

# RIBBON CUTTING/GROUNDBREAKING PROCEDURES DURING COVID-19



Due to the impact of COVID-19, Ribbon Cuttings and Groundbreakings will be offered virtually for the foreseeable future. Additional safety precautions will be taken to ensure the well-being of those in attendance. Please refer to the following guidelines:

225 Church Street NW  
Huntsville, AL 35801

phone 256-535-2000  
fax 256-535-2015

[hsvchamber.org](http://hsvchamber.org)

- We ask that all Ribbon Cuttings take place outside to allow adequate social distancing. In the event of rain or other inclement weather, we understand the need to move inside. Let's please remember to space everyone out as much as possible. Please also think about a backup location inside when you plan.
- Chamber staff will provide scissors and ribbon, and we'll clean the scissors before and after the event.
- The Chamber will help take pictures and do a Facebook Live video of the event. We will also promote the Facebook Live beforehand by creating an event on the Huntsville/Madison County Chamber Facebook page. ([facebook.com/HuntsvilleAlabama](https://facebook.com/HuntsvilleAlabama))
- Photos will be posted to the Chamber's flickr site ([flickr.com/huntsvillealabamausa](https://flickr.com/huntsvillealabamausa)).
- For the time being, Ribbon Cuttings and Groundbreakings are considered **closed virtual events**, and we will encourage people to watch online in the wording we post on social media.
- Business must provide a high resolution JPEG of logo or picture for Facebook Live promotion.
- Chamber staff will arrive 20 - 30 minutes before the scheduled event.
- Chamber staff will wear masks for the duration of the event. As long as Alabama's mask requirement is in effect, the business should follow this and so should invited guests.
- Employees and guests are encouraged to maintain 6 feet of separation for the duration of the event.
- One representative from the business will be asked to join the Chamber representative for the Ribbon Cutting/ Groundbreaking plaque presentation. The representative will be given an opportunity to provide a brief statement regarding their business, cut the ribbon and receive the plaque being presented. All other employees will be asked to stand 6 feet behind the presenters.
- Businesses are encouraged to have hand sanitizer stations available.
- No food unless individually packaged and bottled water on display for pick up only. **No coolers** for anyone to grab drinks.
- Event will start promptly due to potential live audience and will be no longer than 15 minutes.
- Ribbon Cuttings and Groundbreakings will only be scheduled Monday through Friday, 8 a.m. – 4:30 p.m.
- Currently, we are limiting Ribbon Cuttings/Groundbreakings to 2 per week.
- Event is subject to cancellation based on gathering guidelines from the Governor's office and Alabama Department of Public Health.

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Member Business Name: \_\_\_\_\_

Business Representative: \_\_\_\_\_

Date Signed: \_\_\_\_\_