival. Those with a temperature of 100.4°F and above will be asked to return home.
- The Ribbon Cutting Ceremony will be held outside to allow for adequate social distancing and will be rescheduled in the event of inclement weather.
- One representative from the business being celebrated will be asked to join the Chamber President and CEO for the Ribbon Cutting Presentation. This individual will be given the opportunity to provide a brief statement regarding the business, cut the ribbon and receive the plaque being presented. All other employees of the business will be asked to stand 6 feet behind the presenters. Two Chamber Ambassadors will be responsible for safely holding the ribbon.
- Refreshments may be provided by the business. If they wish to provide food or beverage, we ask that they be individually packaged to limit the spread of germs.

The Caldwell Chamber of Commerce is excited to join you during this celebration! If you have any questions or concerns, please contact the Caldwell Chamber of Commerce at (828) 726-0616.

I have read, understand, and agree to follow the Ribbon Cutting procedures to ensure the safety of myself and others.

Business Name

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Business Representative

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Date of Signature

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