

Emergency Preparedness Response

1. Centers for Disease Control and Prevention (CDC) and Public Health Madison & Dane County (PHMDC) website situation summary information and guidance is reviewed multiple times a day for new information and updates.
2. Monitoring Coronavirus related press conferences, i.e. Mayor, Governor, Dane County Executive, Public Health Services Secretary and other Experts in the Medical field.
3. Updated the Continuity of Operations Plan (COOP).
4. Updated Monona Terrace Planning Response document to include COVID-19 Influenza.
5. Reviewed the Infection Control Guidelines with Cleaning Staff, reinstated the frequent disinfecting of all touchable surfaces.
6. Developed a Pandemic Plan to accompany the COOP document.
7. Put up CDC Stop the spread of Germs and Hand Washing posters on staff bulletin boards and on monitors throughout the building.
8. Developed a procedure statement for the website to guide clients and visitors.
9. Frequent Internal communication to update staff on COVID-19 developments.
10. Sharing Human Resource and Mayoral guidelines with Managers and staff related to COVID-19.
11. Trends we are seeing are cancellation or rescheduling of events in March and April, many are UW events.
12. Loss of revenue is being evaluated at this time, we will share at the Board meeting.
13. Since February Managers have been counseled to strictly stick to their budgets. In light event cancellations there will be savings due to less staff and supplies needed.
14. We have met with Attorney Steve Brist and will share his recommendations along with criteria being used to make that determination at the Board meeting.
15. Many of our clients already have instituted preventative measures and are consulting us on our methods.
16. Operations Manager Bryan Cator is in charge of the COOP procedures to isolate anyone showing signs of illness. The show office in the exhibition hall is the predetermined isolation room.
17. The Monona Terrace Planning Response document details managers and employees responsibilities regarding staying home if sick. A Group email with all Emergency Preparedness documents and guidelines was sent out to staff. The City PIO has been sending City Policy updates regularly to all City employees.
18. We have posted the link to our statement, which includes links to resources on our website home page, and Monona Terrace is in close contact with customers who have specific concerns/questions about their upcoming event. Destination Madison has reached out to upcoming convention and conference clients to help them assess their situation and offer assistance for postponement or cancellation.
19. Destination Madison is coordinating a meeting to discuss Coronavirus strategy.
20. We have ordered and installed antibacterial dispensers throughout the building, and we have distributed disinfectant wipes to staff.