



Group Health & Safety Operating Plan

Summer 2021





OUR MESSAGE TO YOU

- Big Sky Resort continues to **prioritize** guest, team member and community safety
- Ongoing reviews of current health & safety measures are in effect. These **highest levels** of standards include industry best practices, local, state and federal guidelines



STATE & LOCAL REGULATION

- For current information on **Montana's** statewide regulations, visit: [Directive Implementing Executive Order 2-2021](#)
- For current information on **Madison County, Montana's** regulations: visit: [Madison County Health Department](#)
- For a comprehensive review of **Big Sky Resort's overall** safety practices, visit: [Big Sky Resort Safety Practices](#)





GENERAL CONFERENCE CENTER GUIDELINES

- Reduced capacities remain in place
- Attendees will be spaced 4ft apart
- Facial coverings are required resort-wide
- Social Distancing Protocol signage is posted
- Touchless hand sanitizer stations in all meeting rooms
- Assigned seating required for multi-day meetings





PRE EVENT PLANNING

- Team Building and networking functions which require close interaction are discouraged
- Big Sky Resort recommends individual attendee temperature checks are done prior to entering the meeting room, and administered by the Meeting Planner. Big Sky Resort will supply a digital thermometer upon request
- Registration Desks are discouraged. Big Sky Resort is able to distribute group materials in check in packets as an alternative option, for a nominal fee. Big Sky Resort recommends providing attendees with a digital or shipped welcome kit prior to arrival
- Industry Resources:
 - [Meeting Professionals International](#)
 - [Events Industry Council](#)
 - [CDC Guidance for Large Events & Gatherings](#)



CAPACITY RESTRICTIONS

Big Sky Resort has outlined the presented capacity limits.

For sample diagrams, select the link in the respecting guest count.

VENUE	THEATRE	CLASSROOM	BANQUET	RECEPTION
Missouri Ballroom	290	252	282	300
Jefferson Room	100	85	120	125
Madison Room	70	67	72	75
Gallatin Room	100	88	120	125
Breakout Rooms	28	22	36	30
Talus Room	77	55	90	75
Huntley Dining Room	-	-	186	250
Amphitheater	66	-	-	-
Peaks Restaurant & Terrace	-	-	100	100
Everett's 8800*	-	-	65	80
Vista Hall	-	-	300	300

*Additional seating may be arranged on Everett's deck. Tenting, tables and chairs to be provided by client. Discuss options with your Sales Manager or Conference Manager.



CATERING GUIDELINES

- Chair/Table sanitation after each meeting room use.
- Suspension of Self Served buffets. Buffets will be attended and served by Conference Services Staff.
- Thoughtful, individual serving displays for breaks and grab & go items.
- Suspension of notepads/pens on table sets. Items will be available upon request at registration desks
- Suspension of most on-table service items for banquets, such as bread service and wine
- Suspension of in person pre-conference meetings. All BEO review and staff introductions will be done virtually





AUDIO VISUAL GUIDELINES

- Please contact your Catering Manager for **hybrid meeting options**
- Interchangeable speaker microphones will not be permitted
 - Big Sky Resort will provide one-time use disposable microphone covers for each speaker, per use
 - Microphones may not be used by concurrent speakers to allow for proper sanitation
- Hand sanitizers will be available at all podiums
- Presentation remotes will not be interchangeable without sanitization





TEAM MEMBER GUIDELINES

- Team member temperature checks are required at the start of each shift
- Appropriate PPE has been assigned to all team members
- Detailed records are kept for each team member's work assignments to assist with contact tracing if necessary
- If Big Sky Resort is notified of COVID-19 case, the Resort will work with the local county health department and follow all recommended guidelines



